



## **FIRST AID POLICY**

This policy will be reviewed annually or in response to changes in legislation		
Created	December 2007	Vice Principal
Last Review	November 2023	Group Medical Lead, Group Health & Safety Manager, Head of Compliance
Approved	November 2023	Operations Board

This Policy applies to all year groups at Thomas's Schools, including the EYFS.

Thomas's operates as a group of schools with a similar ethos and values. However in some areas, it is appropriate for each school to adopt discrete procedures, acknowledging the individual identity of each school and its specific personnel and systems. These supplementary procedures can be found by clicking the name of the relevant school under the contents list of this Policy.

This Policy should be read in conjunction with Thomas's, Educational Visits (EVOSA) Policy, Food and Dietary Policy, Health and Safety Policy and Medical Care Policy.

### ***SCHOOL SUPPLEMENTS***

[Thomas's Battersea First Aid Policy Supplement](#)

[Thomas's Clapham First Aid Policy Supplement](#)

[Thomas's Fulham First Aid Policy Supplement](#)

[Thomas's Kensington First Aid Policy Supplement](#)

[Thomas's Putney Vale First Aid Policy Supplement](#)

### ***1. INTRODUCTION***

This policy outlines the Schools' responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. It applies to all staff and pupils, including those in the Early Years.

### ***2. AIMS***

- To identify the first aid needs of the School in line with current legislation.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School.

- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To ensure that parents are informed of any significant accidents or injuries to their child whilst in the care of the Schools together with details of any first aid treatment given.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- To ensure that any notifiable accidents that occur in the Early Years are reported to the local child protection agency if required.

### **3. ROLES AND RESPONSIBILITIES**

#### **3.1 *The Proprietor***

- To be responsible for the health and safety of their employees and anyone else on the premises. This includes the Heads and teachers, non-teaching staff, pupils and visitors (including contractors).
- To ensure that a risk assessment of the Schools is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- To ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

#### **3.2 *The Head***

- To be responsible for putting the policy into practice and for developing detailed procedures.
- To ensure that the policy and information on the School's arrangements for first aid are made available to parents.

#### **3.3 *Members of staff***

- To do all they can to secure the welfare of the pupils.
- To document any accidents witnessed or dealt with
- Be vigilant for any potential hazards and report them
- To direct people with injuries or illness to an appropriate first aider or school nurse
- To be knowledgeable of the School's First Aid Policy

#### **3.4 *First Aiders***

- To complete and update training courses regularly and hold a valid certificate of competence, issued by an organisation approved by the HSE. This is a voluntary post that staff are invited to undertake. They will:
  - give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
  - when necessary, ensure that an ambulance or other professional medical help is called.
- In selecting First Aiders, the Group Medical Lead and Heads should consider the person'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.
- role within the school setting, certain roles have an expectation to hold a first aid certificate due to the nature of their work e.g. all PE staff

### 3.5 *The Appointed Medical Lead*

- To complete and update First Aid training courses regularly and hold a current First Aid certificate.
- To ensure that First Aid boxes are located at strategic points around the school;
- To look after the first aid equipment eg checking and restocking the First Aid boxes at least termly or more frequently if necessary, to be determined locally.
- To liaise with the departmental medical contacts to ensure their First Aid boxes are also checked and restocked;
- To liaise with the Transport Manager to ensure their First Aid boxes are also checked and restocked (Battersea only)
- To take charge when someone is injured or becomes ill;
- To ensure that an ambulance or other professional medical help is summoned when appropriate.
- To ensure all first aid situations are documented and reviewed.

### 3.6 *Departmental Medical Contact*

- The schools appoint one medical contact per key stage and in PE, Drama, Art, Science, Design and Technology and Transport.
- To liaise with the Appointed Medical Lead.
- To ensure that the First Aid boxes in their department are stocked and report to the Appointed Medical Lead any replacement items needed.

### 3.7 *Group Medical Lead*

- To schedule and arrange appropriate first aid courses for Medical Leads and First Aiders
- To review all accidents analysis to consider service improvement

### 3.8 *Group Health & Safety Manager*

- To report any relevant accidents under RIDDOR to HSE

## **4. PROVISION**

### 4.1 *Personnel*

The Heads and Group Medical Lead will consider the findings of the risk assessment in deciding on the number of first aid personnel required. The Schools are low risk environments, but the Heads will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- the physical layout of the school;
- off-site PE;

- school trips;
- Science labs;
- DT/Art rooms;
- Playground;
- adequate provision in case of absence, including trips;
- out-of-hours provision eg clubs, events.
- specific statutory requirements for EYFS

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed persons are available at all times when people are on school premises.

In keeping with the guidance recommended by the UK Resuscitation Council all First Aiders will be training in paediatric and adult BLS.

An online training log is kept by the Group Medical Lead and a list of all First Aiders and the dates of their training courses is maintained on the shared drive. Medical Leads should ensure their individual school is aware of who is a designated first aider.

#### *4.2 Qualifications and Training*

The School Nurse/Medical leads and school office staff complete the First Aid at Work (including Paediatric First Aid (3 days)) every three years. Maintenance staff also complete regular First Aid at Work courses.

In addition members of staff in the School complete combined Emergency First Aid (1 day) outdoor staff at TOD's should have an appropriate outdoor first aid course.

#### *4.3 First aid materials, equipment and facilities*

The Heads must ensure that the appropriate number of first aid containers according to the risk assessment of the site are available. See [HSE guidelines](#) on recommended and mandatory contents.

- All first aid containers must be marked with a white cross on a green background.
- Each school bus must carry a first aid container.
- First aid containers must accompany PE teachers off-site.
- Where possible First Aid containers should be kept near to hand washing facilities. or hand sanitiser can be kept in the First aid box
- First aid containers should be available in areas of high risk, such as science laboratories, DT workshops and kitchens.
- Spare stock should be kept in school.
- No medication of any kind, for example, aspirin, paracetamol, antiseptic creams, burn sprays, etc. should be kept in first-aid kits nor used as a form of first-aid.

In addition each school has a defibrillator and staff trained in its use

The following people are responsible for checking and restocking the first aid containers:

- In school, the Appointed Person or Medical Officer/School Nurse.
- On buses, the Transport Manager.
- For off-site PE, a named member of the PE department.

A log of first aid kit check dates should be kept and shared with the Group Medical Lead

#### 4.4 Accommodation

The Proprietor must provide a suitable room for medical treatment and care of children during school hours. This need not be a dedicated area but should afford privacy, be close to a lavatory and must contain a washbasin.

Refer to the School Supplements for further information.

#### 4.5 First Aid provision for offsite activities

Where pupils are taking part in activities offsite, including games afternoons, sports fixtures and educational visits, the Trip/Activity Leader should ensure that:

- at least one member of staff holds a current paediatric First Aid certificate
- a First Aid container is taken with the group and contents have been restocked where needed.
- a method of documenting accidents and treatments should be kept; this could be electronic or hard copy. hard copy notes should be transferred to ISAMS on return to the school.
- Staff should also consider all medical conditions prior to leaving school to ensure pupils with medical conditions have their emergency medication should it be required. They should also consider any new and short term medical conditions that may affect the management of pupils or participation of pupils. e.g those on a GRAS (Graduated Return to Activity and Sport).
- Staff should be aware of the emergency accident plan outlined in the Risk Assessment.

Refer to the Medical Care Policy for details of procedures who require medication during the school day.

### 5 PROCEDURES

#### 5.1 Risk assessment

Reviews are required to be carried out at least annually, and when circumstances alter, by school Medical Lead or department head with support from the Group Health & Safety Manager. Recommendations on measures needed to prevent or control identified risks are forwarded to the Group Health & Safety Manager and Heads.

Risk assessments for off site venues should consider the following medical questions:

- First aid provision at the location
- Location of the defibrillator at the location
- First aid equipment at the location
- How to contact emergency services
- Nearest hospital with A&E provision (both minor and major injuries services)

#### 5.2 Re-assessment of first aid provision

As part of the Schools' annual monitoring and evaluation cycle:

- the Heads review the Schools' first aid needs following any changes to children, staff, building/site, activities, off-site facilities, etc;
- the Group Medical Lead monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions;
- the Group Medical Lead also monitors the emergency first aid training received by other staff and organises appropriate training;
- the School Health and Safety Lead or Medical Lead/School Nurse does a full audit and stocktake of the first aid boxes termly.

### 5.3 *Providing information*

The Heads will ensure that staff, parents and children are informed about the Schools' first aid arrangements.

The Medical Officer/School Nurse/Medical Lead will:

- provide information on procedures and training for new staff as part of their induction programme;
- maintain a first aid file, notice board and related medical documentation for when needed;
- review all medical procedures & practices annually in school, with the Group Medical Lead routinely
- give all staff information on the location of equipment, facilities and first aid personnel. This will appear in the staff handbook;
- ensure all members of staff are aware of the protocols for recording and reporting any accidents, including informing parents of children in the Early Years of all incidents (regardless of the severity) the same day they occur.
- alert staff during a specific outbreak of illness in school re management and procedures in place;
- provide regular information and updates for parents in regard to any outbreak of illness in school.

### 5.4 *Hygiene/Infection control*

- Refer to the Control of Infections Policy on MSP for further details
- Basic hygiene procedures must be followed by staff
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids
- Care should be taken when disposing of dressings or equipment, particularly sharp objects (needles). These will be disposed of in appropriate sealed containers/places
- Any spillage of bodily fluids will be cleared away in line with [HSE guidance](#).
- In the event of an outbreak, additional precautions and the use of PPE will be adopted in line with government guidance.

### 5.5 *Accidents/Incidents*

Each school follows specific procedures when treating a pupil, member of staff or visitor who has sustained an accident or injury. These are detailed in the school supplements listed at the start of the document. This includes the location of the nearest A&E department to the school sites:

- **Battersea, Fulham & Kensington:** Chelsea and Westminster Hospital, 369 Fulham Road, London SW10 9NH
- **Clapham:** St George's Hospital, Blackshaw Road, London SW17 0QT
- **Putney Vale:** Kingston Hospital, Galsworthy Road, Kingston upon Thames KT2 7QB

When at an offsite location, the risk assessment will specify the closest A&E department.

If a pupil appears to be experiencing chest pain, difficulty with breathing or speaking or numbness an ambulance will be called. Other symptoms that necessitate an immediate response include:

- severe bleeding that can't be stopped by applying direct pressure;
- unconsciousness;
- lack of awareness of their immediate surroundings;
- severe allergic reactions accompanied by breathing difficulties, or swelling that compromises the airway, or reduced consciousness due to circulatory failure or a combination of these three.
- a seizure, even if they seem to recover. If the pupil is a known epileptic and this seizure is within their normal limit then they do not need to go to hospital.

Other injuries that may require an ambulance response are:

- a fall from a height
- having been hit with force
- sustaining burns greater than 1% ( the size of the patient's hand)
- major fracture or dislocation where the lower limb is compromised or the pupils conscience level is altered

All head bumps (however minor it is believed to be) must be reported to the Medical Lead, who will decide on further action. Pupils who have had head bumps must be carefully monitored for a period afterwards.

In suspected cases of concussion the Rugby Football Union's (RFU) "HeadCase" Guidance is followed in recognising and dealing with cases.

## 5.6 *Reporting accidents*

School Medical Leads should complete the Incident Report Form for any more substantial accidents or injuries (regardless of whether it meets the threshold for reporting the HSE) and send it to the Group Health & Safety Manager and Group Medical Lead for review. Where an accident reaches the threshold for RIDDOR, the GroupHealth & Safety Manager will report it to the HSE.

The Group Health & Safety Manager may report an incident to the School Insurers if there is a suggestion that a claim will be made against the school.

Refer to the Health and Safety Procedure: Accident, Incident and Near Miss Reporting for further details.

## 5.7 *Record keeping*

**Statutory accident records:** The Proprietor must ensure that readily accessible accident records, written or electronic, are kept for a minimum of three years. (see HSE Guidance for Incident reporting in schools 2013)

**School's central record:** This can be combined with the Incident Reporting Form, RIDDOR record and the Accident Book, providing all legislation requirements are met.

The Heads must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident.

The Heads must have in place procedures for ensuring that parents are informed of significant incidents and the amount and timing of any non-prescribed medicines (e.g. mild analgesic) administered in school.

## **6. MONITORING**

Accident records can be used to help the Heads and Health and Safety and Medical Leads identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Heads should establish a regular review and analysis of accident records. Accidents and analysis will be reported to the termly school and group Health and Safety Committees and Medical Leads meeting..

## **7. LEGISLATION AND GUIDANCE**

This Policy bears due regard to the following statutory guidance and other advice.

Early Years Foundation Stage Statutory Framework (September 2023)

Health and Safety (First Aid) Regulations 1981 (amended 2013 & 2018) & RIDDOR (2013).

Management of Health and Safety at Work Regulations 1992 and 1999 (amended 2003 / & 2006)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

DfE Guidance 'First Aid in Schools, Early years and further education' (February 2022)

DfE Guidance 'Health protection in education and childcare settings' (2017)

HSE Incident reporting in schools (accidents, diseases and dangerous occurrences) (2013)