



First Aid Policy

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1. Statement of intent

Newbridge School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, 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 regards to all staff, students and visitors whilst on site and to all students and staff whilst on off-site activities.

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

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Administration of Medicines Policy
- Educational Visits and School Trips Policy

The Head Teacher has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

2. Legal Framework

This policy has due regard to statutory legislation, including, but not limited to the following:

- The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance
- Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance
DfE First aid Guidance 2000

3. Aims

- 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.

- Anyone on the school premises is expected to take reasonable care for their own and others' safety.

3.1 The aim of this policy is to:

- Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, 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 all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school in accordance with the Administration of Medicines Policy.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

3.2 Nothing in this policy should 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 school site.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

- A leaflet giving general advice on first aid;
- Individually wrapped sterile adhesive dressings (assorted sizes);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile
- Un-medicated wound dressings;
- Two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings; and
- One pair of disposable gloves.
- Equivalent or additional items are acceptable.

3.3 First aid staff are responsible for examining the contents of first aid boxes.

These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed. The Head Teacher and Business/Office Manager are responsible ensuring that first aid supplies are adequately maintained.

3.4 First aid boxes are located in the following areas:

- Main Kitchen
- Student Kitchen
- First Aid room
- Minibuses

4. First Aiders

- The main duties of first aiders are to give immediate first aid to pupils, staff or visitors 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 school business manager.
- First aiders have a responsibility to ensure all first aid kits are properly stocked and maintained.

5. Appointed Person

- An appointed person is someone who takes charge when someone is injured or becomes ill (DFE guidelines 2000). Appointed persons are not required to be trained in first aid.
- Within the School premises the Head Teacher and members of the senior leadership team will assume the role appointed person when on an offsite activity the trip leader should assume the role of appointed person. Working with the first aider the appointed person will take charge making all necessary decisions to ensure that an incident is managed safely and ensuring that where required further medical advice is sought by contacting the 111 non-emergency number medical helpline or an ambulance is called or when safe and appropriate to do so transport a person with a minor injury to hospital.
- The current first aid appointed person(s) are: The Head Teacher Members of SLT and Trip Leaders.

6. 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 course of action, which may involve calling for an ambulance immediately or calling for a first aider.

- If called, 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 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 accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. 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, if this is appropriate, 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 (if they are fit to be moved) by removing injured persons from the scene.
- See to any student who may have witnessed the accident or its aftermath and whomay 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 called immediately.
- When the above action has been taken, the incident must be reported to:
 - The Head Teacher and Business/Office Manager
 - The parents/carer of the student.

7. Visits and events off-site

- Before undertaking any off-site 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 event and persons involved. This will be reviewed by the Head Teacher before the event is organised.
- Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.

8. Illness

When a student becomes ill during the day, the parents/carer will be contacted as soon as possible advised of the young person condition and where appropriate recommend that the

young person returns home or the parent/carer be asked to make the decision on the care of their child.

9. Consent

- As part of the Newbridge student induction programme, parents and the young person will be asked about the young person's health and medical needs during the 'Individual Person-Centred Review' meeting, details of allergies, chronic conditions and emergency numbers will be noted in the IPCR record along with an action plan which will be in place ready for the student's start date. If medications are required to be given during the school day the medicines consent form must be completed these forms will be updated periodically.
- Staff do not act 'in loco parentis' in making medical decisions 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 young person in mind.

10. Reporting

- In the event of an incident or injury to a student, at least one of the student's parent/carers must be informed as soon as practicable.
- Parent/carers must be informed 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, a member of the leadership team will telephone the pupil's parent/carers as soon as possible.
- A list of emergency contact details is kept at reception/admin office and on our MIS - Arbor.
- All accidents and injuries must be recorded in the appropriate accident book student accident book and staff accident book.