



Thorpe St Andrew School and Sixth Form

First Aid Policy

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Statement of Intent

Thorpe St Andrew School and Sixth Form is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, students 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 regard to all staff, students and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, students and visitors. Details of such precautions are noted in the following policies:

- Adapted Health and Safety Policy
- Behaviour and Attitude for Excellence Policy
- Child Protection and Safeguarding Policy
- Lone Working Procedure
- Supporting Students with Medical Conditions Policy
- Allergen and Anaphylaxis Procedure
- Educational Visits and School Trips Policy
- Asthma Guidance paper

The school's administrative team has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel and seeking first aid support.

1. Legal Framework

- 1.1 This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:
- Health and Safety at Work Act 1974
 - The Health and Safety (First Aid) Regulations 2018
 - The Management of Health and Safety at Work Regulations 2006
 - DfE (2015) 'Supporting students at school with medical conditions'
 - DfE (2000) 'Guidance on First Aid for Schools'
 - DfE (2018) 'Automated External Defibrillators (AEDs)'.

2. Aims

- 2.1 All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.
- 2.2 Staff will always use their best endeavours to secure the welfare of students.
- 2.3 Anyone on the school premises is expected to take reasonable care for their own and other's safety.
- 2.4 The aims of this policy are to:
- Ensure that the school has adequate, safe and effective first aid provision for every student, 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 students 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.
- 2.5 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.
- 2.6 To achieve the aims of this policy, the school will have suitable stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:
- A leaflet giving general advice on first aid
 - 20 individually wrapped sterile adhesive dressing, of assorted sizes
 - 2 sterile eye pads
 - 4 individually wrapped sterile adhesive dressings, of assorted sizes
 - 6 safety pins.

- 6 medium-sized (approximately 12cm x 12 cm) individually wrapped sterile un-medicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile un-medicated wound dressings
- 1 pair of disposable gloves
- Equivalent or additional items are acceptable
- All first aid containers will be identified by a white cross on a green background.

2.7 The Year School administration, BEST and individual First Aiders are responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use - these will be frequently checked and restocked as soon as possible after use, items will be safely discarded after the expiry date has passed.

2.8 First Aid boxes are in the following areas:

- The school office on the South Site
- Swimming Pool
- PE Office
- DT
- The CHASE
- Minibuses
- Year School Administration, BEST and individual First Aiders for both sites
- Sixth Form

3. First Aiders

- 3.1 The main duties of first aiders will be to administer immediate first aid to students, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.
- 3.2 First aiders will ensure that their first aid certificates are kept up-to-date through liaison with HR.
- 3.3 The school's administrative team will be responsible for maintaining supplies.
- 3.4 A list of the current first aid appointed persons is held by the HR Department.

4. Automated External Defibrillators (AED)

- 4.1 The school has procured an AED, which is located in the South Site Office.
- 4.2 Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.
- 4.3 A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, within the Thursday pastoral briefing (internal staff newsletter).
- 4.4 Use of the AED will be promoted to students during PSHE lessons.

5. Emergency Procedures

- 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 following advice from a medical professional and take charge of first aider administration.
- 5.3 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.
- 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 victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious or from involving more victims.
 - Call an ambulance, if this is appropriate or after receiving a parent's/carer's clear instruction, take the victim(s) 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 move the victim(s) without making the injury worse.
 - Ensure 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 students who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident. Younger more vulnerable students may need parental/carer support to be called immediately.
- 5.5 In the event of a head injury (above the neck) a member of staff should complete the 111 online (Help for My Symptoms questionnaire <https://111.nhs.uk/triage/check-its-not-an-emergency>) and follow their advice for next steps to take. Contact home must be made immediately and parents/carers will be asked if they would like the member of staff to continue with the questionnaire or if they will be collecting the student to seek their own medical advice. If parents/carers would like the member of staff to continue to complete the questionnaire then parents/carers must be informed of the actions that have been taken and/or the actions that need to be taken as parents/carers. Please ensure that the incident and all actions taken are recorded, in full, on CPOMS and that parents/carers have been contacted and appraised of the actions taken. However, if a member of staff is instructed to call 999 or should the member of staff think the injury is severe enough, they should not hesitate to contact 999 without delay.
- 5.6 Once the above action has been taken, the incident will be reported promptly to:
 - CPOMs
 - Head of School
 - The victim(s)'s parents/carers.
 - Incident Reporting Log as appropriate depending on the nature and seriousness of injury. This information will be reported to the Health and Safety Executive (HSE) appropriate by the Site Manager and further action taken as necessary to address any issues that may arise from the incident.

6. Reporting to Parents/Carers

- 6.1 In the event of an incident or injury to a student, at least one of the student's parents/carers will be informed as soon as possible.
- 6.2 In the event of a serious injury or an incident requiring emergency medical treatment, the First Aid Responder for each Year School will telephone the student's parents/carers as soon as possible.

7. Offsite Visits and Events

- 7.1 Before undertaking any off site visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.
- 7.2 For more information about the school's educational visits requirements, please see the **Educational Visits and School Trips Policy**.

8. Storage of Medication

- 8.1 Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual students have been given responsibility for keeping such equipment with them.
- 8.2 All medicines will be stored in the original containers in which they were dispensed, together with the prescriber's instructions for administration, 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/carer for safe disposal when they are no longer required or have expired.
- 8.4 An emergency supply of medication will be available for students with medical conditions that require regular medication or potentially lifesaving equipment, for example an EpiPen.
- 8.5 Parents/Carers will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Healthcare Plan (IHP) can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents/carers in this regard.

9. Illnesses

- 9.1 When a student becomes ill during the school day, the parents/carers will be contacted and asked to pick their child up as soon as possible.
- 9.2 A quiet area in each Year school will be set aside for withdrawal and for students to rest while they wait for their parents/carers to pick them up. Students will be monitored during this time.

10. Allergens

- 10.1 Where a student has an allergy, this will be addressed via the school's **Allergen and Anaphylaxis Procedure**.

11. Consent

- 11.1 Parents/carers will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid - these forms will be

updated periodically.

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- 11.2 Staff do 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 student in mind - guidelines will be issued to staff in this regard.

12. Monitoring and Review

- 12.1 This policy is reviewed annually by the Governing Board, and any changes communicated to all members of staff.
- 12.2 Staff will be required to familiarise themselves with this policy as part of their induction programme. 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.

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