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**ST ALBANS**  
MULTI-ACADEMY TRUST



# First Aid Policy

<b>Policy type</b>	Local Academy
<b>Adopted by the Trust Board</b>	
<b>For review</b>	Oct 2021
<b>Person responsible</b>	O. Bates

Kensworth CE Academy is committed to safeguarding and promoting the welfare of our children and young people and expects all staff, volunteers and visitors to the school to share this commitment.

## Policy statement

Kensworth CE Academy is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. We will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. This policy aims to comply with Part Three of the Education (Independent School Standards) (England) Regulations 2014, the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the health and safety (First Aid) Regulations 1981 and the First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance.

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

## Aims

- To ensure that the academy has adequate, safe and effective first aid provision in order for every pupil and member of staff to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- To ensure that medicines are only administered at the academy when express permission has been granted for this.
- To ensure that all medicines are appropriately stored.
- To promote effective infection control.
- To ensure that nothing in this policy should not 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 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 academy site.

This setting is committed to:

- Ensuring that First Aid issues and problems are dealt with in an effective and efficient manner.
- Providing a safe and healthy environment for all children enrolled at the setting.
- Providing a framework to ensure that pupils and staff have effective First Aid cover across the academy.
- Have suitably stocked first aid kits (responsibility of the individual Pre-school/Academy First Aid Appointed Persons).

- Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health (play equipment will be regularly monitored in order to minimise the likelihood of an accident or injury).
- Appoint sufficient First Aiders (qualified by training) to take charge of first aid. The certification will be reviewed regularly to ensure that it is current. If possible, all full time staff will be first aid trained. The academy will maintain a record of employees that have undergone first aid training.
- Provide information to employees, pupils and parents on the arrangements for first aid
- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
- Ensure that an accident record file is maintained in the First Aid Cupboard and every incident that requires first aid is recorded and filed including any treatment given. The Accident/Incident/Illness Report Form is written and given to the parents where any child has had an accident at the academy including any treatment given.
- Ensure that a holder of a current First Aid certificate accompanies all visits, walks and field trips. A portable first aid kit will be taken on all such educational visits.
- Ensure that all staff know the location of the first aid kits and the names of the academy's First Aiders are clearly defined in a central area of the school.
- Ensure that appropriate hygiene is observed at all times and rubber surgical gloves will be provided and used in any instance involving blood.
- Review and monitor arrangements for first aid on as appropriate on a regular basis (and at the very least on an annual basis).

**This is aligned with the academy's aims and objectives to continually raise the standard of achievements of pupils across all subjects.**

## Background and Relevant Legislation

### Definitions

- **First Aider** is a person who has attended, successfully completed and has a valid certificate for 'First Aid at Work' training
- **Emergency First Aider** means a person who has attended, successfully completed and has a valid certificate for the 'Emergency First Aid at Work' training
- **First Aid** means the following:
  - 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 help is obtained

- *Treatment of minor injuries which would otherwise receive no treatment or do not need treatment by a medical practitioner or nurse.*

### **Procedures for management**

- The First Aid Kits are located across from the staffroom in near the front of the academy, in the reception classroom and in the pre-school office.

### **First Aiders**

The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

First Aiders are to ensure that their first aid certificates are kept up to date through liaison with the Academy Manager.

Each of the current First Aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The First Aid Co-ordinator will be responsible for maintaining supplies. Details of current First aiders are provided at the main First Aid storage cupboard.

### **Emergency Procedure in the event of an accident, illness or injury**

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider (see photo sheets opposite the Staff Room for up-to- date information on designated First Aiders).

If summoned, a First Aider will assess the situation and take charge of first aid administration. In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the designated First Aider indicates a moderate to serious injury has been sustained then 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 summoned. 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, or (if advised by a member of FBT that this is appropriate, after receiving the parents 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 (much easier if they are fit to be moved), by removing people 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 summoned immediately.
- When the above action has been taken, the incident must be reported to:
  - a) the Head Teacher
  - b) the parents (or other closest relatives) of the victim(s), and
  - c) the police, if a criminal offence may have occurred.
- Allocate staff resources carefully between helping the victim(s) (eg. by accompanying them to hospital), dealing with the direct aftermath of the accident and looking after pupils not affected by the accident. All three activities are important.
- Require (in so far as it is reasonable to do so) all adult witnesses and older children who are witnesses (including those arriving on the scene after the accident), to write down in their own hand and in their own words exactly what they saw and heard. This first-hand evidence can be invaluable, if litigation follows the accident.
- Complete an 'Accident/Incident/Illness incident Report Form'.
- If the accident is serious, a member of the SLT will report the matter to the CEO who will inform the Academy insurers. Report it also to the local authority, which may be able to give advice and assistance, especially if there is media interest shown.
- Decide whether the whole school needs to be informed and, if so, what to say in class or assembly and when to say it.
- Without delay, begin to consider ways of preventing such an accident from happening again and implement those preventative measures.
- If the accident is very serious, or fatal, report the matter to the Health and Safety Executive. RIDDOR.
- Make arrangements for the return to academy of the accident victim(s) and of those worried or traumatised by the accident.

If the initial assessment indicates that a minor injury has taken place then one or more of the following actions will be taken:

1. First Aid administered as necessary by designated First Aider.
2. Complete an 'Accident/Incident/Illness Incident Report Form'.

3. Parents informed (generally at the end of the day).

### **Ambulances**

The designated First Aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment. If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the pupil's parents, guardians or their named representative is present. A member of staff will remain with the pupil until one of the pupil's parents, guardians or a named representative appointed by a parent arrives at the hospital.

### **Procedure in the event of contact with blood or other bodily fluids**

First Aiders should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- use suitable eye protection and a disposable apron, where splashing may occur
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- wash hands after every procedure. If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay
- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water and/or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination
- take medical advice (if appropriate).

**Reporting to parents** In the event of accident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable. 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. In the event of serious injury or an incident requiring emergency medical treatment, the pupil's class teacher, in consultation with FBT, will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept in the front office.

**Visits and events off site** Before undertaking any off-site events, the teacher organising the visit or event will assess level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Head Teacher before the event is organised. Please see the separate Educational Visits and Journeys Policy for more information about the Academy's educational visit requirements.

**Storage of medication** 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. All medicines shall 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. All medicines will be returned to the parent when no longer required to arrange for safe disposal. An emergency supply of medication should be available for pupils with medical conditions that require regular medication. Parents should advise the academy 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 would be epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

In general, staff will not administer any form of medication unless there is an emergency and then on the advice of the emergency services/on-call doctor. Please see the Supporting Pupils with Medical Conditions Policy and Forms for further information.

## Illness

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/guardians to arrive to pick them up (this is located in the reception seating area). This area has easy access to a toilet and hand washing facilities. Pupils will be monitored during this time. When a child becomes ill during the day the parents/guardians will be contacted and asked to pick their child up from the academy as soon as possible.

## Related Policies

**Administration of medicines**

**Educational visits and journeys**

**Child protection and safeguarding**

## Conclusion

Parents will be asked to complete and sign a Medical Consent Form when a child is admitted to

the academy, which includes emergency numbers and consent for the administration of emergency first aid. These forms will be updated periodically. Details of allergies and chronic conditions will be included on this form.

Staff do not act in loco parentis 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.

## **x. Monitoring and Review**

x.1 The Trust has delegated to Kensworth CE Academy the responsibility for reviewing the implementation and effectiveness of this policy. The Trust will approve all major changes to this policy. The policy will be promoted and published throughout the Trust.

x.2 The policy will be reviewed every three years or if there are changes to the relevant legislation