

FIRST AID POLICY

Statement of Intent

Pathways Learning 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 well-being of all staff, pupils and visitors.

Aims

- For the organisation to ensure that there are adequately trained first aid members of staff who can respond accordingly to accidents and incidents.
- To ensure the correct equipment is available, it is fit for use and in date.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency.

Objectives

- This policy applies to all staff who work with students and staff.
- To demonstrate how we intend to fulfil our legislative requirements in relation to staff being First Aid trained.
- Ensure that there is clear guidance for all staff on expectations accompanying their role in relation to administering First Aid.
- To ensure staff are aware of the First Aid systems in place.
- To demonstrate the organisation's commitment to the safety of the service users, staff and visitors.
- Each First Aid trained person will be aware of the locations of the First Aid boxes and be knowledgeable of their content.

All staff that work with the students will be First Aid trained. If a student/staff member has special health needs, then extra training will be provided to suit individuals.

As part of the induction process, new staff as appropriate are given training to become First Aiders and are trained in accident reporting.

First Aid provision

The school will routinely re-evaluate its First Aid arrangements, 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 students and staff throughout the school.

All First Aid containers will be identified by a white cross on a green background.

First Aid boxes are in the following areas:

- Office
- Upstairs Room
- Downstairs Room

First Aid boxes will be checked for suitability, dates, and stock every term and no medicine/tablets are kept in them.

Training

Training is delivered by Dragon Ventures, in line with H&SE.
All Staff will be trained in Emergency First Aid at Work (6 hours) qualification.

Additional REC 2 first aid (16 hours) training is provided for the Headteacher and lower school leader and anyone who supports adventurous trips.

Roles and responsibilities

The Directors are responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant 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.
- Ensuring that there are procedures and arrangements in place for first aid during off- site or out-of-hours activities, e.g. educational visits
- 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.
- 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 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.

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 their first aid 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.
- Keeping up to date with government guidance relating to first aid in schools.

The appointed persons are responsible for:

- Overseeing the school's First-Aid arrangements. Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid containers.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate.

The role of the First Aider

- Assess the situation, what has happened, count the casualties, look for history, signs and symptoms.
- First aid is defined as the initial “help given to a sick or injured person until full medical treatment is available if required”.
- Protect self and group from danger by assessing for further danger. A first aider must protect themselves first then others.
- A first aider must call for help if needed, this includes members of the public, colleagues, and **emergency services 999**.
- Prioritise treatment by treating the most urgent thing first, making a dynamic risk assessment and prioritising using the ABCD guidance. Airways, Breathing and Circulation and Disfigurement.
- First aiders must minimise infection risk by washing hands, wearing gloves, covering own cuts, dispose of waste carefully and use sterile, undamaged, in-date dressing.
- A primary survey will be completed by the trained first aider of the person needing assistance includes Danger, Response, Airways, Breathing and Circulation and Disfigurement.
- A secondary survey will include the first aider looking for signs and symptoms, allergies, medication, past medical history, last meal, and event history.
- When resuscitating follows the primary survey, look, listen and feel for normal breathing. Give 30 chest compressions and 2 rescue breaths. This process is repeated until medical help arrives, the person starts breathing or the first aider becomes exhausted. (5 initial breaths for a child).
- If a defibrillator (AED) is available, use and follow its instructions.
- **I**n the event of a casualty choking, the first aider will instruct the person choking to cough, if this is unsuccessful then 5 back blows are delivered (checking each time if the blockage has been released). If this is unsuccessful then the first aider is to deliver 5 abdominal thrusts. Repeat steps 2 and 3.

We will ensure that there are always a sufficient number of First-Aid personnel available on site at all times to provide adequate cover to all areas of the school.

Safeguarding Procedures

If possible, the first aider should administer First Aid in the presence of a witness (preferably another member of staff). Staff present should be recorded in the accident/incident form if required.

Reporting accidents and record keeping

Any accident must be recorded in the accident log on Sharepoint. This includes all accidents that the students/staff have had.

Accidents may need reporting to RIDDOR. The person in control of the building will follow the regulation instructions.

Accidents should be reported to parents/carers in a timely fashion with a phone call in the first instance. If unreachable by telephone a message should be left advising to return a call to school.

Offsite visit and events

Before undertaking any offsite 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.

The school will take a First Aid kit on all offsite visits.

For more information about the school's educational visit requirements, please see the Educational Visits.

Storage of medicine

Medicines will be stored securely and appropriately in accordance with individual product instructions. Medicines will be stored in the original container 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.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an 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.

The administration of medicines and creams are done by trained employees. All medication is kept in a locked cabinet. Records will be kept when administering them.

Bodily fluids packs are kept in a red bucket under the stairs.

Illness 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 (in reception) 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.

Where a pupil has an allergy, this will be treated appropriately.

Consent

Parents will be asked to complete a contact information form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions.

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.

Monitoring and review

This policy will be reviewed annually by the leadership team, and any changes will be communicated to all members of staff.

Written in accordance with:

Health and Safety (First Aid) Regulations 1981

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents.

Children's Act 1989.

Registered providers need to ensure that their staff have the relevant skills and knowledge to be able to meet the health needs of children and young people/pupils, administer basic first aid and minor illness treatment, provide advice and support and where necessary meet specific individual health needs arising from a disability, chronic condition or other complex needs.

Appendix 1 – FAQs

What do you do if a student feels ill?

1. Go to sit in First Aid area (situated opposite disabled toilet)
2. If no better, call parent/carer
3. If symptoms worsen, call 3-day first aider
4. 3-day first aider assess situation
 - a. Call parent/carer again
 - b. Call ambulance if needed

What would you call an ambulance for?

1. Severe respiratory problems
2. Chest pains
3. Severe bleeding
4. Suspected fractures where you cannot move the student
5. Seizures
6. Anaphylactic shock
7. Unconscious student

Any other problem you feel uneasy about

Medication

1. It is kept in a locked cupboard in the Head Teacher's office
2. Administer in accordance with the administration plan
3. Fill in the log book and inform parent/carer at pick up

First Aid Packs are available on both floors

Bodily fluid kits are kept under the stairs in a red bucket