



# TIMU ACADEMY TRUST

**Policy Document for: First Aid**

**Approved:** September 2018

**Due for Review:** September 2021

## **Introduction**

This first aid policy does not include reference to supporting pupils at school with medical conditions or dealing with administration of medication. Please refer to the trust's separate policies for such arrangements.

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes pupils. Responsibility for health and safety in our schools, including the administration of first aid, lies with the Board of Trustees.

Teachers are not required to give first aid under their conditions of employment, but any employee can volunteer to be the first aider and the trustees are responsible for ensuring that there are sufficient trained persons to meet the statutory requirements and identified needs at all times. Any first aider must receive HSE approved training.

Daily minor first aid situations may be dealt with by emergency aiders. However, any employee or any person volunteering to administer first aid will be covered and indemnified under public liability insurance policy.

Our schools follow the requirements for paediatric training and handling accidents or injuries as set out for early years pupils in the DFE's *Statutory framework for the early years foundation stage March 2017*.

This policy statement must be considered in conjunction with the school's health and safety policy.

## **Objectives and targets**

The trust aims to ensure that:

- All legal requirements for first aid are fulfilled.
- The school has sufficient members of staff trained and available to support the legal requirements for first aid coverage.
- First aid facilities including first aid boxes and first aid areas are fit for purpose.

## Action plan

All staff will be informed of first aid arrangements and made aware of this policy.

### Roles and responsibilities: Headteacher

In discharging its duty of care, the trustees delegate to the headteacher the operational responsibility for ensuring that first aid procedures are carried out to comply with legal requirements. This will include:

- Risk assessments including:
  - Consideration of the size of the school and its layout and location.
  - Specific hazards or risks on the site.
  - Specific needs.
  - Accident statistics.
  - Selection of first aiders, and number required.
  - Contacting first aid personnel.
- Ensuring first aid training is up-to-date and sufficient for school needs.
- Ensuring that first aid provision is available at all times while people are on the school premises, and also off premises while on school visits.
- Reassessment of first aid provision.
- Providing information as required.
- Considering insurance cover.

### Responsibilities of the site manager

- Ensuring that access to the school site for emergency vehicles is maintained at all times.

### Responsibilities of the first aiders

On a day-to-day basis, the first aid officers have the responsibility to:

- Complete a training course approved by the Health and Safety Executive (HSE).
- Be aware of the details of all first aiders and the location of all first aid boxes.
- Maintain fully stocked first aid provisions.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and must take care when dealing with blood or other body fluids and disposing of dressings or equipment.
- Ensure that an adult witness is present if tending an intimate part of the body.
- Complete carbonated accident report slip with one copy going home.
- Complete accident/incident report form for more serious incidents or those where use of force to restrain a pupil has been used.
- Issue and affix wristbands for bumped heads.
- Report to the headteacher any time that first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)'

### Responsibilities of hirers

When others use the premises, eg for extended activities at the school or by those who hire any of the school premises the premises must be safe for the purpose for which they are to be used and organisers must make it clear that the premises cannot be used for other purposes. Risk assessments relating to community facilities and activities on the premises must be carried out. The school's health and safety policy must be altered so as to manage and, where possible, to reduce these risks.

Hirers and those involved in extended school activities must be made aware of:

- Their health and safety responsibilities and duties.
- Any specific health and safety issues (eg, hazards on the premises).
- First aid arrangements in the school.

### **Maintenance of fully stocked first aid containers**

On a weekly basis, a first aid trained member of the office staff will check the following and arrange for stocks to be replenished where necessary:

- The number of first aid containers the school has and their contents.
- That there are sufficient first aid containers.
- Travelling first-aid containers.
- First aid container in minibus.

### **Procedure for sick pupils**

- Students who feel unwell should be sent to the office by their teacher to explain the nature of their illness. The decision to send a sick student home will be made by a member of the senior leadership team. Unwell students must be signed out when leaving school for medical reasons.
- Students with medical needs must be brought to the attention of the SENCO and teaching staff in year group meetings, and to the attention of all supervisory staff and extended school staff. Details will be shared in teaching assistant and lunchtime supervisor meetings and meetings with extended school staff.
- Student EpiPens are kept in the first aid box in the office and for some students, a further EpiPen may be held in class. PE staff and staff supervising visits off-site should be particularly mindful of students requiring EpiPens.
- Our schools hold salbutamol inhalers for use only in emergencies. The inhalers may only be used by children whose parents have agreed the use of the emergency inhaler and who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler will be used if the pupil's prescribed inhaler is not available (eg because it is broken, or empty).

### **Accident procedures**

- Outside of class time, students should be dealt with in the first instance by a member of staff on duty. However, if the injury requires first aid treatment, the student should be sent to the office to be dealt with by the first aider.
- During lesson times, if members of staff are unable to deal with the injury, then the student should be sent to the office, if necessary accompanied by another student.
- All accidents/injuries must be reported by the person who initially dealt with the incident using the carbonated report slips or the incident/accident report form as required.. All head bumps/injuries must be recorded/reported and a wristband issued and affixed.
- A copy of the report slip will be sent home with the student.
- If the medical assistant believes that the injured person requires medical treatment, they will consult with the duty member of the leadership team and:
  - Arrange for the emergency services (999) to be called if necessary.
  - Arrange for parents to be informed.
  - Arrange for the injured person to be transported to A&E by ambulance or by parents.

### **Defibrillator**

Iwade and Bobbing Schools possess an automatic external defibrillator (AED) for emergency use.

### **Monitoring and evaluation**

In order to monitor and evaluate this policy, injury/accident books will be monitored to identify recurring incidents which may be prevented if appropriate action is taken.

The school will review regularly the first aid policy and ensure that the necessary legal standards are being met and that, where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.