



Governors' Committee Responsible:	Resources Committee
Nominated Lead Member of Staff:	School Business Manager
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Purpose of the policy

The School recognises its responsibility to provide first-aid and will ensure that staff, pupils and any visitors while on site, have access to adequate facilities and materials at all times during the working day.

Legislation

The Health and Safety at Work Act 1974 imposes a general duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees. This extends to the provision of appropriate first-aid facilities.

The First Aid Policy at Ash Manor School adheres to the 'Guidance on First Aid for School's' <http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>

General Guidance

There are three categories of responsibility for First Aid

First-Aiders – hold a current first aid certificate which is issued by an organisation approved by the Health & Safety Executive (HSE). The school has assessed that two members of staff are required to be trained in this role.

Suitable Persons – have undergone training and obtained a qualification approved by the HSE including emergency procedures. The school has assessed that six members of staff are required to be trained in this role to ensure a spread throughout the school.

Appointed Persons – are provided by the employer to take charge of the situation (e.g. to call an ambulance) if serious injury/illness occurs in the absence of a First-Aider. Certificated training is not a statutory requirement for this role. The school has assessed that two members of staff are required to be trained in this role.

Major First Aid Procedures

In the event of a major injury a Suitable Person may be the first on the scene, but a First-Aider must be called to deal with the injury.

Major injuries are defined as follows:

- any fracture, other than to the fingers, thumbs or toes;
- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (whether temporary or permanent);
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;
- any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury
 - leading to hypothermia, heat-induced illness, or
 - to unconsciousness, or
 - requiring resuscitation, or
 - requiring admittance to hospital for more than 24 hours;
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
- either of the following conditions which result from absorption of any substance by inhalation, ingestion or through the skin:
 - acute illness requiring medical treatment, or
 - loss of consciousness;
- acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected materials.

A minor injury should be dealt with by a Suitable Person.

Account is taken of the person's normal duties because a First-Aider must be able to leave to go to an emergency immediately.

'Whilst First-Aiders carry out their duties voluntarily, they do so in the course of their employment, this is important in the event of a third party claim arising from first-aid treatment and the school gives written confirmation that it fully indemnifies the staff against claims for negligence arising from the administration of first-aid to pupils or third parties, provided that the members of staff are acting within the scope of their employment at the time, hold a current approved first-aid qualification, and are following the school's guidelines in relation to the administration of first-aid.'

(Guidance on First Aid for Schools)

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>

PROCEDURE FOR CALLING AN AMBULANCE

Call a First-Aider by contacting an appointed person or reception: use internal telephone Ext. 200 or send a pupil or member of staff.

First- Aider decides if emergency services should be called. If so, call directly or instruct reception or Appointed Person.

Reception or Appointed Person should:-

- Ring for ambulance if First-Aider has not done so;
- Send message back to First-Aider that ambulance is on its way;
- Ensure a member of staff is at the entrance to direct to area of emergency
- Inform appropriate Senior Manager to arrange cover if necessary
- If a pupil requires hospital attention, parents should be contacted by the Appointed Person and asked to either come to the school or meet their child at the hospital. If the pupil needs to travel by ambulance, they should be accompanied, where possible, by a parent or a member of staff with pastoral responsibility.
- If the injury is not serious enough to require an ambulance, the pupil should be taken to hospital by a parent/First-Aider and a member of staff with pastoral responsibility will wait at the hospital until the pupil's parents arrive. The First-Aider should return to school by taxi.
- Inform Headteacher

At all stages there must be no delay.

Information

The official list of First-Aiders, Suitable Persons and Appointed Persons is available at the following locations:

- Medical Room
- Staff room
- Reception
- Main office

First-aid boxes

First-aid boxes are to be found in strategic places around the School. This list can be found in the staff room, in reception and in the staff handbook as an appendix to this policy. The contents of each first-aid kit are listed in the box and reflect the perceived need. They are located in PE, Science, Geography, Technology and the medical room.

Back-up supplies of first-aid equipment are to be obtained from student reception.

It is important to keep the first-aid boxes fully stocked. If an item is used it should be replaced immediately from the central store by the member of staff who has used that item. If any member of staff finds that supplies are running low it is their responsibility to replace missing

items. The boxes will also be regularly checked by an Appointed Person to ensure that they remain fully stocked.

Travelling first-aid kits

There are first-aid kits available in the school minibus or to take to outdoor activity/events. A list of contents is to be found with each kit. Any first-aid items used should be replaced immediately on return from the trip. Any medicines should be checked before departure and replaced or replenished as necessary.

Mobile kits are held in student reception and these should be checked as detailed above.

Attention should be paid not just to the actual contents but also as to whether items are still within date.

Medical Forms, completed by parents, need to be kept with the first aid cupboard in the medical room.

First-Aid Room

The first-aid room is in the Student reception area.

Access to this first-aid room is available at all times when staff or pupils are on the premises. It has easy access to toilets and the entrance is wide enough for wheelchair and stretcher access.

Completing Records - post injury

1. Students

After administering first-aid, the First-Aider or Suitable Person should ensure that the first-aid treatment log sheet is completed.

Major/Serious injury should be logged on the computerised logging system <https://surreycc.oshens.com>

2. Employees/Visitors

After administering first-aid, the First Aider or Suitable Person should ensure that the accident book is completed.

First-aid inspection

A review of staffing, procedures and first aid kits is undertaken at least once a year by the Headteacher.

THE ADMINISTRATION OF MEDICINES BY STAFF

1. The general principle at all times is NOT to dispense medication where at all possible.
2. However, pupils may need to bring medication into school and should do so with a prescribed drugs form (obtained from the student reception) signed by a parent/guardian with any details of dosage clearly stated. This should be left in student reception.
3. If they are going on a school trip for the day, the same procedure should be adopted, with the medication being given to the group leader. (A medical form should have been completed by the parent(s) before the school trip takes place and is to be kept with the first aid box)
4. Paracetamol can be dispensed by members of the school after a check on their medical status has been undertaken on the SIMS system and a log MUST be kept of tablets issued. ON NO OCCASION should a member of staff be giving out their own paracetamol/medication.
5. With regard to residential trips, the same general principles apply, i.e. if anyone is usually travel sick or is likely to suffer from migraine, then they should bring any medication with them and label it. If there is any doubt about the well-being of a pupil, then medical advice should be sought. It will then be the decision of the group leader as to whether he or she wishes to take charge of the administration of any prescribed medication or whether he/she defers that to another member of staff e.g. a first aider who is willing to take that responsibility. Likewise that person may also wish to take the role of being in charge of the general first aid kit with medicines such as paracetamol for use where a pupil has a signed permission form.

It is best practice for only one person to be in charge of this and records should be kept.

6. Staff must make sure they are aware of any pupils in their teaching groups with anaphylaxis or diabetes. There is no legal requirement for a member of staff to administer any medication and, if they do volunteer, then they can be assured that they are covered by the school's insurance on employee liability.
7. Epi-pens - the following are recommendations:
 - the child should be carrying an epi-pen and should be able to self-administer. There should be written notes from parents as to guidelines;
 - other children in class/group should be made aware of the condition
 - staff should be trained in the administration of the emergency treatment by a qualified doctor/nurse;

LOCATION OF FIRST-AID KITS

Reception
Internal Exclusion Room
Food Tech
DT
Science
Mini-bus

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

All employers have a duty to report to the relevant enforcing authority by the quickest practicable method

An **immediate** phone call should be made to Surrey County Council (Jane Van den Broeke Tel: 01483 517835, mobile 079608834412), if:

- any person dies as a result of an accident arising out of or in connection with work;
- any person at work suffers a 'major injury' (see below) as a result of an accident arising out of or in connection with work;

Followed by completion of the on-line reporting form <https://surreycc.oshens.com>.

In any event of any injury or dangerous occurrence complete the on-line reporting form within 24 hours, (<https://surreycc.oshens.com>). These include:

- any accident which prevents an employee from undertaking their normal work activities for more than three consecutive days;
- any person not at work e.g. a pupil or visitor, suffers an injury as a result of an accident arising out of or in connection with the physical condition of the premises or a curricular activity and that person is immediately taken to a hospital for treatment from the scene of the accident.

Covid 19

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained (such as for a child with complex needs).

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

Guidance for first aiders

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

Preserve life: CPR

Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms

- Use portable defibrillator if available
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation

If available, use:

- a fluid-repellent surgical mask
- disposable gloves
- eye protection
- apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **don't** do rescue breaths

You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible