

First Aid Policy

Statement of intent

Epinay School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

The Head's PA has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

Legal framework

This policy as 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 (2018) 'Automated external defibrillators (AEDs)'

Aims

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

Staff will always use their best endeavours to secure the welfare of pupils.

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

The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils 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.
- 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, the school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves
- Equivalent or additional items are acceptable
- All first aid containers will be identified by a white cross on a green background

The Lead First Aider (Laura Burns) is 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. Items will be safely discarded after the expiry date has passed.

First aid boxes are located throughout the school.

First aiders

The main duties of first aiders will be to administer immediate first aid to pupils, 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 certificates are kept up-to-date through liaison with the Head's PA.

Each first aider is responsible for ensuring all first aid kits are properly stocked and maintained – if any item is found missing or needs replacing, the First Aider must inform the Lead First Aider immediately. The Lead First Aid Person (Laura Burns) will be responsible for maintaining supplies.

A list of first aiders and their qualifications are displayed throughout the school.

Emergency procedures

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and call for a first aider to attend.

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 injured person 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 injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
- Call an ambulance if this is appropriate. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse. Parental permission must be given before taking a pupil hospital.
- 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 pupils 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 pupils may need parental support to be called immediately.

Once the above action has been taken, the incident will be reported promptly to the victim(s)'s parents by the First aider carrying out the first aid.

The First Aider carrying out first aid must complete a First Aid Form every time first aid is administered including details of contact with parents. Once completed, this form will be given to the Lead First Aider for review and filing.

Reporting to parents

In the event of incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable by the first aider carrying out the first aid.

Parents 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, the First Aider will telephone the pupil's parents as soon as possible.

All staff have access to a list of pupils' emergency contacts.

Offsite visits and events

Before undertaking any offsite visits or events, the staff member 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.

Storage of medication

Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

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 or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis.

Illnesses

When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.

Consent

Parents must complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions. Parents must inform the school of any changes to this information.

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 pupil in mind.

First Aid Procedures During the Coronavirus (COVID-19) Pandemic

Statement of intent

The school 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 the school observes social distancing and infection control guidelines. This appendix sets out what additional actions the school will take once phased reopening begins.

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

Enforcing new procedures

The school carries out a risk assessment which 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 pupils.

Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.

The school informs parents of any changes to provision outlined in this policy.

The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in this policy must be followed.

Social distancing and 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.
- Keep at least two metres away from others, where practicable.
- Interact side-by-side where administering first aid requires interaction within a two-metre range.
- 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 at least two metres apart from others, e.g. other recipients.
- A mask and gloves must be worn by first aiders when administering first aid.

First aiders

The school ensures that there is a minimum of two trained first aiders on site during school hours.

Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.

Where cover must be arranged, the school ensures that:

- Adequate cover is in place before the member of staff leaves the premises.
- In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
- Symptomatic individuals strictly do not administer first aid.
- Alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, e.g. high-risk activities are suspended.

First aid training

First aiders' training will be kept up to date.

Administering and handling medication

When administering medication, staff are expected to:

- Adhere to the school's social distancing and infection control measures as much as possible.
- Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.
- Minimise face-to-face contact where side-by-side interaction is not practical.
- The school acknowledges that the use of PPE is **not** required to administer medication in most circumstances.
- When handling and storing medication, staff are advised to:
 - Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
 - Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
 - Minimise the number of people handling medication.
 - Ensure that medication or medical equipment brought in from home is safe to be taken home again.

Policy approved by Governors:	Sept 2020
Date of next review by Governors:	Sept 2021