

FIRST AID POLICY AND GUIDELINES (608)

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at Sutton High School through the provision of first-aid equipment and trained personnel in accordance to the requirements of the Health and Safety (First Aid) Regulations and relevant DfE guidance.

'First-aid' means:

(a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and

(b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

H&S (First Aid) Regulations 1981(as amended)

1. School Provision

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice, ISI and DfE requirements, all GDST schools will ensure that:

- A first aid needs risk assessment is carried out to ascertain how many first aiders and what types of first aid equipment / facilities are required on each site. It will take into account factors such as:
 - o The number of staff / pupils on the site,
 - o The location of the school and higher risk parts of the school site
 - o The full range of activities undertaken by staff and pupils on the school premises during the normal school day, and as appropriate off-site and outside normal school hours, e.g. before / after the school day, at weekends and during the school holidays.
- As a minimum, at least one adult with a current 'First Aid at Work' qualification (3-day training) is present on each identifiably separate school site during the normal school day. If EYFS children are present at least one person with a current full (2 day) Paediatric First Aid certificate will also be present. It may be sufficient for an 'Emergency First Aider in the Workplace' (1-day training) to be present at other times, e.g. at the end of the school day or weekends and holidays when low risk after-school clubs and activities are running, or early mornings, evenings, weekends and holidays, when only employees are on the site undertaking low risk activities, however this must be determined by risk assessment. If there is any doubt about the level of risk of the activity, someone with a current 3-day first aid qualification should be present on site.

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- Appropriately qualified and equipped first aiders will accompany / be present at all off-site sporting activities, fixtures, matches and events, and educational visits / school trips. All school trips/outings undertaken by Early Years Foundation Stage pupils must be accompanied by at least one person with a current full (2 day) Paediatric First Aid certificate.
- The necessary first aid equipment and facilities are provided at appropriate locations throughout the school, as well as an adequate number of appropriately qualified First Aiders ;
- Adequate training and guidance is provided for First Aiders, including refresher training every 3 years and, where appropriate, specialist first aid training, for example:
 - o Paediatric First Aid for Early Years Provision,
 - o First Aid for Lifeguards,
 - o Sports First Aid training for PE staff
 - o Schools First Aid / First Aid for staff accompanying pupils on lower risk educational visits
 - o Activity First Aid / Outdoor First Aid / Rescue & Emergency training for staff accompanying pupils on higher risk educational visits or visits to remote;
- Lists of First Aiders names, qualifications, locations and contact details are prominently displayed around the school where staff and pupils can see them;
- All staff are made aware of first aid arrangements and such information is included in the induction process for new staff;
- Parents are made aware of the school’s first aid arrangements and the procedures for informing them if their daughter has had an accident, sustained an injury or received first aid treatment at school or on an off-site school activity. NB wherever possible the parents of EYFS pupils must be informed on the same day as the accident / treatment;
- A record is kept of any first aid treatment administered by the Welfare Officer/first aiders;
- A record is kept of all injuries to staff and pupils occurring both on and off the school premises as a result of school activities. Detailed guidance on how and where to do this is given in the ‘Accident Recording and Reporting’ section on the H&S section of the Hub. Records will be kept in accordance with the Trust’s policy on the retention of documents. In practice this means that records relating to pupils should be kept until pupils attain the age of 25, and records for all other categories of people should be kept for a minimum for 6 years;
- The HSE is informed of injuries that are reportable under RIDDOR without delay. Detailed guidance on how and when to do this is given in the Accident Recording and Reporting section on the H&S section of the Hub;

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- All injuries to staff and pupils requiring treatment beyond that provided by the Welfare Officer / First Aider are reported to the H&S team at Trust Office. NB this happens automatically if schools are recording accidents on the RIVO Safeguard Accident Reporting System;
- ‘Dangerous occurrences’ and significant ‘near misses’ are recorded. Detailed guidance on how and where to do this is given in the Accident Recording and Reporting section on the H&S section of the Hub;
- First-aid and accident reporting arrangements are regularly reviewed.

For more detailed information, see the ‘First Aid’ and ‘Accident Recording and Reporting’ sections on the H&S section of the Hub.

2. School Practice

All school staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils.

Once the school has completed a risk assessment to determine the number of First Aiders they need, they should invite staff to volunteer to become appropriately qualified, and provide the necessary training to enable them to administer first aid, or to organise an injured person’s transfer to hospital in the case of an emergency.

The Welfare Officer, as part of their responsibilities, will administer first aid and organise an injured person’s transfer to hospital in the case of an emergency.

There are a wide range of first aid qualifications. Which courses staff should attend will be determined by the minimum requirements set down by the DfE, Trust policy and the Trust’s insurers, and the school’s first aid needs risk assessment. Detailed guidance is given in the ‘First Aid’ section.

A register of First Aiders must be maintained to ensure that staff undertake refresher training at appropriate intervals, and new First Aiders are appointed as necessary. Copies of training certificates must be kept.

All First Aiders are covered by the Trust’s insurance against claims for negligence provided that they are suitably trained, and are carrying out their duties for the school/Trust.

School will have systems and procedures in place to ensure that all medicines are stored and administered safely. The systems and procedures must be formally documented. All staff who are authorised to administer medicines will receive training on the procedures, essential precautions, possible side-effects of the medicine and the importance of making appropriate records and informing parents.

No child under 16 should be given any medicine without their parent’s written consent. Prescribed medicines should only be administered to an Early Years Foundation Stage pupil if

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it has been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and the parents have given specific written permission for each individual medicine and the reason why it is needed. The pupil's parents must be informed, wherever possible on the same day, if any medicines are administered during the school day.

More guidance is given in the 'Administration of Medicines' protocol.

3. First Aid Equipment and Materials

A list of the location of defibrillators (AEDs) and first aid equipment, stored in containers marked with a white cross on a green background, should be kept, and notices alerting people of this fact should be prominently displayed in appropriate areas. NB ensure travel first aid kits, kits in minibuses or school vehicles, mobile first aid kits carried by specific personnel, and first aid kits in outlying buildings, e.g. pavilions are included.

Heads of Departments in areas where boxes are located should notify the Welfare Officer when supplies have been used in order that they can be restocked without delay.

The Welfare Officer will make arrangements for the regular checking and re-stocking of all the first aid kits, and making appropriate records. Additional supplies are available from her if necessary.

All First Aiders should be aware of and implement the guidance on infection control which can be found in section 6 of the GDST guidance on 'Pupil Health and Wellbeing'.

4. Procedures in the Event of an Emergency

Examples of emergencies which require immediate first-aid assistance include:

- Severe allergic reactions
- Asthma attacks
- Epileptic fits
- Difficulty in breathing
- Fainting
- Hypoglycaemia in diabetics
- Bleeding
- Breaks or sprains
- Concussion

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Schools should ensure that all staff and pupils are aware of the procedures to take in the event of a first aid emergency, e.g. by including advice along the lines below in staff and pupil handbooks:

If you witness an incident and the injured person is able to walk, take them to the medical room. If the Welfare Officer is not there send a message to Reception to ask them to contact a First Aider. Do not leave the person unattended.

If you witness an incident and the injured person does not seem able to move, do not try to help them move; stay with them and send a message to Reception to ask them to contact a First Aider.

If a First Aider is not available, or the situation requires urgent medical assistance, do not hesitate to call an ambulance by dialling 999 from any mobile or land-line telephone.

Further information on the action to take in the event of anaphylaxis, asthma attacks, seizures and hypoglycaemia/hyperglycaemia can be found in the 'Chronic / Long term Illness' and 'Allergies' Protocols.

5. Procedures for Pupils who are Unwell

Systems and procedures are in place to respond to pupils who are ill and infectious in order to prevent the spread of infection. They will ensure that parents and pupils are aware of the procedures to follow if a pupil is not well enough to attend school, or if she becomes ill at school and needs to be taken home. Schools should also discuss the procedures for caring for unwell or infectious Early Years Foundation Stage pupils with their parents.

Parents and pupils should be made aware of the times when they can seek help or advice from the Welfare Officer for non-emergency situations, e.g. headaches, or to discuss any concerns.

Further information on infection control and a link to the Public Health England's guidance 'Health Protection in Schools and Other Childcare Facilities' can be found in section 6 of the 'Pupil Health and Wellbeing' section of H&S section of the Hub and in the GDST Common Childhood Ailments Protocol.

6. Further Information and Guidance

- GDST ['First Aid'](#) guidance
- GDST ['Accident Recording and Reporting'](#) guidance
- GDST ['Pupil Health and Wellbeing'](#) guidance
- [First Aid in Schools, Early Years and Further Education](#) – DfE - 2022
- Approved Code of Practice and Guidance to the H&S (First Aid) Regulations - HSE - L74 - 3rd edition 2013 + [2018 amendments](#) - see 'related documents' tab

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GDST Minimum First Aid Requirements

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice, ISI and DfE requirements, all GDST schools will ensure that:

- A **first aid needs risk assessment** is carried out to ascertain how many first aiders and what types of first aid equipment / facilities are required on each site. It will take into account factors such as:
 - The number of staff / pupils on the site
 - The location of sites and higher risk parts of the school site
 - The full range of activities undertaken by staff and pupils on the school premises during the normal school day, and as appropriate off-site and outside normal school hours, e.g. before / after the school day, at weekends and during the school holidays.
- **As a minimum**, at least one adult with a current **'First Aid at Work'** qualification (3-day training) must be present on each identifiably separate school site during the normal school day. If EYFS children are present at least one person with a current full (2 day) **Paediatric First Aid** certificate will also be present. It may be sufficient for an **'Emergency First Aider in the Workplace'** (1-day training) to be present at other times, e.g. at the end of the school day or weekends and holidays when **low risk** after-school clubs and activities are running, or early mornings, evenings, weekends and holidays, when only employees are on the site undertaking **low risk** activities, however this must be determined by risk assessment. If there is any doubt about the level of risk of the activity, someone with a current 3-day first aid qualification should be present on site.
- Appropriately qualified and equipped first aiders will accompany / be present at all off-site **sporting activities**, fixtures, matches and events, and **educational visits / school trips**. All school trips/outings undertaken by Early Years Foundation Stage pupils must be accompanied by at least one person with a current full (2 day) Paediatric First Aid certificate
- The necessary **first aid equipment** and facilities are provided at appropriate locations throughout the school, as well as an adequate number of appropriately qualified First Aiders[1];
- Adequate **training** and guidance is provided for First Aiders, including refresher training every 3 years and, where appropriate, specialist first aid training is provided, for example:
 - Paediatric First Aid for Early Years Provision
 - First Aid for Lifeguards
 - Sports First Aid training for PE staff
 - Schools First Aid / First Aid for staff accompanying pupils on lower risk educational visits
 - Activity First Aid / Outdoor First Aid / Rescue & Emergency training for staff accompanying pupils on higher risk educational visits or visits to remote;
- **Lists of First Aider's** names, qualifications, locations and contact details are prominently displayed around the school where staff and pupils can see them;

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- All **staff are made aware of first aid arrangements** and such information is included in the induction process for new staff and during the inset days at the start of each academic year;
- **Parents are made aware of the school's first aid arrangements** and the procedures for informing them if their child has had an accident, sustained an injury or received first aid treatment / medication at school. NB wherever possible the parents of EYFS pupils must be informed on the same day as the accident / treatment;
- A **record** is kept of all **first aid treatment** administered by the school nurse / first aiders and all medication administered by school staff.
- A **record** is kept of **all accidents and injuries to staff and pupils** occurring both on and off the school premises as a result of school activities. Detailed guidance on how and where to do this is given in the [Accident Recording and Reporting](#) section. (NB Photographs should not taken of a child's injury or bruising, although it is acceptable to make a record / drawing on a body map [3]. Records will be kept in accordance with the Trust's [policy on the retention of documents](#). In practice this means that records relating to pupils should be kept until pupils attain the age of 25, and records for all other categories of people should be kept for a minimum for 6 years;
- The **HSE is informed of injuries that are reportable under RIDDOR** without delay. Detailed guidance on how and when to do this is given in the [Accident Recording and Reporting](#) section;
- **'Dangerous occurrences'** and **significant 'near misses'** (events that, while not causing harm to a person, have the potential to cause injury or ill health or significant property damage) are recorded. Detailed guidance on how and where to do this is given in the [Accident Recording and Reporting](#) section;
- First-aid and accident reporting **arrangements are regularly reviewed**.

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