

First Aid Policy

Reviewed:

NEW March 2023

Adopted by Governors:

Full Governors meeting
15th June 2023

Next review:

Summer Term 2025

Kings Mill School & Residence



Kings Mill School & Residence is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

1. Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2021) 'Statutory framework for the early years foundation stage'
- DfE (2022) 'First aid in schools, early years and further education'

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Management of Medication Policy
- Infection Control Policy
- Records Management Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Educational Visits and School Trips Policy

2. Roles and responsibilities

The governing body is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.

- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

The headteacher is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Taking charge when someone is injured or becomes ill.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Keeping up to date with government guidance relating to first aid in schools.

The appointed person (s) is responsible for:

- Overseeing the school's first-aid arrangements
- Looking after the first-aid equipment, e.g. restocking the first aid rooms, first aid boxes, travelling first aid kits across sites and minibuses supplies.
- Displaying lists of first aiders, including contact details, in prominent locations across sites
- Maintaining the Automated external defibrillators (AEDs)
- Maintaining the communal asthma kits and maintain the pupil asthma register
- Ensuring sufficient first aid notices and displayed across sites

3. First aid provision

The school will routinely re-evaluate its first aid arrangements through a risk assessment, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. The school will maintain the following minimum provision of first aid items on each site:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves
- 1 bio hazard spills kits
- 1 burns kits

In addition

- The school & residence kitchen will be stocked with burns kits
- The plant room will be stocked with a burns kit and at least 4 litres of saline solution 0.9%
- The travelling first aid pouches will contain two individual pods of saline solution 0.9%

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the stock of first aid supplies, kits & boxes restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes or travelling pouches are located in the following areas:

- School Staff room – main site
- Health room
- School office
- Hydrotherapy pool
- Residence office & entrance
- Student Centre staff room
- All minibuses
- School & Residence Kitchen
- Pool Plant Room – ground floor

4. First aiders and appointed persons

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The current first aid appointed person(s) are:

	Name	Contact	Location	Qualification & Expiry Date
School & Student Centre	Megan Sharp	Ext. 246	Hedgehogs Class	

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

In line with government guidance, the school will ensure that all EYFS staff will hold a current and full Paediatric First Aid (PFA) certificate.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

5. Automated external defibrillators (AEDs)

Kings Mill has two AEDs which are located:

- Main site outside the Headteachers officer
- Student Centre in the entrance

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff every three years.

6. Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately, this can be a personal mobile phone and follows the instructions of the operator – this may include the administering of emergency first aid.
- A responding staff member notifies the school office so arrangements can be made to:
 - call the pupil's parent/guardian
 - obtain the pupil's medication pouch
 - prepare for the arrival of the ambulance e.g. open gates, take paramedics to incident location
 - assess staffing levels in response to the incident
 - notify a member of SLT
- Where an ambulance is required and the parent/guardian is not present, a staff member will accompany the pupil in the ambulance. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil's parent/guardian will be called in the first instance, to pick their child up and take them to the doctor or hospital. In more urgent cases or if the parent/guardian is delayed, two staff members will take the pupil is taken to a hospital in a staff car, or school minibus; one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's emergency contact details, medical information plan and any medication will be transported safely with the pupil. At least one of the staff members will remain with the pupil at the hospital until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, by making the scene or incident safe.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly

involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

7. Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. Parents will be informed by telephone of any injury to the head, whether minor or major.

The accident book should be completed by the staff member or first aider in charge at the time of the incident. Details of the incident, injury and first aid treatment given should be recorded. Accident books can be found in the following locations:

- School office
- Residence office
- Student Centre office

The School Business Manager will ensure that injuries requiring hospital treatment, a visit to the doctors or injuries that result in an absence from school or work will be reported to East Riding Safety Services.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the Records Management Policy.

8. Offsite visits and events

Before undertaking any offsite visits or events, the trip leader will assess the level of first aid provision required.

The school requires that all its MIDAS qualified minibus drivers hold a current and full emergency first aid qualification to ensure there is a qualified first aider present during all off-site visits.

The school requires that a first aider is present during on-foot outings and that a travelling first aid pouch is taken. This includes when leaving the minibus whilst during off site visits.

The following first aid supplies are available on each minibus:

- Fully stocked first aid box
- Fully stocked travelling first aid pouch
- 1 litre saline solution 0.9%

9. Illnesses and allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy and the Management of Medication Policy

10. Consent

Parents will be asked to complete and sign a pupil medical information form when their child is admitted to the school, which includes consent for emergency first aid treatment.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind. Staff will be guided by medical professionals whenever possible.

11. Monitoring and review

This policy will be reviewed bi-annually by the governing board, and any changes will be communicated to all members of staff.

Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel during their induction programme.

The next scheduled review date for this policy is Summer Term 2025.