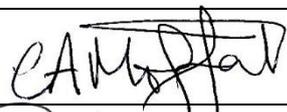
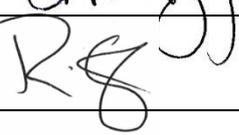

First Aid Policy

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Statement of intent

Paxman Academy is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children 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, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

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 when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

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.

1. Legal framework

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

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2019) 'Automated external defibrillators (AEDs)'

2. Roles and responsibilities

2.1 The governance committee is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk 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 based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- 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, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- 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.

2.2 The Headteacher is responsible for:

- 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 and how to contact them if necessary.

2.3 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.
- Endeavouring at all times to secure the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

2.4 First aid staff are responsible for:

- Completing and renewing training as dictated by the governance committee.
- 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.

2.5 The Medical Officer is 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 container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - Cardiopulmonary resuscitation.
 - First aid for the unconscious casualty.
 - First aid for the wounded or bleeding.
 - Maintaining injury and illness records as required.

3. First aid provision

- 3.1 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 pupils and staff throughout the school.

- 3.2 The school will have suitably 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 would be:
- A leaflet giving general advice on first aid;
 - Individually wrapped sterile adhesive dressings (assorted sizes);
 - Sterile eye pads;
 - Triangular bandages (preferably sterile)
 - Safety pins;
 - Medium (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings;
 - Large (approximately 18cm x 18cm) individually wrapped sterile un-medicated wound dressings; and
 - One pair of disposable gloves.

All first aid containers will be identified by a white cross on a green background.

- 3.3 The Medical Officer is responsible for examining the contents of first aid boxes including any mobile first aid boxes for offsite use. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.
- 3.4 First aid boxes are located in the following areas:
- the Medical Room
 - the School Office

4. First aiders

- 4.1 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.
- 4.2 The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.
- 4.3 First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the medical officer.
- 4.4 The medical officer has a responsibility to ensure all first aid kits are properly stocked and maintained.
- 4.5 The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.
- 4.6 All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.
- 4.7 When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:
- Reliability and communication skills.
 - Aptitude and ability to absorb new knowledge and learn new skills.
 - Ability to cope with stressful and physically demanding emergency procedures.
 - Normal duties – a first aider must be able to leave to go immediately to an emergency.

5. Automated external defibrillators (AEDs)

- 5.1 The school has an AED which is located in the community entrance, outside the PE changing rooms.

5.2 Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

6. Emergency procedure in the event of an accident, illness or injury

- 6.1 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.
- 6.2 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 they can adequately deal with the presenting condition by the administration of first aid, then they should arrange for the injured person to access appropriate medical treatment without delay.
- 6.3 Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.
- 6.4 Where necessary, a trained staff member will 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, immediate action can prevent the accident from getting more serious, or from involving more victims.
- 6.5 Where the seriously injured or unwell individual is a pupil, the following process will be followed:
 - A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
 - Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
 - Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least **two** staff members – one of whom to drive the car, and one of whom, a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
 - The school will ensure that no further injury can result from any incidents that occur either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
 - Responding staff members will see to any pupils who may have witnessed the incident 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 scene and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.
 - When the above action has been taken, the incident must be reported to:
 - The Headteacher
 - The parent/carer of the victim(s)

7. Reporting accidents and record keeping

- 7.1 In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.

- 7.2 Parents must be informed of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
- 7.3 The medical officer will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:
- The date, time and place of the incident.
 - The name and class of the injured or ill person.
 - Details of the injury or illness and what first aid was given.
 - What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
 - Name and signature of the first aider or person dealing with the incident.
- 7.4 The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

8. Visits and events off-site

- 8.1 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 Deputy Headteacher before the event is organised.
- 8.2 Please see the separate Educational Visits Policy for more information about the school's educational visit requirements.

9. Storage of medication

- 9.1 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. 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.
- 9.2 All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- 9.3 An emergency supply of medication should be available for pupils with medical conditions that require regular medication.
- 9.4 Parents should advise the school when a child has a chronic medical condition or severe allergy so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes and anaphylaxis. The parent will work with the school to complete a Health Care Plan.

10. Illness and allergies

- 10.1 When a pupil becomes ill during the day, the parent/carer will be contacted and asked to pick their child up from school as soon as possible.
- 10.2 A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent/carer to arrive to pick them up. Pupils will be monitored during this time.

11. Consent

- 11.1 Parents 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.

11.2 Staff do not act 'in loco parentis' in making medical decision 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 pupil in mind.

12. Monitoring and review

12.1 This policy is reviewed annually by the Headteacher in conjunction with the Local Governance Committee and any changes made to this policy will be communicated to all members of staff.