

First Aid Policy

Mission Statement

West holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our quest to ensure that all the children and adults we serve are given every opportunity to fulfil their potential and succeed in life.

Person(s) responsible for updating the policy:	Director of Estates
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1. 1.0 Statement of intent

WeST is committed to providing emergency First Aid provision in order to deal with accidents and incidents affecting staff, learners and visitors. Schools will undertake a suitable and sufficient risk assessment and First Aid needs analysis to ensure compliance with this policy.

The Trust will take every reasonable precaution to ensure the safety and wellbeing of all staff, learners and visitors in accordance with the following Trust policies:

- WeST Health and Safety Policy
- Individual Academy Behaviour Policies
- Child Protection and Safeguarding Policy
- Supporting Learners with Medical Conditions Policy
- Educational Visits and Offsite Activities Policy
- Lone working risk assessments and control measures

School Health and Safety Leads such as Operations/Business Managers has overall responsibility for ensuring that their school have adequate and appropriate First Aid equipment and facilities and will liaise with the School Operations/Business Manager to ensure that First Aiders attend approved training and refresher training as necessary to maintain adequate qualified First Aid cover and that the correct First Aid procedures are followed.

Schools Operations/Business Managers will liaise with heads of Department of higher-risk departments; i.e. Science; Technology; Physical Education to ensure any subject-specific risks are accounted for and appropriate control measures are in place.

This policy will be reviewed on a regular basis, more often if required but not less than annually, and any changes communicated to all members of staff.

2.0 Legal framework

This policy has due regard to 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
- DFE (2015) 'Supporting pupils at school with medical conditions' 2017
- DFE (2000) 'Guidance on First Aid for Schools'
- DFE (2018) 'Automated external defibrillators (AEDs) a guide for schools 2023
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

3.0 Aims

All staff will be made aware of this policy and know who to contact in the event of any illness, accident or injury, and to ensure that the guidance in this policy is followed.

Staff will always use their best endeavours to secure the welfare of our learners and colleagues.

Anyone on the Trust's premises is expected to take reasonable care for their own and other's safety.

The aims of this policy are to:

- ensure that each school has adequate, safe and effective First Aid provision for every learner, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how minor or major
- ensure that staff and learners 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. There may be times when inhalers need to be used in an emergency without permission
- 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 liaison with ambulance services on the school site.

To achieve the aims of this policy each school, including their owned and operated vehicles, will have suitably stocked First Aid boxes in line with a site-specific assessment of needs.

In addition, each school will have a Trauma Kit in place to deal with more significant injuries

Where there is no special risk identified, minimum provision of First Aid items will follow guidance in The Health and Safety (First Aid) Regulations 1981.

Each school will nominate and name a person or persons responsible for examining 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, and these checks will be recorded. Any out-of-date items will be safely disposed of after the expiry date has passed.

Each school will make a list available to all staff detailing the locations of First Aid kits and the names of on-site First Aiders.

4.0 First Aiders

First Aiders will receive a site-specific induction, to familiarise them with the local procedures, locations of First Aid kits and equipment, how to use the telephone system to call for emergency assistance, how to reorder First Aid supplies and to meet other First Aiders.

The main duties of First Aiders will be to administer immediate First Aid to learners, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.

First Aiders will ensure that their First Aid qualifications are kept up-to-date through liaison with the school Operations/Business Manager.

First Aiders will be responsible for ensuring all First Aid kits in their allocated area of responsibility are properly stocked and maintained. The academy's named responsible person will be responsible for maintaining supplies.

In Early Years Foundation Stage (EYFS) settings, there should be a minimum of two paediatric trained First Aiders on site during the school day. This will be the case other than in highly exceptional circumstances like partial closure for example.

Automated External Defibrillators (AEDs)

Although AEDs are designed to be used by untrained personnel, to comply with the general principles of The Provision and Use of Work Equipment Regulations 1998, and as an aid to increasing staff confidence and competence in using this equipment, First Aid qualified staff will be trained in their use.

Where the academy has AEDs, their locations are to be communicated to all staff.

AEDs will be inspected in line with manufacturer's instructions, and these inspections will be recorded. Consumable elements such as the batteries and pads must be replaced when expired or after each use according to manufacturer's guidelines.

5.0 Emergency procedures

Each school will have their own procedures to deal with accidents and illnesses, which will follow these basic principles:

- 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.
- If the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they will arrange for the casualty 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 casualties. The purpose of this is to keep the casualty alive and as comfortable as possible before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more casualties.
- Call an ambulance or a doctor, or if appropriate, after receiving a parent's clear instruction, take the casualty to a doctor or to a hospital. Moving the casualty to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the casualty(s) without making the injury worse.
- Ensure 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 learners who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable learners may need parental support to be called immediately.

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

- the casualty's parents/carers
- emergency contact
- Employer (if Contractor)
- Next of Kin

In all instances of accidents, incidents and near-misses, staff will follow the procedures as outlined in the Accident and Incident Recording and Reporting Policy.

6.0 Reporting to parents

In the event of incident or injury to a learner, at least one of the learner's parents/carers should be informed as soon as practicable. Where this is a minor injury, the academy may provide information to be taken home at the end of the day.

In all schools, parents/carers will be informed of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

In the event of a serious injury or an incident requiring emergency medical treatment, a member of staff will contact the learner's parents/carers as soon as possible.

A list of emergency contacts will be available on SIMs

7.0 Educational visits and offsite activities

Before undertaking any offsite visits or activities, 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 visit or event and the persons involved.

For more information about the academy's educational visits requirements, please see the Educational Visits and Offsite Activities Policy.

8.0 Storage of medication

Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual learners have been given responsibility and permission by the academy for keeping such items on their person. In an EYFS setting this will be in a locked cabinet.

All 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.

All medicines will be returned to the parent for safe disposal when they are no longer required, have expired or when the learner has left the academy.

Parents/carers are encouraged to provide an emergency supply of medication for learners with medical conditions that require regular medication or potentially lifesaving equipment, e.g., an Epi-Pen or inhaler.

Parents/Carers will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Healthcare Plan 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.

9.0 Illnesses

When a learner becomes ill during the school day, the parents/carers should be contacted and asked to pick their child up as soon as possible.

Wherever possible a quiet area should be set aside for withdrawal and for learners to rest while they wait for their parents/carers to pick them up. Learners will be monitored during this time.

10.0 Consent

Parents/carers 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. These forms will be updated periodically. It is the parent/carer's responsibility to ensure that they keep the academy updated with any change in contact information or emergency contact details.

Staff do 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 learners and colleagues.