



## GDST First Aid Policy (01/2015)

### 1. Introduction

This policy applies to all GDST schools, including Early Years Foundation Stage.

Schools should have and implement their own first aid policy and procedures which reflects the GDST policy and guidance, and their own local circumstances. Schools may find it helpful to add appendices to their policy, e.g. their first aid risk assessment, list of first aiders, and list of the location of first aid kits.

Schools Preparing for ISI Inspections (08/16)

It is recommended that schools have the following documents and procedures available in order to demonstrate compliance with DfE Standard 3.14 'The school ensures that a written policy first aid is drawn up and implemented' and the Welfare Standards in the Statutory Framework for the Early Years Foundation Stage.

- GDST First Aid Policy;
- School-specific First Aid Policy;
- Up-to-date list of first aiders, their usual location in the school, telephone number, and date when their first aid qualification is due to be renewed;
- Up-to-date list of the location of first aid kits, defibrillators and any other first aid equipment;
- Accident Reporting section from H&S Oracle highlighting procedures for reporting accidents in school to parents, to the HSE under RIDDOR, and any school specific procedures;
- GDST 'Allergy', 'Chronic Illness', 'Administration of Medicines', 'Common Childhood Ailment Guidelines' and 'Spillages of Body Fluids' protocols (accessible from H&S Oracle Pupil Health section) and school specific procedures regarding caring for pupils with particular medical conditions;
- Current guidance on the recommended exclusion periods for common infections; available in the Public Health England document 'Guidance on Infection Control in Schools and Other Childcare Settings' published September 2014 available from [here](#) .
- GDST H&S Handbook, school-specific staff and pupil handbooks, and any other school-specific documents which explain the procedures to take in the event of a first aid emergency, and when and how to call for an ambulance.

## 2. GDST First Aid Policy Statement

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at GDST schools through the provision of first-aid equipment and trained personnel in accordance to the requirements of the Health and Safety (First Aid) Regulations and relevant DfE guidance.

'First-aid' means:

(a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and

(b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;

H&S (First Aid) Regulations 1981(as amended)

## 3. School Provision (05/13)

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice, ISI and DfE requirements, schools will ensure that:

- A first aid risk assessment is carried out to ascertain the needs of the school and the level of provision required. It will take into account factors such as:
  - The number of staff / pupils on the site,
  - The location of sites and higher risk parts of the school site
  - The full range of activities undertaken by staff and pupils on the school premises during the normal school day, and as appropriate off-site and outside normal school hours, e.g. before / after the school day, at weekends and during the school holidays.
- As a minimum, at least one adult with a current 'First Aid at Work' qualification (3-day training) must be present on each identifiably separate school site when pupils are present, and at least one person with a current paediatric first aid certificate if Early Years Foundation Stage' pupils are present. (A paediatric first aider must also accompany all school trips/outings undertaken by Early Years Foundation Stage pupils.)
- It may be sufficient for an 'Emergency First Aider in the Workplace' (1-day training) to be present at other times, e.g. early mornings, evenings, weekends and holidays, when only employees are on the site, however this must be determined by risk assessment.
- The necessary first aid equipment and facilities are provided at appropriate locations throughout the school, as well as an adequate number of appropriately qualified First Aiders[1];
- Adequate training and guidance is provided for First Aiders, including refresher training at appropriate intervals and, where appropriate, specialist first aid training, for example:
  - Paediatric First Aid for Early Years Provision
  - First Aid for Lifeguards
  - Sports First Aid training for PE staff
  - Schools First Aid / First Aid for staff accompanying pupils on lower risk educational visits

- Activity First Aid / Outdoor First Aid / Rescue & Emergency training for staff accompanying pupils on higher risk educational visits or visits to remote;
- Lists of First Aider's names, locations and contact details are prominently displayed around the school where staff and pupils can see them;
- All staff are made aware of first aid arrangements and such information is included in the induction process for new staff;
- Parents are made aware of the school's first aid arrangements and the procedures for informing them if their daughter has had an accident, sustained an injury or received first aid treatment at school. NB wherever possible the parents of EYFS pupils must be informed on the same day as the accident / treatment;
- A record is kept of any first aid treatment administered;
- A record is kept of all injuries to staff and pupils occurring both on and off the school premises as a result of school activities. Detailed guidance on how and where to do this is given in the Accident Recording and Reporting section on H&S Oracle. Records will be kept in accordance with the Trust's policy on the retention of documents which can be found on Oracle. In practice this means that records relating to pupils should be kept until pupils attain the age of 25, and records for all other categories of people should be kept for a minimum for 6 years;
- The HSE is informed of injuries that are reportable under RIDDOR without delay. Detailed guidance on how and when to do this is given in the Accident Recording and Reporting section on H&S Oracle;
- All injuries to staff, and pupils requiring treatment beyond that provided by the School Nurse / First Aider, are reported to the H&S team at Trust Office. NB this happens automatically if schools are recording accidents on the RIVO Safeguard Accident Reporting System;
- 'Dangerous occurrences' and significant 'near misses' are recorded. Detailed guidance on how and where to do this is given in the Accident Recording and Reporting section on H&S Oracle;
- First-aid and accident reporting arrangements are regularly reviewed.

For more detailed information see 'First Aid' and 'Accident Recording and Reporting' sections on H&S Oracle.

#### **4. School Practice (05/13)**

All school staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils.

Once schools have completed a risk assessment to determine the number of First Aiders they need, they should invite staff to volunteer to become appropriately qualified, and provide the necessary training to enable them to administer first aid, or to organise an injured person's transfer to hospital in the case of an emergency.

The School Nurse[2], as part of her responsibilities, will administer first aid and organise an injured person's transfer to hospital in the case of an emergency.

There are a wide range of first aid qualifications. Which courses staff should attend will be determined by the minimum requirements set down by the DfE, Trust policy and the Trust's

insurers, and the school's first aid risk assessment. Detailed guidance is given in the 'First Aid' section of H&S Oracle.

A register of First Aiders must be maintained to ensure that staff undertake refresher training at appropriate intervals, and new First Aiders are appointed as necessary. Copies of training certificates must be kept.

All First Aiders are covered by the Trust's insurance against claims for negligence provided that they are suitably trained, and are carrying out their duties for the school/Trust.

All schools will have systems and procedures in place to ensure that all medicines are administered safely. The systems and procedures must be formally documented. All staff who are authorised to administer medicines will receive training on the procedures; essential precautions; possible side-effects of the medicine and the importance of making appropriate records. Medicine should only be administered to an Early Years Foundation Stage pupil if the parents have given specific written permission for each individual medicine and the reason why it is needed, and the parents must be informed, wherever possible on the same day, if any medicines are administered. More guidance is given in the 'Administration of Medicines' protocol in the Pupil Health section on H&S Oracle.

## **5. First Aid Equipment and Materials**

Detailed information regarding first aid equipment and materials can be found in the 'First Aid' section of H&S Oracle

A list of the location of defibrillators (AEDs) and first aid equipment, stored in containers marked with a white cross on a green background, should be kept, and notices alerting people of this fact should be prominently displayed in appropriate areas. NB ensure travel first aid kits, kits in minibuses or school vehicles, mobile first aid kits carried by specific personnel, and first aid kits in outlying buildings, e.g. pavilions are included.

Heads of Departments in areas where boxes are located should notify the School Nurse when supplies have been used in order that they can be restocked without delay.

The School Nurse is responsible for stocking and checking the first aid kits on a regular basis, and making records of when the boxes have been checked. Additional supplies are available from her if necessary.

All First Aiders should be aware of and implement the guidance on infection control, and provision and use of personal protective equipment which can be found in section 4.1 of the GDST 'Medical Manual'.

## **6. Procedures in the Event of an Emergency**

Examples of emergencies which require immediate first-aid assistance include:

- Severe allergic reactions
- Asthma attacks
- Epileptic fits

- Difficulty in breathing
- Fainting
- Hypoglycaemia in diabetics
- Bleeding
- Breaks or sprains
- Concussion

Schools should ensure that all staff and pupils are aware of the procedures to take in the event of a first aid emergency, e.g. by including advice along the lines below in staff and pupil handbooks:

- If you witness an incident and the injured person is able to walk, take them to the medical room. If the School Nurse is not there send a message to Reception to ask them to contact a First Aider. Do not leave the person unattended.
- If you witness an incident and the injured person does not seem able to move, do not try to help them move; stay with them and send a message to Reception to ask them to contact a First Aider.
- If a First Aider is not available, or the situation requires urgent medical assistance, do not hesitate to call an ambulance.

Further information on the action to take in the event of anaphylaxis, asthma attacks, seizures and hypoglycaemia/hyperglycaemia can be found in the 'Chronic Illness' and 'Allergy' Protocols, available in the 'Pupil Health' section of H&S Oracle.

## **7. Procedures for Pupils Who are Unwell (05/13)**

All schools will have systems and procedures in place to respond to pupils who are ill and infectious in order to prevent the spread of infection. They will ensure that parents and pupils are aware of the procedures to follow if a pupil is not well enough to attend school, or if she becomes ill at school and needs to be taken home. Schools should also discuss the procedures for caring for unwell or infectious Early Years Foundation Stage pupils with their parents.

Parents and pupils should be made aware of the times when they can seek help or advice from the school nurse for non-emergency situations, e.g. headaches, or to discuss any concerns.

## **8. Further Information and Guidance (08/16)**

- Oracle - Health & Safety - 'First Aid'
- Oracle - Health & Safety - 'Accident Recording and Reporting'
- Oracle - Health & Safety - 'Pupil Health'
- GDST 'Medical Manual'
- GDST 'Administration of Medicines Protocol'
- GDST 'Allergy and Anaphylaxis Protocol'
- GDST 'Chronic Illness Protocol'

- GDST 'Common Childhood Ailments Protocol'
- GDST 'Spillages of Body Fluids Protocol'
- Guidance on First Aid for Schools - A Good Practice Guide - DfEE
- Approved Code of Practice and Guidance to the H&S (First Aid) Regulations - L74 - HSE 2013 - 3rd edition

[1] The expression 'First Aiders' in this policy includes all staff with current first aid qualifications such as First Aid at Work, Emergency First Aid in the Workplace, First Aid for Teachers, Schools First Aid, Sports First Aid, Paediatric First Aid, Activity First Aid, and Outdoor First Aid / Rescue and Emergency courses.

[2] Some GDST Schools do not have a qualified School Nurse in post. The expression 'School Nurse' in this Policy therefore includes Senior First Aiders, School Welfare or Pupil Health Officers as appropriate.