

First Aid Policy

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Headteacher: **Mrs J Gray, MSc, NPQH**

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Statement of intent

St Michael's Church of England High School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors.

St Michael's Church of England High School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Management Policy
- Safeguarding Policy
- **Supporting Students with Medical Conditions Policy**
- **Administering Medicines Policy**

The administrative team has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

1. Definition

1.1. First aid is help given to a sick or injured person until full medical treatment is available.

2. Legal framework

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

- The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance
- Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

3. Aims

3.1. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the provision of first aid.

3.2. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

3.3. Anyone on the school premises is expected to take reasonable care for their own and others' safety.

3.4. The aim of this policy is to:

- ensure that the school has adequate, safe and effective first aid provision in order 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 all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- ensure that medicines are only administered at the school when express permission has been granted for this.
- ensure that all medicines are appropriately stored.
- promote effective infection control.

3.5. In the event of a medical emergency, nothing in this policy should affect the ability of any person to contact the emergency services. For the avoidance of doubt, staff should dial 999 for the emergency services 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.

3.6. To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

- a leaflet giving general advice on first aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- 2 sterile eye pads;
- 4 individually wrapped triangular bandages (preferably sterile);
- 6 safety pins;
- 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- 2 large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
- 1 pair of disposable gloves.

- 3.7. Equivalent or additional items are acceptable.
- 3.8. The school's health and safety lead first aider is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.
- 3.9. First aid boxes are located in the following areas:
- Reception
 - Medical Room
 - Food Room 1
 - DT Workshop
 - PE Washroom

4. First aiders

- 4.1. The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.
- 4.2. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the school business manager.
- 4.3. Each department's first aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies.
- 4.4. The current first aid appointed person(s) are:
- C Bending, PE, 13/05/2016
 - N Cartwright, Attendance Office, 11/12/2014
 - A Comerford, PE, 13/05/2016
 - K Fogarty, Humanities, 11/12/2014
 - G Gibbons, PE, 11/12/2014
 - S Gould, ICT, 11/12/2014
 - J Graham, Humanities 13/05/2016
 - W Hill, SLT, 11/12/2014
 - R Hodgetts, Medical Room, 11/12/2014
 - K Johal, SEN, 08/07/2015
 - L Mole, PE, 11/12/2014
 - P Owen, SEN, 11/12/2014
 - S Rowley, SEN, 08/07/2015
 - A Rukar, SEN, 11/12/2014
 - K Swanson, Reception, 13/05/2016
 - S Thomas, SEN, 11/12/2014
 - K Webb, SEN, 08/07/2015
 - K Wilcox, Reception, 13/05/2016

5. Emergency procedure in the event of an accident, illness or injury

- 5.1. If an accident, 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.
- 5.2. If called, a first aider will assess the situation and take charge of first aid provision.
- 5.3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the provision of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
- 5.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
 - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
 - Call an ambulance or a doctor, if this is appropriate – after receiving a parent’s clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
 - Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
 - See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
 - When the above action has been taken, the incident must be reported to:
 - The headteacher
 - The parents/carer of the victim(s)

6. Reporting to parents

- 6.1. In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.
- 6.2. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop. See Appendix 3.
- 6.3. In the event of serious injury or an incident requiring emergency medical treatment, the first aider who dealt with the incident will telephone the pupil's parents as soon as possible.
- 6.4. A list of emergency contact details is kept at reception/admin office.

7. Visits and events off-site

- 7.1. Before undertaking any off-site events, the teacher organising the trip or event will use Evolve to ensure that the necessary risk assessments of the event and persons involved are in place. This will be reviewed by the Assistant Headteacher Facilities and Resources before the event is organised.

8. Storage of medication

- 8.1. Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
- 8.2. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for provision, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- 8.3. All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- 8.4. An emergency supply of medication should be available for pupils with medical conditions that require regular medication.
- 8.5. Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

9. Illness

- 9.1. When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.
- 9.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

10. Consent

- 10.1. Parents will be asked to complete and sign a range of consent forms when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the provision of emergency first aid – these forms will be updated periodically.
- 10.2. Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

11. Monitoring and review

- 11.1. This policy is reviewed annually by the headteacher in conjunction with the governing board; any changes made to this policy will be communicated to all members of staff.
- 11.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

12. Procedures

- 12.1. Whenever an accident involving a pupil, visitor or staff member takes place, staff must complete an accident report form and return this to the Business Manager. See Appendix 1.
- 12.2. If an investigation is required, the assistant headteacher responsible for health safety will complete the accident investigation form. See Appendix 2.

Appendix 1 – Accident Report Form

Incident Report Form 012



Data Protection: The information you are providing will be entered into an incident recording database to provide statistical and trend information across Sandwell Metropolitan Borough Council. The information may be shared for the purpose of meeting the Council’s obligations under the law and will be treated confidentially.

PART A – TO BE COMPLETED BY, OR ON BEHALF OF, INJURED OR AFFECTED PERSON (form to be completed by an employee for a member of the public or pupil)

1. DETAILS OF INJURED OR AFFECTED PERSON

Last name:		Check no (SMBC employees only):		
First name(s):		Job title:		
Home address:		Usual workplace:		
Post code:		Works telephone no:		
Date of Birth:	Male/Female	Line manager:		
Is the injured or affected person a (<input checked="" type="checkbox"/> tick one box only):				
Sandwell MBC employee <input type="checkbox"/>	Member of the public <input type="checkbox"/>	Contractor <input type="checkbox"/>	Pupil or service user <input type="checkbox"/>	Voluntary worker <input type="checkbox"/>
For SMBC employees: which Directorate or School do you work in, or who is your Head of Service or Head Teacher?				
For contractors: what is the name of the company?				

2. DETAILS OF INCIDENT

What type of incident are you reporting (please tick one box)?		
Accident <input type="checkbox"/>	Violence/Aggression <input type="checkbox"/>	Near Miss <input type="checkbox"/>
Date	Time am/pm	Was there an injury? Yes/No
Describe the injury: (state left or right as appropriate)		
Address where the incident happened:		
Exact location of incident:		
Describe the incident fully stating what happened and how , continue on an attached sheet if necessary:		
Names and addresses of witnesses (if any):		

Appendix 2 – Accident Investigation Form

**St Michael's C of E High School
Accident Investigation Form**



INVESTIGATION UNDERTAKEN BY:

SIGNATURE:

DATE OF INVESTIGATION:

DATE OF ACCIDENT: TIME OF ACCIDENT:

PERSON(S) INVOLVED IN ACCIDENT:

ACCIDENT TYPE:

- SLIPPING / TRIPPING
- MANUAL HANDLING
- FALLING OBJECT
- OUTDOOR
- OTHER (please specify)

DESCRIPTION OF ACCIDENT SCENE / AREA: (Attach photographs if applicable)

WITNESS STATEMENT: NAME:

WITNESS STATEMENT: NAME:

CONFIRMATION OF INJURIES SUSTAINED:

EVIDENCE PHOTOGRAPHS ATTACHED:

- YES
- NO

PEOPLE:

- HAS TRAINING BEEN PROVIDED IN RELATION TO ACCIDENT?
- WERE ESTABLISHMENT PROCEDURES BEING FOLLOWED?
- WAS ANY PROTECTIVE EQUIPMENT REQUIRED?
- WERE APPROPRIATE INSTRUCTIONS GIVEN?

COMMENTS:

EQUIPMENT:

- WAS THE EQUIPMENT SUITABLE FOR THE TASK?
- WAS THE EQUIPMENT WELL MAINTAINED?
- ANY FAULTS IDENTIFIED?

COMMENTS:

PROCEDURES:

- WERE THERE PROCEDURES IN PLACE?
- WERE STAFF/ STUDENTS BRIEFED ON PROCEDURES?
- WERE THE PROCEDURES FOLLOWED?

COMMENTS:

ENVIRONMENT:

- DID THIS CONTRIBUTE TO THE ACCIDENT?

COMMENTS:

RISK ASSESSMENTS:

- WERE APPROPRIATE RISK ASSESSMENTS IN PLACE?
- DO THESE NEED TO BE REVIEWED AND UPDATED?

COMMENTS:

CONCLUSION:

Appendix 3 – Head Injury Letter



Dear Parent / Guardian,

Name: _____

Your child has sustained a head injury at school today at approximately _____ am/pm and has been monitored since the accident and we have not identified anything that caused concern up to the time of them going home.

Details: _____

If any of these symptoms are present, particularly loss of consciousness (even for a short period of time), you should call an emergency ambulance (999 / 112) or NHS Direct on 111 / 0845 4647

- Lasting headache that gets worse or is still present over six hours after the injury;
- Extreme difficulty in staying awake, or still being sleepy several hours after the injury. It is fine to let children go to sleep after a slight bump to the head, but you should check on them regularly and make sure you are able to wake them.
- Nausea and vomiting several hours after the injury;
- Unconsciousness or coma;
- Unequal pupil size;
- Confusion, feeling lost or dizzy, or difficulty making sense when talking;
- Pale yellow fluid or watery blood, coming from the ears or nose (this suggests a skull fracture);
- Bleeding from the scalp that cannot be quickly stopped;
- Not being able to use part of the body, such as weakness in an arm or leg;
- Difficulty seeing or double vision;
- Slurred speech; and
- Having a seizure or fit.

Yours faithfully,

Staff Member
Position

Headteacher: **Mrs J Gray, MSc, NPQH**

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