

**First Aid Policy**

The Consortium Academy Trust (TCAT)

An Exempt Charity Limited by Guarantee

Company Number 07665828

|  |  |
| --- | --- |
| Status: | Live |
| Policy Owner (position) | Head of Estates |
| Statutory / Recommended | Statutory |
| Date Adopted | 11 June 2020 |
| Review Period | 12 months |
| Revision | 3 |
| Review Date | March 2023 |
| Next Review Date | March 2024 |
| Advisory Committee | Trust Board |
| Linked Documents and Policies | Health and Safety at Work etc. Act 1974  The Health and Safety (First-Aid) Regulations 1981  First Aid in Schools, Early Years and Further Education 2022  TCAT Health and Safety Policy  TCAT Accident Reporting Policy  Site Specific Provision and Use of First Aid Risk Assessment  Induction Checklist |

*\*NB – This document can only be considered valid when viewed on The Consortium Academy Trust website. If the copy is printed or downloaded and saved elsewhere the Policy date should be cross referenced to ensure the current document is the latest version. The linked policies can be found at www.consortiumtrust.co.uk*

**Index**

1. Statement of intent
2. Legal Framework
3. Aims
4. Roles and Responsibilities
5. Accommodation
6. First Aiders
7. Appointed Person
8. Automated External Defibrillators (AEDs)
9. Emergency Procedures
10. Reporting to parents /carers
11. Educational visits and offsite activities
12. Illnesses
13. Consent

**Appendix 1: First aid procedure and infectious diseases**

**Appendix 2: First aid kit contents**

**1.0 Statement of intent**

The Consortium Academy Trust (TCAT) is committed to providing emergency First Aid provision in order to deal with accidents and incidents affecting staff, learners and visitors. Individual schools will undertake a suitable and sufficient assessment of First Aid needs by completing the Trust’s Provision and Use of First Aid Risk Assessment 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:

* Health and Safety Policy
* School 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
* Records Management Policy

School Health and Safety Leads have overall responsibility for ensuring that their school has adequate and appropriate First Aid equipment and facilities. The Leads will liaise with the school Operations Manager to ensure that school 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.

School Health and Safety Leads will liaise with heads 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 and Trade Unions.

**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’
* DfE (2000) ‘Guidance on First Aid for Schools’
* DfE (2019) ‘Automated external defibrillators (AEDs) a guide for schools
* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
* DfE (2021) Statutory Framework for the Early Years Foundation Stage
* DfE (2022) First Aid in Schools, Early Years and Further Education

**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 between the emergency services and the designated person 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. Refer to Appendix 2 for first aid kit requirements.

Where there is no special risk identified, minimum provision of First Aid items will follow guidance in Appendix 2 first aid kit requirements.

Each school will nominate and name a person or persons in the site specific first aid needs risk assessment 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.

**4.0 Roles and Responsibilities**

The **policy owner** is responsible for:

The overarching development and implementation of this policy and all corresponding procedures.

Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.

The **school’s Health and safety Lead** is responsible for:

Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted and are regularly reviewed.

Ensuring that adequate equipment and facilities are provided for the school site.

The **Headteacher** is responsible for:

The implementation of this policy and its related procedures.

Ensuring that there is a sufficient number of appropriately trained first aiders within the school based on the Provision and Use of First Aid Risk Assessment for the school.

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 parents’ evenings.

Ensuring that all staff and parents/carers have access to this policy

Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.

Ensuring that all pupils and staff are aware of how to contact school first aiders if necessary.

Ensuring that an ‘appointed person’ is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

**Staff** are responsible for:

Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.

Securing the welfare of themselves and learners at school.

Making pupils aware of the procedures to follow in the event of illness, allergy, accident or injury.

**5.0 Accommodation**

The school’s first aid room will be suitable to use as and when it is 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 and for the short-term care of the sick or injured. The first aid room is situated near a wash basin and a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

* + Be large enough to hold an examination or medical couch.
  + Have washable surfaces and adequate heating, ventilation and lighting.
  + Be kept clean, tidy, accessible and available for use at all times.
  + Ideally be positioned as near as possible to a point of access for transport to hospital.

**6.0 First Aiders**

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.

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 school 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.

An up-to-date list of first aiders and their locations will be provided to staff on induction and after any changes to the list. The list will also be displayed on the school’s health and safety noticeboard.

The schools Operations Manager will ensure all school First Aiders First Aid qualifications and certificates of competence are kept up to date and refresher training and retesting is arranged before current certification expires.

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

In Early Years Foundation Stage (EYFS) settings, there will 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.

**7.0 Appointed Person**

Where the First Aider is temporarily absent or under exceptional circumstances it is adequate and appropriate to appoint a person to take charge of the situation relating to an injured or ill person (i.e. seek medical advice or summon an ambulance). The appointed person is not a first aider and must not conduct any first aid for which they have not been trained. This person or these people should be named in the site specific first aid needs risk assessment.

**8.0 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 school 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.

**9.0 Emergency procedures**

Each school will deal with accidents, illnesses and allergies following agreed procedures, which will follow these agreed 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, 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 casualty’s emergency contact
* the casualty’s parents/carers
* the Headteacher

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.

**10.0 Reporting to parents /carers**

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.

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

In all settings 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 the school’s management information system.

**11.0 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. The current mechanism for this is using Evolve online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.

*For more information about the school’s educational visits requirements, please see the Educational Visits and Offsite Activities Policy.*

**12.0 Illnesses**

When a learner becomes ill during the school day, the parents/carers will 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.

**13.0 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 annually or at any change in circumstance. It is the parent/carer’s responsibility to ensure that they keep the school 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 in mind.

**Appendix 1: First Aid Procedures and infectious diseases**

Statement of intent

The Trust aims to act in accordance with the First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant First Aid legislation while schools follow infection control guidelines.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

**1. Enforcing new procedures**

The school carries out a risk assessment that is used to help inform any changes to First Aid provision, including the number of First Aiders needed on site.

The school ensures that additional First Aid procedures are communicated effectively to all staff and learners.

Staff are informed about their legal responsibilities regarding First Aid and the additional procedures in place.

First Aiders are provided training time to read and review the First Aid Policy

The school informs parents of any changes to provision outlined in this policy by ensuring it is posted on the website.

The school acknowledges that where conflicts between the relevant legislation and government guidance on managing infectious diseases arise, the legislation outlined in the First Aid Policy must be followed.

**2. Infection control measures**

When administering First Aid, the relevant staff are advised to:

* Wash their hands before and after administering First Aid, using soap and water or alcohol-based hand sanitiser.
* Dispose of any waste in a suitable bin.
* Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
* Interact side-by-side where administering First Aid requires close interaction.
* Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
* Limit the number of people administering First Aid in each incident.
* Ensure that all recipients of First Aid are kept socially distanced from others, e.g. other recipients.
* Ensure that First Aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.
* Where the First Aid is required at the learning space, the First Aider will wait outside and administer First Aid in the corridor, taking due regard of touch surfaces and cleaning required.
* Where the patient cannot be moved the lead adult will remove the other learners to a contingency room and First Aid will be administered in the classroom.
* The school acknowledges that the use of PPE is **not** required to administer First Aid in most circumstances, with the exception of section 3 of this appendix or if **Ill health and infection**
* Where an individual must wait on the school premises to go home when showing symptoms of an infectious disease~~,~~ staff must ensure that:
* A suitably trained First Aid responder provides any basic medication required on the express permission of the parent/carer only
* The individual is isolated in a cool, well-ventilated, designated area.
* They adhere to the school’s social distancing and infection control measures.
* Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets.
* In the event that a symptomatic individual requires First Aid or medication, and social distancing is practical and can be maintained, staff follow the procedures in [section 2](#Socialdistancing) of this appendix.
* If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately and the Infection Control procedures followed.

**3 Emergencies**

Accidents and emergencies are managed in line with [Section 5](#_Emergency_procedures_1) of the First Aid Policy.

A member of staff calls 999 immediately if an symptomatic individual becomes severely unwell or their life is at risk.

Parents/ Carers who must collect their unwell child from the school are informed that they must call 999 if their child becomes severely unwell or believe their life is at risk.

**4 Monitoring and review**

5.1. This appendix is reviewed by the policy owner in reaction to any new government advice.

5.2. The date of the next review of this appendix will be in line with the review date of this policy unless new information that informs this policy and guidance becomes available or an incident occurs that necessitates a review.

**Appendix 2: Recommended First Aid kit contents**

**Static kits**

There is no mandatory list of items to be included in a First Aid container. HSE recommends that where there is no special risk identified, a minimum provision of first aid items could be:

* a leaflet giving general advice on first aid – HSE information is available
* 20 individually wrapped sterile adhesive dressings (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 sterile individually wrapped unmedicated wound dressings
* 3 pairs of disposable gloves

This is only a guide as each first aid kit will be based on the individual schools first aid needs assessment (Provision and Use of First Aid Risk Assessment). This may include provision for eye wash, minor burns and cooling packs for treating sprains and strains.

**Travelling first aid kits**

HSE recommends that the minimum travelling first aid kit should be:

* a leaflet giving general advice on First Aid – HSE information is available
* 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 cleansing wipes
* 2 pairs of disposable gloves

**Minibus kits**

The Road Vehicles (Construction and Use) Regulations 1986 (for minibuses) and/or the Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981 (for larger vehicles) advise that a suitable, clearly marked First Aid box should be readily available and in good condition.

The following items must be kept in the First Aid box:

* 10 antiseptic wipes, foil packed
* 1 conforming disposable bandage (not less than 7.5 cm wide)
* 2 triangular bandages
* 1 packet of 24 assorted adhesive dressings
* 3 large sterile unmedicated ambulance dressings (not less than 15.0 cm × 20.0 cm)
* 2 sterile eye pads, with attachments
* 12 assorted safety pins
* 1 pair of rustless blunt-ended scissors