



13a First Aid Policy

Scope:	Whole School
Release date:	September 2024
Review date:	September 2025
Author:	Director of Curriculum
Reviewed by:	Acting Head
Approved by:	Board of Governors

Linked documents

This policy should be read in conjunction with the:

Policy for Administration of medicines
Medicines Alert List Internal
Safeguarding Policy
Health and Safety Policy
Risk Assessment Policy
Major Incident Policy
Keeping Children Safe in Education
Education Health and Care Plans Internal
Individual Education Plans Internal

Acronyms

PE – Physical Education
HSE – Health and Safety Executive
PPE – Personal Protective Equipment
RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Availability

This policy is available to parents and prospective parents on the School website, and a printed copy may be requested from the School Office

Policy Statement

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to apply 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. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Risks

A risk assessment of First Aid needs is necessary to ensure adequate provision is available.

This should include:

- The identification of pupils with specific conditions e.g. asthma, allergies
- The identification of specific hazards in school
- When to call for further help
- The documentation of necessary treatment given

Responsibilities

Overarching responsibility for Health and Safety, which includes First Aid, rests with the Governing Body. The Head Teacher is responsible for developing and implementing the policy, including informing staff and parents. All staff, and those parents with responsibility for children in school, should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information.

First Aid provision must be available at all times, including out of school trips, during PE and other times the school facilities are used e.g. Parents' Meetings. The school ensures adequate numbers of appropriately trained staff are available, together with the provision of proper equipment for all off-site activities as well as in the school itself. Adequate First Aid cover will be provided in all school buildings, as well as during break times. If a staff member is alone on a trip or during a PE lesson, then they must have access to a telephone in order to summon help.

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and re-qualify every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and be able to absorb new knowledge. The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it should have a reasonable understanding of what is involved. (This First Aid Policy should be read in conjunction with the Policy for the Administration of Medicines).

It is the responsibility of the Head Teacher, to ensure that good First Aid practice is being carried out within the school and at events and activities organised by the school.

Lists of staff with First Aid responsibilities and/or appropriate training are displayed on the staff room notice board and on the First Aid Cabinets. First Aid Cabinets are situated in the kitchen area of both buildings. First Aid Kits are available for use in the Design and Technology and Science rooms and during P.E. lessons and educational visits. These are identified on the site plans.

The contents of the First Aid Cabinets/Kits are to be regularly checked (at least monthly) and maintained by the Pupil Admin Officers. These are also included in the Annual Health & Safety Inspection.

Reporting & Recording of Accidents

Derby Grammar School recognises that we have a duty to report incidents that involve the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

An unreliable accident / incident reporting system, or the under reporting of near miss¹ incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents or visitors.

¹ Any event which has the potential to cause injury and/or damage and/or loss, but which was avoided by circumstances.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution. Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

Procedures

At Derby Grammar School we make every effort to minimise the risk of accidents but we recognise that accidents may still occur. All accidents to pupils, staff, parents and visitors will be reported as soon as possible after the accident took place.

The First Aider present will deal with the accident and treat any injuries as required.

Once the individuals have been treated all details regarding the accident will be recorded in the nearest accident book by a member of staff.

Parents / guardians of pupils who have sustained injuries should be informed the same day or as soon as is reasonably practicable; information will include the nature of the accident or injury and the first aid given. This is particularly important when injury has involved a hospital or doctor's visit, head injury or any condition which needs to be monitored.

An investigation into the accident should be undertaken immediately or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

Accident books are kept in the Reception Office, DT and Science areas. The First Aider should complete the relevant sections. A copy should then be provided to the Operations Manager. Records should be stored for three years.

The Health and Safety Governor is given an overview of the accident logs on a termly basis.

The Head will ensure that accidents which are reportable to the Health & Safety Executive are reported using the appropriate form.

In the event of a pupil feeling unwell or needing routine first aid, he/she should report to his/her lesson and ask for permission to go to reception.

The Appointed Person

This person has the responsibility of taking charge during an incident and summoning help if needed.

At Derby Grammar School the vast majority of staff are able to assume the responsibilities of the appointed person.

The maintenance of the First Aid Cabinets/Kits is the responsibility of the Pupils Admin Officer.

The vast majority of staff hold a valid First Aid qualification. All first aid kits contain a list of qualified staff. See Appendix 2

Arrangements for Pupils with Specific Medical Conditions

Forms are sent to all new parents to notify the School of their child's particular medical conditions. Care plans are available for all pupils with significant specific medical conditions (e.g. diabetes, epilepsy, anaphylaxis, asthma and other illnesses deemed appropriate).

The School regularly updates and issues to staff a Medical Alerts List which details known significant issues. New staff are informed of this information when they start employment as part of their induction training. Heads of Year are expected to go through pupil's medical needs with relevant Tutors at the start of each academic year. Training for any specific medical condition is given to relevant staff by external specialists where appropriate.

Currently the School has a number of nut allergy sufferers of varying degrees of severity. The School Office keeps details and the Kitchen is fully informed. We run a nut free kitchen to ensure least risk of contamination.

With the exception of the very youngest children, pupils should carry their own Adrenaline Auto-Injectors and parents should provide spares to be kept in the School's medical room and at Rykneld Sports Centre. Two Adrenaline Auto-Injectors are required for pupils taking part in school trips. If a doctor or consultant confirms that a child does not need to carry an Adrenaline Auto-Injector, then a child may discontinue carrying one.

There are diagnosed diabetic pupils in both the primary and senior school who are liable to fluctuating blood sugar levels. Each diabetic pupil has an individual care plan (kept in the office) and teaching staff have worked with parents and received training and guidance from the diabetes medical team at Derby Royal Infirmary. A copy of a pupil's care plan should be taken on all school trips and visits. Staff appropriately trained to support pupils with specific medical conditions are required to accompany pupils with specific medical conditions on all school trips and visits.

Hygiene procedures for dealing with the spillage of bodily fluids

All bodily fluids are to be cleaned up using appropriate compounds. Upon discovery of such spillages, the School Site Manager should be notified. Staff dealing with spillages should wear appropriate personal protective equipment such as gloves. Materials used for cleaning should not be reusable (ie. paper towels rather than mops) and disposed of appropriately. Soiled clothing should not be rinsed, but bagged to go home.

Attendance following illness

Parents are required to notify school if their child contracts a [notifiable disease](#).

Pupils and staff must not attend school for 48 hours after the symptoms of vomiting or diarrhoea have ceased.

Summoning an Ambulance

The decision to call an emergency vehicle is made at the discretion of the first aider in charge. If there is any doubt about the safety of the injured party, 999 should be called immediately. The first aider in charge must ensure that any pupil taken in an ambulance is accompanied by a member of staff (academic or support). The pupil's parents / guardian should be informed as soon as possible.

Early Years Foundation Stage

The school ensures that there are sufficient Early Years Foundation Staff holding either full paediatric (PFA) or emergency PFA certificates. At least one person with a paediatric first aid certificate will be on the premises during school hours and on any trip. A first aid kit is accessible at all times for EYFS children.

Employer health and safety and equalities duties during Covid 19

Schools have a legal obligation to protect their employees, and others, including children, from harm and should continue to assess health and safety risks and consider how to meet equalities duties in the usual way. Following the steps in this guidance will mitigate the risks of coronavirus (COVID-19) to children and staff and help schools to meet their legal duties to protect employees and others from harm.

The Health and Safety Executive published guidance on [first aid](#) during coronavirus (COVID-19) which will support local risk assessments and provide guidance for first aiders. It is clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands.

Appendix 1

Minimum Contents of School First Aid Kits

- Leaflet for First Aid advice
- Accident / Injury Record book
- 20 assorted plasters
- 2 sterile eye pads
- 4 triangular bandages
- 6 safety pins
- 6 Medium wound dressings
- 2 Large wound dressings
- 1 pair of disposable gloves
- 1 packet of Antiseptic Cleansing wipes
- 1 pair of scissors
- Mouth shields, Micropore tape, Swabs

Minimum Contents of Travel/PE First Aid Kits

- Leaflet for First Aid advice
- 6 assorted plasters
- 2 triangular bandages
- 2 safety pins
- 1 Large wound dressing
- 1 pair of disposable gloves
- 1 packet of wipes, 1 pair of scissors
- Mouth shields
- Micropore tape
- Sterile eye wash pads
- Ice packs (PE only)
- Swabs

First Aid Room Equipment / Supplies

- Washbasin, drinking water, cups
- First Aid Manual
- Phone
- Bell to call for assistance
- Accident / Injury Record book
- Bed, Pillow & Blanket
- Yellow clinical bag

RIDDOR – Incidents to be Reported

- Accidents resulting in death or major injury
- Accidents which prevent normal duties for more than 3 days
- Loss of consciousness due to asphyxia or absorption of harmful substances
- Fractures / Dislocations
- Amputation
- Loss of sight – temporary or permanent
- Chemicals or hot metal burn to eye
- Penetrating eye injury
- Electric Shock
- Injury leading to hypothermia
- Unconsciousness needing resuscitation / hospital admission for over 24hrs.

Appendix 2

First Aid

Kit Locations

Office	Large Bag (including blanket and emergency supplies in case of evacuation) Defibrillator
Kitchen	Wall Kit, Eye Wash Kit, Burn Kit
Junior School	Large Bag
Infant School	Wall Kit
Technology	Eye Wash Kit
Science B1	Box and Eye Wash Kit
Science B2	Eye Wash Kit
Science C1	Eye Wash Kit
Science C2	Eye Wash Kit
Chemistry Prep	Wall Kit
Art Room	Box
Site Managers Office	Box
Mini Bus OU67 BVP	Box
Mini Bus RO72 WYF	Box
Trips off site	Burn bags
Rykneld Sports Centre	First Aid Kit (including ice-packs and blanket) Defibrillator

