

# Secondary First Aid Policy

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Relating to all Early Years and Primary Academies of the  
Advance Learning Partnership Multi Academy Trust

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## **Policy Links**

This Policy coordinates with:

- Safeguarding
- Complaints
- Health and Safety
- Risk Management
- Educational Visits
- Supporting Pupils with Medical Conditions
- Allergy Safety
- Whole School Food
- Information Management and Data Retention
- Medical Procedures-Diabetes, Epilepsy, Anaphylaxis and Asthma

## **Procedure Links**

- Infection Control
- Lone Working
- Spillage (Infection Control)
- Accident/Incident Report Form

## **Statement of Intent**

Schools within the Advance Learning Partnership are committed to providing emergency first aid provision in order to deal with accidents and incidents involving staff, pupils and visitors. The arrangements within the policy are based on results of suitable and sufficient Risk Assessments carried out by the school in regard 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 Policy aims to:

- Ensure that the school has adequate, safe, and effective first aid provisions 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 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 permissions have been granted for this by a pupil's parent or carer.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will 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 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaising with the ambulance service on the school site.

## Background

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment.

Although the regulations do not require employers to provide first aid for anyone other than their own employees, the DfE strongly recommends that all schools consider the needs of non-employees such as pupils and visitors when making provision for first aid, and that First Aid provision must be available:

- While people are on school premises.
- When staff and pupils are working elsewhere on school activities, including any off-site activity such as educational visits.

### 1. Aims

The aims of our First Aid Policy are to:

- Ensure the health and safety of all staff, pupils, and visitors.
- Ensure that staff and members of the Academy Council are aware of their responsibilities with regards to health and safety.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

### 2. Legislation and Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [First Aid in schools](#), [Health and Safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation: and the following legislation:

- [Health and Safety at Work etc. Act 1974](#)
- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE) and set out the timeframe for this and how long records of such accidents must be kept.
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records.
- Department for Education [Supporting children and young people with medical conditions and allergy](#) contains both statutory guidance and non-statutory advice.

- [Allergy Safety in Schools](#) contains statutory guidance and example templates.
- [Department for Education 'Promoting and supporting mental health and wellbeing in schools and colleges'](#) contains information linked to Youth Mental Health First Aid.
- [Department for Education-Automated external defibrillators \(AEDs\): a guide for maintained schools and academies](#), is intended to provide schools with an overview of the various issues they may wish to consider when installing and maintaining automated external defibrillators (AEDs) on their premises.
- [The Road Vehicles \(construction and use\) Regulations 1986](#), which aim to ensure that vehicles are made to high standards, to ensure that such standards are maintained while in use and that they are roadworthy.

### 3. Roles and Responsibilities

#### 3.1 Responsibilities

Under The Health and Safety (First Aid) Regulations 1981 employers are responsible for providing adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. HSE has published detailed [First Aid guidance](#) to help employers comply with the regulations and offers practical advice on what they need to do.

We will ensure we have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. The minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements. The appointed person does not need to be a trained first aider.

Following an assessment of need, taking into account the nature of employees' work, the number of staff, and the location of the school we have a bank of trained first aiders throughout the school. A list of staff who are qualified to provide first aid is displayed around the school site.

Best endeavours will be made to provide first aid provision while people are on the school premises throughout the school year.

First aid provision will be available when staff and pupils are working elsewhere on school activities including any off-site activity such as educational visits.

The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a First Aid Risk Assessment. The **First Aid Risk Assessment** is completed by the Office Manager on at least an annual basis.

#### 3.2 Roles and Responsibilities

The Academy Council are responsible for:

- Ultimate responsibility for health and safety matters in the school, but delegate operational matters and day-to-day tasks to the Head teacher, Estates manager and identified staff members.
- The overarching development and implementation of this policy and all corresponding procedures.

- Ensuring that the relevant risk assessment, and assessments of the first aid needs of the school, 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 parent/carers' 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 the 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 first aid equipment, resources and facilities are provided for the school site.
- Ensuring that first aid provisions for staff do 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.

**The minimum first aid provision for the school is:**

- **Auto Adrenaline Injectors (AAI)** The school will hold **at least two** Adrenaline Auto Injectors (AAIs) at all times.
- A suitable first aid container stocked in accordance with the findings of the first aid needs assessment and holding at least the [minimum requirements](#) suggested by HSE.
- An **Appointed Person** to take charge of first aid arrangements.
- Information for employees detailing the location of equipment, facilities, and personnel.

Where an assessment of first aid needs identifies that a designated first aider is not required, the minimum requirement is for an appointed person to take charge of the first aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required. Arrangements should be made for the appointed person to be available to undertake these duties at all times when people are at work. [HSE First aid at work guidance is available](#).

Section 3.3 below sets out the expectations of appointed persons as set out in the 1981 First Aid Regulations and the DfE guidance listed in [Section 2](#).

### 3.3 Appointed person(s) and First Aiders

The school should have at least one 'appointed person' to oversee first aid provision. The appointed person is not the same as a first aider and therefore must not conduct any first aid for which they have not been trained. The appointed person should, at least, be trained in emergency procedures as outlined below.

The **Appointed Person** is responsible for:

- Overseeing the school's first aid arrangements.
- Taking charge when someone becomes injured or becomes ill.
- Ensuring that inspections are regularly undertaken of the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Partaking in an appointed person's course, emergency first aid training and first aid at work, to ensure they have knowledge of:
  - What to do in an emergency.
  - How to assess and monitor a casualty.
  - First aid for the unconscious casualty.
  - First aid for someone who is having a seizure.
  - Maintain injury illness records as required.
  - Paediatric first aid.

The schools named first aiders will be displayed prominently around the school site. An example of a first aid poster is in [Appendix 4](#).

Office Managers are to update the First Aider Posters around the school site as appropriate.

First aiders are trained and qualified to carry out the role (see [Section 11](#)) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment.
- Contacting the class teachers if the pupil needs to be sent home.
- Completing the [Electronic Accident Report Form](#) on the same day, or as soon as is reasonably practicable, after an incident.
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.

Ensuring that an ambulance or other professional medical help is summoned where appropriate/direct parent/carers in relation to further medical support needed.

The schools appointed person(s), and first aiders are logged in [Appendix 2](#).

**It is emphasised that qualified First Aiders are NOT trained doctors or nurses.**

### 3.4 The Headteacher

The Head teacher is responsible for the implementation of this policy, including:

- 
- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that appropriate risk assessments are in place for the premise and activities staff and pupils undertake.
- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times/ supporting educational visits.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary (see [Section 9](#)) (Delegated to the ALP Trust Health and Safety Manager).

### 3.5 Office Manager

- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring that an appropriate **First Aid risk assessment** is completed, and appropriate measures are put in place. It is noted that the First Aid risk assessment template is held on the Health and Safety Teams SharePoint page within the [Health and Safety Manual](#).
- Ensuring first aid kits are supplied/make available for educational visits.
- 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.

### 3.6 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders are in school.
- Completing the [Electronic Accident Report Form](#) where incidents warrant significant first aid treatment.
- Informing the Head teacher or their manager of any specific health conditions or first aid needs that they have.

### 3.7 First Aiders and Appointed Persons

- The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.
- The school will ensure that all first aiders hold a valid certificate of competence, issued by the organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.  
The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.
- First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Office Manager.
- First aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.

- 
- First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.
- 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.
- 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.
- When selecting first aiders the school will follow the criteria laid out in the government guidance considering the individuals:
  - Reliability and communication skills
  - Aptitude and ability to absorb new knowledge and learn new skills ability to cope with stressful and physical demanding emergency procedures.
  - Availability to respond immediately to an emergency.
- The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of minimum ill health and to help them develop skills required to approach and support someone whilst keeping themselves safe

## 4. First Aid Provision

### 4.1 First aid needs assessment

The school will regularly monitor and assess its first aid arrangements by conducting a first aid needs assessment, at least **annually**.

The school will ensure that this assessment informs first aid policies and protocols and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the school premises.
- The size of the school.
- The needs of any vulnerable individuals onsite.
- The school will ensure that first aid provision is sufficient and can be administered without delay at all times.

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.

The school will expect teachers and other staff working with pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

The school will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The school will conduct risk assessments to identify potential hazards and ensure appropriate first aid measures are in place. Risk assessments will be reviewed:

- 
- At regular intervals.
- After serious accidents, incidents or near misses.
- After any significant changes to the workplace, working practices or staffing.
- Following any identified trends or accident statistics.

### **Material, equipment and facilities**

The school will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

## **5. In-School Procedures**

### **5.1 Emergency Provision**

The Office Manager will routinely re-evaluate its first aid arrangements through a risk assessment, **at least annually**, 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 individual's onsite, and the nature and distribution of pupils and staff throughout the school.

The **Office Manager** will ensure that the school holds suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings, of assorted sizes.  
2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile.
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings.
- 2 large-sized individually wrapped sterile unmedicated wound dressings.
- 3 pairs of disposable gloves

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

The **Office Manager** will identify staff members who will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed. Records of inspections will be uploaded to the electronic management system.

First aid boxes are usually in the following areas, depending on the size of the school:

- Main Reception
- EYFS
- Key Stage 1
- Key Stage 2
- Main Hall
- Main Kitchen

- 
- Swimming Pool
- Modular Buildings
- Dining Hall

**No medication is kept in first aid kits.**

**Eye wash** stations are usually located in the following areas:

- Designated cleaning cupboards
- Main kitchen
- DT
- Science

### **Auto Adrenaline Injectors (AAI)**

The school will hold **at least two** Adrenaline Auto Injectors (AAIs) at all times.

## **5.2 Off-site Procedures**

Before undertaking any offsite Educational Visits or events, the member of staff organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone fully charged.
- A portable [first aid kit](#) including, at a minimum:
  - A leaflet giving general advice on first aid.
  - 6 individually wrapped sterile adhesive dressings.
  - 1 large sterile unmedicated dressing.
  - 2 triangular bandages-individually wrapped and preferably sterile.
  - 2 safety pins.
  - Individually wrapped moist cleaning wipes.
  - 2 pairs of disposable gloves.
- Information about the specific medical needs of pupils. Including allergies ensuring that where applicable specific pupil risk assessments are put in place.
- Parent/carers' contact are up to date details.
- Parents' contact details when off the school premises out of school office hours

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 1 conforming disposable bandage (not less than 7.5cm wide)
- 10 antiseptic wipes, foil packed
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins

For injuries or falls related to outside play equipment such as trim trails and traverse walls, parents/carers will be notified **regardless** of whether an injury is apparent.



Risk assessments will be completed by the Educational Visits Coordinator (EVC)/Group Leader and approved through the Evolve system, prior to any educational visit that necessitates taking pupils off school premises.

When transporting pupils using a minibus or other large vehicle, the school will make sure that the minibus risk assessment is completed and the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 1 conforming disposable bandage (not less than 7.5cm wide).
- 10 antiseptic wipes, foil packed.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20cm).
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of rustproof blunt-ended scissors.

First Aid needs will be assessed where educational visits are taking place.

For more information about the school's educational visits requirements, please see the Educational Visit Policy.

## **6. Accommodation**

Where the school site allows, the school's first aid room will be suitable to use as and when needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick pupils. It should:

- Have washable surfaces and adequate heating, ventilation, and lighting.
- Be kept clean, tidy, accessible, and available for use at all times, when employees are at work.
- Display a notice on the door which advises the name, location, and where appropriate contact details of first aiders.

## **7. First Aid Procedures**

The school ensures that immediate care is available to persons present within the school building.

Pupil medical needs are known and shared with first aiders.

The school will hold **at least two** Adrenaline Auto Injectors (AAIs) at all times.

Qualified first aiders are able to support those injuries and apply the following principles;

## 7.1 Minor Incidents

### For minor injuries (e.g., splinters, bumps, bruises, cuts, grazes):

- The nearest staff member assesses the injury and contacts a qualified first aider if needed.
- Administer appropriate first aid: clean the wound and cover if bleeding or weeping.
- Apply cold packs for bumps, bruises, or red marks.
- For bites: wash thoroughly with soap and warm water, elevate and support the wound, dry with clean gauze, and cover with a sterile dressing. If the skin is broken, inform parents/carers to seek medical advice.
- For stings: reassure the individual, remove the sting, if possible, elevate the area, and apply a cold compress for 20 minutes. If stung in the mouth or throat, have them suck an ice cube or sip cold water. Monitor breathing and responsiveness. Inform parents/carers. Call 999 or 111 if signs of a severe allergic reaction occur.

## 7.2 Major Incidents

### Serious injuries (e.g., broken bones, head injuries, burns, dislocations):

A qualified first aider assesses the injury and determines if emergency services are required. If so, they remain with the patient until help arrives.

- Contact parents/carers to attend or meet at the hospital.
- If an open fracture is suspected (bone protruding, severe deformity, signs of shock), call emergency services immediately.
- Do not move the patient unless advised by emergency services or if staying put poses further danger.
- If the injury is assessed as non-critical, inform parents/carers to transport the individual to the nearest A&E or Minor Injury Unit.

## 7.3 Head Injuries

Whilst head injuries can be minor, they can have the potential to be serious. All head injuries should be treated with caution. For all head injuries and head bumps, Parents/Carers will be contacted to make them aware their child has bumped their head and that school will monitor them. Students will be monitored and Parents/Carers will be contacted again if the first aider or school staff have any concerns the child is beginning to deteriorate. 999 or 111 will be phoned if first aiders have any concerns or the child's condition worsens using the Alert, Verbal, Pain and Responsive (AVPU) assessment.

### General Guidance

- Treat all head injuries with caution, as even minor incidents can have serious implications.
- o **Assess** the casualty's responsiveness using the AVPU assessment:
- o **Alert**
- o **Voice** – responds to verbal stimuli
- o **Pain** – responds to painful stimuli
- o **Unresponsive**
- **Apply** a cold compress to reduce swelling - [Soft tissue injury | NHS inform](#)
- **Treat** any bleeding wounds appropriately - [Severe Bleeding First Aid | St John Ambulance](#)

## **Minor Head Injuries**

### **Symptoms may include:**

- Bump or bruise
- Dizziness
- Nausea or vomiting (once)
- Brief unresponsiveness

### **Actions:**

- Monitor the child closely for any changes in condition
- Inform parents/carers about the incident and advise them to observe their child for the next 24–48 hours
- Advise parents/carers to seek medical attention if symptoms worsen or new symptoms develop

## **Major Head Injuries**

Warning signs include:

- Persistent drowsiness or difficulty waking
- Severe or worsening headache
- Repeated vomiting
- Seizures or convulsions
- Unequal pupil sizes([clinicalguidelines.scot.nhs.uk](http://clinicalguidelines.scot.nhs.uk))
- Clear fluid or blood from ears or nose([stgeorges.nhs.uk](http://stgeorges.nhs.uk))
- Loss of consciousness([clinicalguidelines.scot.nhs.uk](http://clinicalguidelines.scot.nhs.uk))

### **Actions:**

- Call 999 immediately.
- Continue to monitor the casualty using the AVPU scale.
- Do not move the casualty unless there is an immediate danger.
- Contact parents/carers to inform them of the situation. If they are unavailable, a staff member will accompany the child to the hospital.

## **Concussion Awareness**

Concussion can result from a bump, jolt, or blow to the head, causing the brain to move rapidly within the skull. Symptoms may include:

- Confusion or disorientation
- Sluggishness or delayed responses
- Memory loss surrounding the event
- Nausea or vomiting
- Unusual behaviour

**If a child exhibits any of these symptoms, they should be evaluated by a medical professional.**

### **Immediate 999 call if:**

- One pupil is larger than the other
- Cannot be awakened

Headache that worsens and does not go away

- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Seizures
- Difficulty recognizing people or places
- Unusual behaviour
- Loss of consciousness, even briefly Always seek emergency assistance when in doubt.

### Emergency response Protocol NHS

First aiders, appointed person(s) or school staff may be required to contact the emergency services in the event of a life threatening- emergency.

**NHS England defines a life- threatening emergency as the following:**

| Children – call 999 or take your child to A&E now for any of these:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Adults – call 999 or go to A&E now for any of these:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• <b>seizure (fit)</b><br/>shaking or jerking because of a fit, or unconscious (cannot be woken up)</li><li>• <b>choking</b><br/>on liquids or solids right now</li><li>• <b>difficulty breathing</b><br/>making grunting noises or sucking their stomach in under their ribcage</li><li>• <b>unable to stay awake</b><br/>cannot keep their eyes open for more than a few seconds</li><li>• <b>blue, grey, pale or blotchy skin, tongue or lips</b><br/>on brown or black skin, grey or blue palms or soles of the feet</li><li>• <b>limp and floppy</b><br/>their head falls to the side, backwards or forwards</li><li>• <b>heavy bleeding</b><br/>spraying, pouring or enough to make a puddle</li><li>• <b>severe injuries</b><br/>after a serious accident or assault</li><li>• <b>signs of a stroke</b><br/>face dropping on one side, cannot hold both arms up, difficulty speaking</li><li>• <b>sudden rapid swelling</b><br/>of the lips, mouth, throat or tongue</li><li>• <b>sudden confusion</b><br/>agitation, odd behaviour or non-stop crying</li></ul> | <ul style="list-style-type: none"><li>• <b>signs of a heart attack</b><br/>chest pain, pressure, heaviness, tightness or squeezing across the chest</li><li>• <b>signs of a stroke</b><br/>face dropping on one side, cannot hold both arms up, difficulty speaking</li><li>• <b>sudden confusion (delirium)</b><br/>cannot be sure of own name or age</li><li>• <b>suicide attempt</b><br/>by taking something or self-harming</li><li>• <b>severe difficulty breathing</b><br/>not being able to get words out, choking or gasping</li><li>• <b>choking</b><br/>on liquids or solids right now</li><li>• <b>heavy bleeding</b><br/>spraying, pouring or enough to make a puddle</li><li>• <b>severe injuries</b><br/>after a serious accident or assault</li><li>• <b>seizure (fit)</b><br/>shaking or jerking because of a fit, or unconscious (cannot be woken up)</li><li>• <b>sudden, rapid swelling</b><br/>of the lips, mouth, throat or tongue</li></ul> |

(NHS England Online)

## 7.4 Off Site Incidents

Pupil medical needs are known and assessed prior to the offsite visit taking place.

In the event of an incident off the school premises that requires first aid, staff will follow the school first aid procedures, as well as seek advice from first aid at educational visit venues if required.

The Educational Visits Risk assessments will ensure that first aid can be administered sufficiently, and steps are in place should minor and major incidents occur.

If an incident, 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.

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.

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 victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

#### **Staff will ensure;**

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Parent/carers are contacted.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental/carer support to be called immediately.
- The supervising member of staff/the first aider will complete [the Electronic Accident Report Form](#) on the same day or as soon as is reasonably practical after an incident resulting in significant injury.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Headteacher.
- The ALP Trust Health and Safety Manager via email/telephone
- The school will investigate the incident to reduce the likelihood of a reoccurrence.
- 

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page '[Promoting and supporting mental health and wellbeing in schools and colleges](#)'.

## **8. Medication**

### **8.1 Administration**

The school will ensure that staff are aware of government guidance which stipulates that the administration of first aid at work **does not** include the giving of tablets and medicines, whether prescribed or not. The only exception is where aspirin may be administered as first aid to a casualty aged 16 or over who is suspected of having a heart attack. Aspirin will **never be** given to a child under 16 unless it has been prescribed by a doctor.

Parent/carers will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Healthcare Plan (IHP) can be implemented, and staff can be

trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes, and anaphylaxis.

The provisions and requirements for the administration of medicines will be outlined in the following school policies and documents:

- Allergy Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Whole School Food Policy
- Administering Medication Risk Assessment

In circumstances where pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the pupil's individual healthcare plan (IHP) and identified staff members will be aware of what to do.

The school is aware that the administration of prescription only medication specified in Schedule 19 of the Human Medicines Regulations 2012 should only be given by those trained to do so.

Where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, the school will consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

The school will incorporate clear procedures for the storing of medication and for the administration of medication. This will include obtaining parental consent.

- Medicine brought in by pupils will be returned to their parent/carers for safe disposal when they are no longer required or have expired.
- An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. asthma inhalers and EpiPens.

## **Storage**

Medicines will be stored securely and appropriately 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.

Medication will not be kept in a first aid container.

Medicine brought in by pupils will be returned to their parents/carers for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents/carers will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans, the school's Supporting Pupils with Medical Needs Policy and the Allergy Safety Policy.

## **9. Automated External Defibrillator (AEDs)**

The school has at least one AED on the site. The AED is clearly identified within the school.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. Where possible AED training is included in the first aid training that staff undertake.

An Identified staff member is responsible for inspecting the AED on a weekly basis and findings recorded on the electronic recording system.

AED posters are located around the school site. See [Appendix 5](#).

## **10. Record-Keeping and Reporting**

### **10.1 First aid and Recording/Reporting**

The appointed person/first aider/admin team 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:

- Local records are maintained by the school in relation to minor injuries sustained by pupils e.g. bumps/grazes.
- An electronic accident form will be completed by the first aider/admin team on the same day or as soon as possible after an incident resulting in an injury using the following link:
  - o [ALP Accident/Incident/Work Related Ill- Health or Near-Miss Report Form](#) - any issues accessing this form please contact the ALP Trust Health and Safety Manager on: 07443 071738.
- Where a member of staff is expected to be absent from work for more than 7 days due to a work-related incident the Office Manager will inform:  
[alphealthandsafety@alplearning.org.uk](mailto:alphealthandsafety@alplearning.org.uk)
- As much detail as possible should be supplied when reporting an accident.
- A note of the incident is recorded on the pupil's educational record by the allocated member of staff within school.
- Records held in relation to first aid and accidents will be retained by the Health and Safety Manager for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **10.2 Reporting to the Health and Safety Executive (HSE)**

The Trust's Health and Safety Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Trust Health and Safety Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs, and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight.
  - Any crush injury to the head or torso causing damage to the brain or internal organs.
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment.
  - Any loss of consciousness caused by head injury or asphyxia.
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment.
  - The accidental release of a biological agent likely to cause severe human illness.
  - The accidental release or escape of any substance that may cause a serious injury or damage to health.
  - An electrical short circuit or overload causing a fire or explosion.

### 10.3 Reporting to Parent/Carers

When he is identified the first aider/ identified member of staff would inform parents carers of an of an accident or injuries sustained by a pupil and a first aid treatment given on the same day or as soon as reasonably practicable.

## 11. Illness and Allergies

When a pupil becomes ill during the school day, their parent/carer will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent/carer to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's Individual Healthcare Plan (IHP) and the IHP followed as per the Allergy Safety Policy.

The school will hold **at least two** Adrenaline Auto Injectors (AAIs) at all times.

The school will manage any emergencies relating to illnesses and allergies in accordance with the **emergency procedures** section of this policy.

## 12. Training

All school staff can undertake first aid training if they would like to.

First Aiders will be provided with additional training where needs are identified re pupils and staff needs.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a qualified organisation or provider.

The school will keep a log of all trained first aiders, what training they have received and when this is valid until (see [Appendix 2](#)).

Staff are encouraged to renew their first aid training when it is no longer valid. The staff member should contact the Office Manager 2 months before the end of the certificate expiration if they have not already been contacted by the Office Manager.

A list of First Aid Training providers is located in [Appendix 4](#).

**Mental Health First Aiders - The Headteacher is aware of** the training available to staff members in relation to [Mental Health First Aid](#).

## 13. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the **start** of each school year.

Staff will not act ‘in loco parentis’ in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses 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 – guidelines will be issued to staff in this regard.

## 14. Monitoring Arrangements

Staff will be required to familiarise themselves with this policy as part of their induction procedure. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities, and personnel. This policy will be reviewed by the Health and Safety Manager.

At every review, the policy will be approved in accordance with the Trust’s Scheme of Delegation, and any changes will be communicated to all members of staff.

## Complaints

All complaints should be raised with the school in the first instance.

The details of how to make a formal complaint can be found in the School Complaints Policy

## Safeguarding/Wellbeing

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work

hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support, and care for both pupils and school personnel, training for school personnel and with working with parent/carers. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

If a member of staff has any concerns in relation to the child's welfare/wellbeing the member of staff should log this on CPOMS and speak with the Designated Safeguarding Lead, or appropriate team member. Further guidance can be found in the Safeguarding Policy.

ALP is committed to building awareness of the importance of social-emotional health to learning as well as maintaining a workplace environment and culture that supports mental health and wellbeing and prevents discrimination.

Designated staff (first aiders / learning mentors/ wellbeing leads) would be the first responder in the event of a mental health first aid emergency.

All incidents are recorded and reported according to this policy.

Pupils who require further support would be referred to agencies as required. Some schools in the trust offer specific 'wellbeing leads' who support pupils with specific mental health issues.

Simply Health offers a range of support for staff including counselling / occupational health etc. This would be implemented on a case-by-case basis.

### **Out of hours and lone working first aid**

First aid provision out of normal school operating hours is generally not available.

Therefore, in the event that there is a first aid emergency, staff are advised to call 999 for an ambulance or 111 for non-urgent medical advice.

Those staff who are lone working out of hours should follow the Lone Working Procedure and school specific procedures.

### **Equality and Diversity**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of age, race, disability, gender reassignment, sexual orientation, sex, marriage & civil partnership, pregnancy & maternity, religion/ belief or political/ other personal beliefs.

We believe that this policy is in line with the Equality Act 2010, as it is fair, it does not prioritize or disadvantage any staff member, and it helps to promote equality across the Trust.

## **Modern Slavery**

Advance Learning Partnership (Trust) is committed to ensuring that modern slavery and human trafficking are prevented from taking place within the Trust and its supply chain.

The Trust is committed to sourcing responsibly and improving our practices to combat slavery and human trafficking in our business and supply chain

## **Accessibility Statement**

We are committed to ensuring that our policies are accessible to all individuals. If you require this policy document in an alternative format, such as Braille, large print, or another language, please do not hesitate to contact our office. Immersive Reader tools are a useful way for an enhanced reading experience. PDF and word have this as a function. Your accessibility needs are important to us, and we are here to assist you in any way possible.

## Template 1: First Aid Risk Assessment

[Health and Safety SharePoint Page-First Aid](#)

### Appendix 1: Accident/Incident Report Form Link

[Accident/Incident/Work related Ill-Health or Near Miss Report Form.](#)

### Appendix 2: Log of [appointed person(s) for first aid and/or trained first aiders]

| Name of First Aider | Type of Certificate (FAW, Paediatric, etc.) | Training Expiry Date | Signature of First Aider |
|---------------------|---------------------------------------------|----------------------|--------------------------|
|                     |                                             |                      |                          |
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|                     |                                             |                      |                          |

Appendix 3: First Aid Poster

FIRST AIDERS

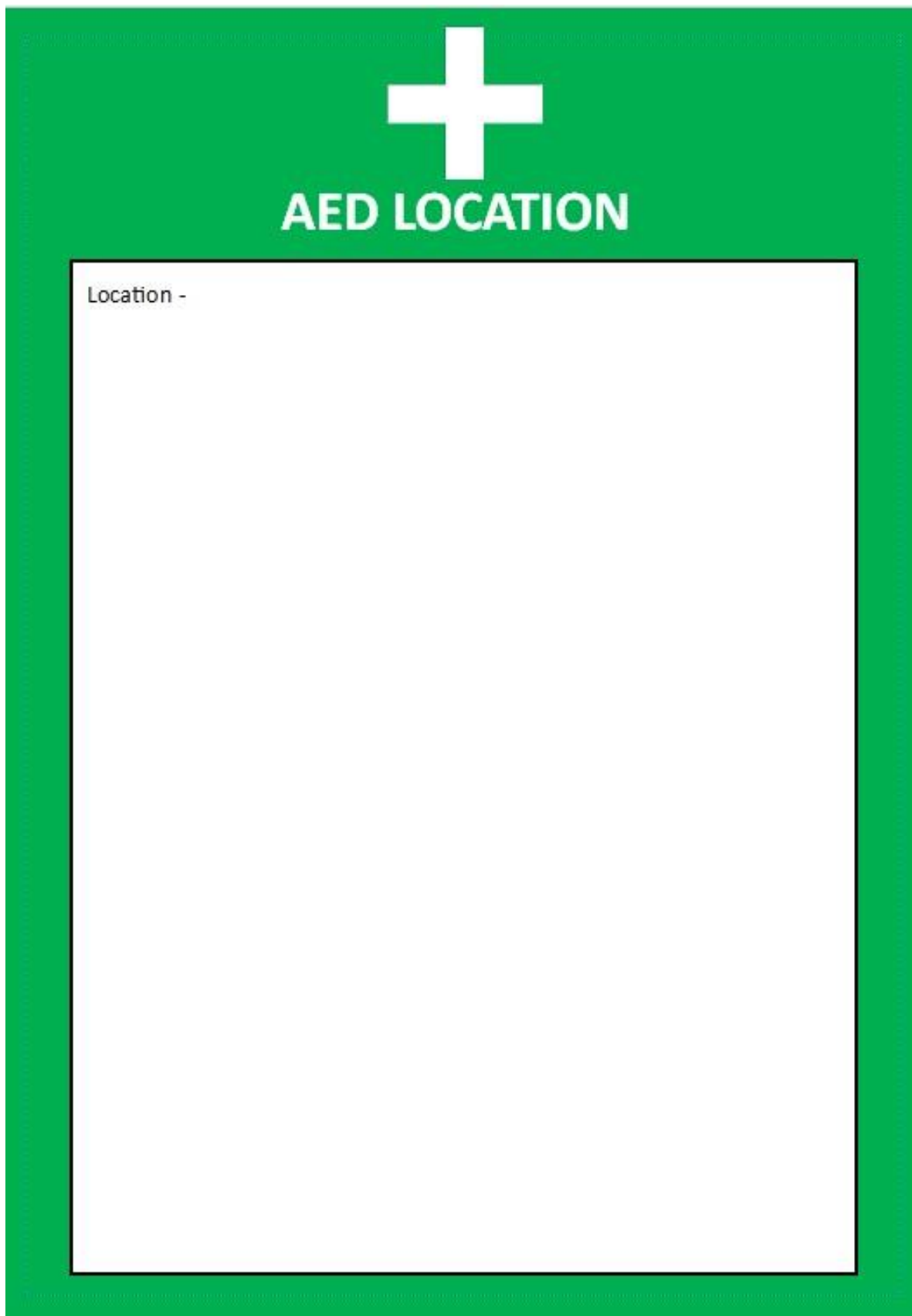
| Name | Location |
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#### Appendix 4: List of First Aid Providers

| First Aid Provider                           | Contact Details                                                                                                                                                                                    |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>HELP! First Aid Training (Shildon)</b>    | <a href="#">HELP!</a><br><a href="mailto:craig@helpfirstaidtraining.co.uk">craig@helpfirstaidtraining.co.uk</a><br>Shildon Business Centre, Dabble Duck Industrial Estate,<br>Shildon 01388 417303 |
| <b>The Workplace (Newton Aycliffe)</b>       | <a href="#">The Work Place</a><br>Heighton Lane, Aycliffe Business Park, Newton Aycliffe<br>01325 375900                                                                                           |
| <b>Anna Wass</b>                             | Bishop Barrington Academy<br><a href="mailto:a.wass@bishopbarrington.org.uk">a.wass@bishopbarrington.org.uk</a>                                                                                    |
| <b>NC Group - Ian Nelson</b>                 | <a href="mailto:ian.nelson@ncgrouppltd.co.uk">ian.nelson@ncgrouppltd.co.uk</a><br>07725 314531                                                                                                     |
| <b>FANE LTD</b>                              | <a href="#">FANE Training</a><br>Unit 1 Derwentside Business Centre, Consett, DH8 6BP<br>01207 693828                                                                                              |
| <b>British Red Cross First Aid Training</b>  | <a href="#">Red Cross First Aid</a><br>Unit 2, Adelaide Court, Belmont Business Park, Gilesgate<br>03448 718000                                                                                    |
| <b>Industry Safety Training - Jeff Doige</b> | <a href="mailto:info@industrysafetytraining.co.uk">info@industrysafetytraining.co.uk</a> -<br>314531                                                                                               |
| <b>Bishop Barrington Academy</b>             | Anna Wass<br><a href="mailto:a.wass@bishopbarrington.org.uk">a.wass@bishopbarrington.org.uk</a>                                                                                                    |
| <b>First Aid &amp; Safety Training</b>       | <a href="mailto:admin@firstaidsafetytraining.com">admin@firstaidsafetytraining.com</a><br><a href="tel:01917166601">0191 7166601</a>                                                               |

**\*Schools can choose their own first aid provider.**

## Appendix 5: AED Location Poster



The poster features a green background with a white cross symbol at the top center. Below the cross, the text "AED LOCATION" is written in white, bold, uppercase letters. A large white rectangular area with a black border occupies the lower portion of the poster, intended for a map or diagram. The text "Location -" is printed in the top-left corner of this white area.

**AED LOCATION**

Location -