



# First Aid Policy

**This Policy was reviewed and amended on 1<sup>st</sup> September 2022**

**To be reviewed: September 2023**

<b>Contents</b>	<b>Page</b>
Responsibility flow chart	2
Aims and objectives	3
First Aid Personnel provision	3
Training	3
Clubs	3
Designated Rooms	4
Sequence of Events	4
Notification of Parents / Carers	5
Plasters	5
Epi Pens	6
First Aid Containers	6
Pupils with medical needs (Care Plans)	6
First Aid on Trips / Residential Trips	7
Record Keeping	8
Administering Medicines in School	9
Storage and Disposal of Medicines	9
Lone Working	9
Outside Contractors	9
Appendix 1	

**\*Please see 'Supporting Pupils with Medical Conditions' Policy for details on administering medicines and Individual Care Plans.**

## **Policy Statement**

All staff have a statutory obligation to follow and co-operate with the requirements of this policy. All our information and guidance concerning First Aid (including accident records and forms) are kept in the office until such time they are archived.

## **INTRODUCTION**

This policy outlines the provision of First Aid to adults and pupils at Oak Hill Academy, and is in line with the DfE Guidance on First Aid for Schools.

## **RESPONSIBILITY FOR FIRST AID**

### **THE ASPIRATIONS TRUST**

Approval of the school's First Aid Policy



### **THE PRINCIPAL**

To ensure that procedures for dealing with first aid are adequate and appropriate in the circumstances and cover all people, equipment and activities on the premises.

These procedures form a written policy which, once approved by the LAB, are brought to the attention of all employees and are included within the School's Health & Safety Policy.



### **School Business Manager with responsibility for Health & Safety**

To ensure that the School's First Aid policy is reviewed regularly and that it is in line with current Government and Trust guidelines. To advise the Principal of any necessary measures that should be taken in order to maintain the provision as laid down in the school's policy.



### **Senior Welfare Officer**

To ensure that the First Aid provision as laid down in the school's policy document is adhered to and to advise of any measures that may need to be taken in order to maintain the provision.



## **Welfare Officer and First Aiders**

To administer First Aid to pupils and adults in accordance with the training that has been received and the policy laid down by the school.

### **Aims and Objectives**

Our first aid policy requirements are achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our school.
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them

### **First Aid Personnel Provision**

There are qualified First Aiders assigned to each year group and on site at all times.

*Appendix 1* lists the current, qualified First Aiders and their location. This qualification is valid for 3 years.

There is an on-going review of the school's First Aid personnel provision.

### **Training required for First Aiders**

All First Aiders at Oak Hill Academy have attended a two-day, "Paediatric First Aid" training course and successfully completed an examination, provided by a Health and Safety Executive approved training agency. This is valid for 3 years.

### **Clubs**

A member of staff is always on the premises during clubs to administer first aid if needed. All club personnel have access to pupil's information in the school office.

Through law the minimum legal requirement is to appoint a person (the Appointed Person) to be on site at all times during the working day. These 'Appointed persons' are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Appointed Persons are not necessarily First Aiders and should not provide any first aid for which they have not been trained.

### **Designated Rooms**

The Welfare Room next to the school office is designated as the first aid room for treatment, sickness and administering first aid during the school day, with the playground area outside the Oak Door designated as the first aid point for treatment, sickness and the administering of first aid during lunch. First aid areas have the following facilities: □ First aid kits □ Chairs

### **First Aid – Sequence of events**

#### **Procedures and Practices at Oak Hill Academy**

The Principal of Oak Hill Academy has a primary duty of care to the injured person and is required to summon competent medical help (paramedic/doctor) as soon as is practicable so that appropriate treatment can be administered quickly. Contacting the next of kin is a secondary duty.

In the event of **an accident to a pupil**:

- Alert the Welfare Assistant or in her absence, a member of the admin staff
- Either the Welfare Assistant or another First Aider as appropriate will attend

The First Aider will assess the needs of the pupil as follows:

#### **a) The pupil is assessed as needing EMERGENCY hospital treatment**

- a. An ambulance is called immediately using 999
  - In the event of a significant injury or head injury
  - If bleeding cannot be controlled
  - In the event of a period of unconsciousness
  - Whenever a fracture or break is suspected
  - Whenever the first aider is unsure of the severity of the injuries
- b. First Aid is administered if appropriate
- c. Parents / Carers are called to meet at hospital
- d. A senior member or an appropriate member of staff, as directed by the Principal, must accompany the pupil in the ambulance, acting in loco parentis and will have the right to sanction emergency procedures as advised by medical staff
- e. The incident is reported on Smart Safe
- f. The school ensures that follow-up calls are made to the parents

**If an ambulance is called**, the caller must speak to the emergency services and give the following information

1. State what happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school – Oak Hill Academy, Ashford Road, Feltham TW13 4QP

**b) The pupil is assessed as needing hospital treatment**

- a. First Aid is administered if appropriate
- b. Parents / Carers are called to take the pupil to hospital
- c. If the Parents / Carers are unable to collect the pupil, an ambulance is called and the parents are asked to meet at the hospital
- d. A First Aider must accompany the pupil in the ambulance
- e. If an ambulance is not required / or too time consuming and if parents are unable to take the child to hospital, then appropriate senior member of staff and another staff member will drive the child to hospital with parental consent
- f. The incident is reported on Smart Log
- g. The school ensures that regular follow-up calls are made to the parents

**c) The pupil is assessed as requiring first aid**

- a. The First Aider will obtain a second opinion from the Senior Welfare officer if they are unsure of the severity of the injuries or if the injury appears to be more serious (for example: broken bones/ eyes wound/ head injuries, awkward trips/falls etc)
- b. The First Aider will always contact the child's parents if the child continues to display concern for the problem/ medical concern on a second or subsequent occasion during the school day or if the injury is more severe than a minor cut/graze/bump
- c. The First Aider will inform the Principal and / or other members of the Senior Leadership team verbally and in writing
- d. The child will be routinely checked by the First Aider for the remainder of the day if a decision is made to send the child back to class
- e. The incident is reported on Smart Log
- f. A Medical Memo is sent to the class teacher and the Senior Welfare Officer
- g. In the event of a more major outcome, SLT must be informed by the Attendance Officer / Welfare Officer
- h. Every time a child attends medical, an entry must be made on the daily medical sheet (even if there are repeat visits)

**d) The pupil is assessed as having an on-going medical/other problem.**

- a. First Aid is administered immediately if appropriate.

- b. Advice is sought from Parent / Carer if a history of the problem is suspected.
- c. The incident is written up either in the Oak Hill Academy Injury and Treatment Report Sheet

### **Notification of Parents/Carers**

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents at least every half hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required). In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital. This member of staff will act as loco parentis and will have the right to sanction emergency procedures as advised by medical staff.

**Plasters:** plasters are administered if required, and the First Aider must establish that the pupil is not allergic to plasters.

It is the responsibility of the First Aider to ensure that the first aid containers are restocked with items that have been used.

It is the responsibility of the First Aid Co-ordinator to ensure that first aid containers are in the locations designated and that each container is stocked as laid down in the school's policy document.

### **Epi Pen treatment**

Where there is a need for invasive medical treatment to be given to an individual, specific training has been given to volunteer employees by the School Nurse Service.

The School Nurse Service has identified a number of pupils at Oak Hill Academy who may need to have epi pens administered. The First Aiders who have volunteered and had training have an \*\* against their name in *Appendix 1*. This training is renewed every year.

A list is kept in the welfare room of all members of staff who have had this training.

### **Staff Duty of Care / Responsibility**

All staff have a duty of care / responsibility for children's welfare. If a member of staff feels that the initial diagnosis of a first aider is not deemed satisfactory, or ***if staff have further concerns, the for the child's wellbeing a member of the SLT MUST be informed.***

## First Aid Containers

### Contents

The contents of the school's first aid containers include the following

Contents	Quantity
First Aid Guidance Card – HSE leaflet	1
Medicated Wipes	10
Various sized individually wrapped sterile adhesive dressings (plasters)	20
Gauze	5
Individually wrapped triangular bandages	4
Instant Ice Pack	1
Small sized individually wrapped sterile un-medicated wound dressings	2
Large sterile individually wrapped un-medicated wound dressings	1
Crepe Bandage	2
Scissors	1
Disposable gloves	3
Non-allergic surgical tape	1
Resuscitation shield	1
Eye Pad with bandage	2
Sick Bags	5
Hand Sanitiser	1
Bumped Head Letters	5

### Pupils with Special Medical Needs – Individual Care Plans

Please refer to Supporting Pupils with Medical Conditions Policy for further advice. Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may be:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra

care in supervising some activities to make sure that these pupils, and others, are not put at risk.

All children who have asthma have a permission to administer medication to children in school form which is kept in the School Office.

An individual care plan is drawn up by the school nurse, the school, the parent/carer and child. If needed the child's GP can be involved. This helps our school to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk. A copy of all Care plans are kept in each child's classroom, the dining hall, the office and staffroom and are updated as needed or annually.

Parents/carers have prime responsibility for their child's health and should provide schools with information about their child's medical condition prior to starting school. Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The school nurse or suitably qualified person also provides additional background information and practical training for school staff in understanding and using the Individual Care plans. The school follows NHS policy on administering adrenaline through the use of epi-pens. If children who have registered care plans, due to severe allergy reactions and the need to use an epipen, suffer an allergic reaction at school, there is an epi-pen clearly marked with the child's name on and antihistamine liquid in school office medical cupboard. Training from the school nurse in how to administer adrenaline is usually annually (last whole staff training Sept 2015).

### **First Aid - out of school on trips or residential visits**

In the event of children needing first aid on school trips:

- Dial 999 if serious
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or by calling NHS Choices (dial 111).
- A First Aider will have a first aid pack and mobile phone with them.
- The First Aider deals with minor ailments.
- For major ailments the school is informed and advice sought.
- Parents/carers are also informed by the school office or teacher in charge of trip.
- Gloves are ALWAYS worn when treating injuries.
- Any accident or incident is reported back at school and an 'incident in school' form filled in as soon as possible. A note on the incident is made at the scene.
- No medication may be given to a child unless prescribed by a doctor signed and dated and a signed letter from parents for consent. An administration of medicine form must be signed and dated by first aider in charge. NO other medication MUST be given by anyone.



- For any head injuries the school and the parents are informed immediately by telephone and a bumped head letter.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- Two members of staff accompany the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned. □ For all incidents the schools 'Critical Incidents' plan as outlined in every risk assessment, will be followed.

### **Residential Specific**

- First Aid should only be carried out by qualified First Aiders.
- First Aid should be undertaken in the presence of another qualified First Aider.
- All First Aid must be logged for Medical Records.
- Medicines of any description (including Pain Killers) are NOT to be administered to any child unless by the designated person responsible and have written signed parental consent form stating dose and frequency.
- Class Teachers are usually designated persons on residential trips.

### **Record Keeping**

All accidents requiring treatment are recorded with the following information.

- Name of injured person
- Name of qualified/emergency/school first aider or appointed person
- Date of accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Accidents are reported using the Hounslow Online Accident Reporting system, the First Aider dealing with the accident is responsible for completing the report.

### **Administering Medicines in School**

Our School will administer medicines to pupils in school under special circumstances. Most prescribed medicines can be taken outside of normal school hours. In cases where this is not possible the Welfare Assistant or a member of the Admin staff or SLT can administer a child's medicine at lunch time. We must have written parental permission for the designated member of staff to administer medicine in the office. A

signed record is kept in the office of time, dosage and designated member of staff administering.

All **asthma** sufferers have an inhaler which is kept in the medical room in year group specific containers.

Non-prescribed medicines eg (throat lozenges) are not allowed in school.

### **Storage/Disposal of Medicines**

Any medication that needs to be in school is stored either in School office fridge or in the locked medicine cabinet in the Welfare room, as per storage instructions.

The exception to this rule **is inhalers**, which must be clearly labelled with the child's name and kept in the child's year group box in the welfare room; where they can be easily reached when necessary.

It is the responsibility of the parents to regularly check dates of prescribed medicines and collect unused medicines from school and dispose of them accordingly.

### **Lone Working Safely**

Oak Hill Academy has adopted the guidelines as set out by the HSE's "*Working alone*" guidance. These guidelines form part of the School's First Aid policy and are summarised in *Appendix 2* however the full guidance is available upon request.

### **Responsibilities of outside contractors on Oak Hill Academy campus**

Catering Contractors: Edwards and Ward Catering have their own Health & Safety manual.

Cleaning Contractors: LCC have their own Health & Safety manual.

### **Out of Hours First Aid Provision:**

Oak Hill Academy hires out its facilities to various organisations out of school hours. The responsibility for first aid provision rests with the organisations.

## **Appendix 1**

### List of First Aiders at Oak Hill Academy

<b>Name</b>	<b>Position/Year Group</b>	<b>Organisation</b>	<b>Expiry Date of First Aid Qualification</b>
Jane Cooper**	Senior Welfare Officer	FIRST AID AT WORK St John Ambulance	13-06-2022
Kim Bennett**	Welfare Officer	FIRST AID AT WORK	30-08-2021
Nathan Smith	Acorns to Oaks & IT	FIRST AID AT WORK John Ambulance	St Renewing
Kevin Graham	Site Manager – Out of hours	FIRST AID AT WORK John Ambulance	St 23-09-2022

Janet King**	Teacher / TA	FIRST AID AT WORK ALAN JOHN ASSOCIATES	20-09-21
Dawn Cockerell	Teaching Assistant	FIRST AID AT WORK St John Ambulance	Renewing
George Ridgway	Year Team Leader	PAEDIATRIC FIRST AID St John Ambulance	23/11/20
Megan Cronin	Class Teacher	PAEDIATRIC FIRST AID St John Ambulance	Renewing
Honesty Darkes	Year Team Leader	PAEDIATRIC FIRST AID St John Ambulance	Renewing
Stacey Monks	Class Teacher	PAEDIATRIC FIRST AID St John Ambulance	Renewing
Lucy Summers	Teaching Assistant	PAEDIATRIC FIRST AID St John Ambulance	Renewing
Emma Gaish**	BC/SMSA/Library/ASC	FIRST AID AT WORK Alan John Associates	23-02-2023

\*\* Epi-Pen administration trained

SMSAs all have basic first aid training which is provided by the Welfare Assistant and is refreshed annually.

## **Appendix 2**

### **Working Alone**

Lone Working is classed as someone who works by themselves without close or direct supervision. This is not in itself against the law and is often safe to do so.

Oak Hill Academy considers, and deals with, any health and safety risks associated with staff working alone. This is to ensure the welfare of all staff or contractors carrying out work on our behalf.

Staff have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with Oak Hill's policy in meeting their legal obligations.

### **What we Do?**

We assess risks to lone workers and take steps to avoid or control risks where necessary which includes:

- involving workers when considering potential risks and measures to control them;
- taking steps to ensure risks are removed where possible, or putting in place control measures, e.g. carefully selecting work equipment to ensure the worker is able to perform the required tasks in safety;
- instruction, training and supervision;
- reviewing risk assessments periodically or when there has been a significant change in working practice.

This may include:

- being aware that some tasks may be too difficult or dangerous to be carried out by an unaccompanied worker;
- where a lone worker is working at another employer's workplace, informing that other employer of the risks and the required control measures;
- when a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, addressing that risk by making arrangements to provide help or back-up.

We ensure that lone workers are not put at greater risk than other employees and understand that a healthy and safe environment for lone workers can be different from organising the health and safety of other employees and carry out risk assessments when planning working arrangements.

Staff that work alone and have medical conditions are monitored by regular meetings to discuss their needs and to reinforce the importance of how to undertake tasks safely whilst on the premises alone.

Staff are advised to seek the second opinion of another trained first Aider if they are in any doubt about decisions they have taken.