

# Swanwick School and Sports College



## First Aid Policy

<b>Initial Date</b>	<b>Reviewed</b>	<b>Next Review</b>
October 2024	October 2024	October 2025

## **Introduction and Definition of First Aid**

First aid covers the arrangements that we at Swanwick School and Sports College (SSSC) must make to ensure that pupils, staff and visitors who suffer an injury or fall ill receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones and help prevent infections occurring. It is designed to prevent situations getting worse and where necessary promote healing until suitably qualified medical attention can be sought if necessary. It does not include diagnosing medical conditions or giving tablets or medicines to treat illness.

## **Aims**

At SSSC we aim to provide First Aid cover whilst pupils are on site ensuring that there is a suitably qualified person on the premises at all times. In accordance with the Health and Safety (First Aid) Regulation 1981, our aims are to:

- Give immediate help to casualties with common injuries or illness.  
(This will apply to pupils, staff and visitors to SSSC)
- Call an ambulance, or other professional help when necessary.
- Provide proper materials, equipment and facilities for administering First Aid.

We will ensure that all staff are equipped with the knowledge of how to deal with an emergency, in the absence of a qualified person.

## **Assessment**

The factors to be taken into account in the assessment of First Aid requirements at SSSC which should be reviewed regularly include:

- School hazards and risks (e.g. equipment)
- Layout of the school.
- The school's history of accidents.
- The age range and needs of those at the school.
- Absences of First Aiders and Appointed Persons.
- Activities carried out off site.

## **First Aiders**

There will always be a member of staff who is First Aid trained present on site or on a school trip. Due to the age range and needs of our pupils at SSSC we have a Paediatric First Aider on site where possible. The list of staff who are First Aid trained is kept in the First Aid Room and also at the end of this policy. These are updated every two to three years through an accredited provider.

First Aid provision must be readily available at all times. SSSC will therefore ensure that the arrangements made for the provision of first-aid allows a first-aider to be made available as required.

The selection of First Aiders depends on a number of factors including an individual's:

- Willingness to undertake the role.
- Reliability, disposition and communication skills.
- Aptitude to absorb more knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures

## **Training**

### *First Aiders:*

To be a First Aider, an employee must hold a valid certificate in First Aid at Work issued by an organisation whose training and qualifications are approved by the Health and Safety Executive. This certificate is valid for three years.

### *Paediatric First Aider:*

This is a person who has undergone a course of training which meets the requirements of the Statutory Framework for the Early Years Foundation Stage and Ofsted. This is usually a 2-day course delivered by an approved provider (NB the HSE approved First Aid at Work Course is not classed as appropriate to meet the requirements of Paediatric First Aider).

### *Appointed Person:*

It is recommended that the Appointed Persons attend an emergency First Aid Course which will give them the skills necessary to provide appropriate emergency treatment. This certificate is valid for three years. Please note an appointed person is not a First Aider and should only give treatment for which they have been trained.

### *Accident Reporting Procedures:*

First Aiders and appointed persons must be made fully aware of the Children's Services accident reporting procedures and ensure all accidents are recorded in line with this and the establishment's procedures.

### *Training Records:*

Establishments need to ensure that First Aiders and Appointed Persons are retrained at the appropriate intervals, currently every three years. Training records should be maintained.

## **First Aid Equipment**

First Aid boxes are easily accessible and are situated at the following locations:

- Staff Room
- School Kitchen
- Science Room (including eye wash facilities).
- Food Technology Room
- Primary 1
- Hub Kitchen
- First Aid Room
- School Minibus

All staff are informed of the locations of the First Aid boxes. When the contents are used, the box should be refilled as soon as possible afterwards. Sufficient stocks of each item should be included. These First Aid boxes should also be checked regularly and replenished as required under the supervision of the designated First Aider.

There is no standard list of items to put in a first-aid box.

However, as a guide, and where there is no special risk, a minimum stock of First Aid boxes on school site would be:-

- 1 guidance card giving general advice on first aid e.g. HSE leaflet 'Basic advice on first aid at work'
- 20 Plasters – assorted sizes – individually wrapped and sterile
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium wound dressings (sterile)
- 2 large wound dressings (sterile)
- 2 extra large wound dressings (sterile)
- Disposable gloves and aprons
- Moist cleaning wipes – not alcohol based (individually wrapped and sterile)

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile saline (0.9%) solution in sealed, disposable containers should be provided. These need to be checked regularly to ensure they are not used after the expiry date.

### **Travel First Aid kits:** (e.g. going on a school trip)

Where provided these should contain:

- A leaflet giving general guidance on first aid
- 6 Individually wrapped sterile adhesive dressings (plasters)
  - large sterile un-medicated dressing—approximately 18 x 18cm
  - triangular bandages
  - 2 safety pins
  - Individual wrapped moist cleansing wipes
  - 1 pair of disposable gloves

A member of staff usually the First Aider or appointed person should be designated to periodically check the contents of the first aid box and replace any missing contents. This check should be recorded.

### **Defibrillators in schools**

At SSSC we have an Automatic External Defibrillator (AED).

Staff need suitable first aid training and specific separate defibrillator training to ensure the defibrillator is covered at all times the school is open. The times the machine is available should be published.

The AED needs to be readily available and regularly checked.

### **First Aid Room**

The First Aid Room is situated towards the main entrance of SSSC and clearly labelled. It is available for First Aid and for the care of pupils during the day should they feel unwell.

### **Emergencies**

To call an ambulance from the School dial '999' for the emergency services.

If an ambulance is called, then the First Aider or Emergency First Aider should make arrangements for the ambulance to have access to the location of the injured person. For the avoidance of doubt the First Aider should provide the address and /or location and should arrange for the ambulance to be met.

Arrangements should then be made to ensure that any pupil is accompanied in the ambulance by a member of staff if it is not possible to contact the parents in time.

Staff should always call an ambulance in the following circumstances:

- In the event of a serious injury or illness
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a serious fracture or dislocation.
- In the event that the First Aider considers that they cannot deal adequately with the presenting condition by the administration of First Aid or if they are unsure of the correct treatment.
- The administration of epi-pens and rescue medication in line with care plans.
- First known seizure.

### **First Aiders at SSSC**

First Aid at work and Paediatric	Katrina Atkins
Advanced First Aider	Sue Towndrow
First Aid at Work	Julie Brooks Louise Dove
Paediatric and Outdoor	Alice Mills Leigh Parry Reema Frost Toby Barratt Alan Mansbridge Dean Eason
Educare Online First Aid	All staff at SSSC



## **Off Site First Aid**

All school trips and visits to have a suitably qualified First Aider. All school trips to have appointed a nominated First Aider when organising any trip/visit.

Staff to ensure a first aid kit is carried and suitably stocked prior to going on the trip/visit (see above).

Staff to know how to report accidents/incidents when offsite to relevant facility first aiders. Staff to also be aware of the 'What Three Words' App when reporting procedures in more remote locations.

## **Transport**

If a person sustains an injury on the school premises, which requires a hospital visit, but does not warrant an ambulance, the school minibus may be used for transport. If the minibus is not available a staff vehicle may be used, as long as it is insured to carry pupils in accordance with business. Where possible 2 members of staff to accompany the pupil.

## **Accident Reporting Procedures**

First Aiders and Appointed Persons must be made fully aware of the Children's Services accident reporting procedures and ensure all accidents are recorded in line with this and the establishment's procedures. Any staff administering First Aid must report to the Co-Headteachers or SLT so that the necessary Health and Safety forms required should be filled in, including the Patient Report Form.

If a pupil has an accident at school, then parents/carers will be contacted as soon as possible. If required parents/carers may be asked to collect their child and/or if a hospital visit is required asked to meet at the agreed hospital.

All head injuries to be reported verbally to parents/carers by school staff with relevant information.

## **Communicable Diseases**

On discovering that a pupil has a communicable disease, action taken in relation to school attendance will vary depending to the nature of the infection. If a pupil shows signs of an infectious disease, including skin infections, the pupils will be taken home or isolated until home time. The length of exclusion time will vary depending on the infection.

### **Related School Policies**

- Administering of Medication Advice and Guidance
- Health and Safety Policy
- Supporting pupils with medical conditions

### **Monitoring Arrangements:**

This policy will be reviewed annually by the Co-Headteachers/SLT.