

Leybourne SS Peter and Paul CEP Academy

FIRST AID POLICY

Approval Arrangements

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. set a full Trust wide policy,
2. set a 'policy principles' document (a framework within which Headteachers develop a full and appropriately customised policy),
3. or delegate to Headteachers or LGBs the power to develop their own policy.

This is a Level 2 Policy against the Trust Governance Plan.

Review Body: Headteacher

Approved: March 2024

Next review:

March 2025

Review Period: 1 year

This policy was approved by the Headteacher for implementation on the date above and supersedes any previous first aid policy.

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the DFE's guidance for First aid in schools, early years and further education (updated 14 February 2022) which refers to:

- Health and Safety (First Aid) Regulations 1981
- Health and Safety at Work etc. Act 1974 and associated regulations
- School Premises (England) Regulations 2012
- Education (Independent School Standards) Regulations 2014

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school has a First-Aid Co-ordinator, who is a designated first aider, to take charge of first aid arrangements in the school and to oversee the school's first aiders. The school has 26 trained first aiders. The school's first aiders are displayed prominently around the school. The main office holds the list of qualified first aiders and will help summon a first aider in an emergency situation.

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Ensuring there is an adequate supply of medical materials in first aid kits, and notifying Julie Hardy (SBM) when it is necessary to update or renew the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Sending pupils home to recover, where necessary
- Filling in an accident form on the same day, or as soon as is reasonably practicable, after an incident and giving it to Tina Holditch, Headteacher

3.2 The Academy Trust and governing board

The Tenax Schools Trust has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's headteacher.

3.3 The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident report forms for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any personal specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

All staff are aware of and follow the medical emergency procedures.

- In the event of an accident resulting in injury, the closest member of staff present will assess the seriousness of the injury.
- Staff member to immediately contact the School Office via telephone or the sending of a message to the School Office
- The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Headteacher (or, if not available, the Head of Upper or Lower School, as appropriate) will contact parents immediately

- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- In the event that the injury is sustained by a staff member, the emergency contact number or next of kin will be contacted

Medical emergency procedure:

When a pupil requires further hospital treatment but it is not an emergency, the parents will be contacted and asked to collect their child to take them to the hospital. If the parents are not available then the Headteacher (or Head of Upper or Lower School in her absence) will decide which member of staff will escort the pupil to hospital.

When an ambulance needs to be called:

- Ideally the person who is at the scene of the accident should contact 999 /112 so clear accurate information can be given. In most instances this will be the first aider.

The following also need contacting by the school office or assisting staff members.

- Parents
- Senior management
- Site manager / other office staff (to facilitate emergency vehicles accessing the school site)

Accidents/incidents warranting emergency care are situations such as:

- Head injuries where there is a loss of or suspected loss of consciousness.
- Sudden collapse.
- Major wounds needing medical attention.
- Suspected fractures.
- Spinal injuries.
- Use of an EpiPen
- Major asthma, diabetic, seizure event.

The above list is not exhaustive.

When a first aider is providing emergency care in the above scenarios, an ambulance should be summoned. The parent should also be contacted immediately. When the parent arrives and the incident is reassessed the ambulance can be stood down if appropriate.

In the event of the emergency services being contacted the below must be considered:

- Parents must be contacted to ascertain when they can join their child and their wishes with regard to treatment should they be delayed

- A member of staff must accompany and stay with the pupil until the parent(s)/guardian arrives
- Contact details must be taken to the hospital
- Once at the hospital, and the pupil is registered, it is then the hospital's responsibility for further medical contact with the parents

Calling an AMBULANCE

Dial 999, or 112 (Mobile Phones) ask for an ambulance and be ready with the following information.

- Telephone number: School number – 01732 842008
- Give location: School address – Leybourne SS Peter and Paul CEP Academy, Rectory Lane North, Leybourne ME19 5HD *Be clear that ambulance access is through the staff car park on Oxley Shaw Lane, onto the school playground*
- Give exact location in the school where the incident has occurred
- Give your name
- Give name of patient and a brief description of the pupil's symptoms.
- *If loss of consciousness, cardiac arrest or anaphylactic shock, state this immediately, as this will be given priority.*
- Give any medical history and known medications that you know the patient may take.

If you are unsure of how to manage the casualty, you can keep the ambulance operator on the telephone and get them to talk you through what you should be doing, or, you can ring them back at any time.

Following the call to the ambulance

- First aider to allocate a member of staff to contact parents.
- Call school office and give CLEAR details of where the ambulance is coming to.
- Office staff to arrange for a member of staff to meet the ambulance crew.
- Inform a member of the senior management team
- After the event, an accident form must be filled in

The school's accommodation that is used for medical examination and treatment of pupils and for the short term care of sick or injured pupils which includes a washbasin and is near to a toilet is the medical room.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A fully charged mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils, staff and volunteers

- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2.

5. First aid kits & equipment

First aid kits contain all necessary items for emergency aid:

- a leaflet with general first aid advice
- individually wrapped sterile adhesive dressings (assorted sizes)
- individually wrapped sterile bandages (assorted sizes)
- triangular bandages
- safety pins
- disposable gloves
- micropore tape
- disposable ice packs

No medication is kept in first aid kits.

First aid kits are replenished regularly.

First aid kits are stored in the following locations:

- The school office
- Classrooms

A green and white first aid cross sign is displayed on the door to any room where a first aid kit is stored.

6. Record-keeping and reporting

6.1 First aid and accident record books

- Minor accidents are recorded in the class accident/first aid book if the injury needs minor first aid- a wipe, cold compress, plaster or ice pack for a short time. For all children a telephone call to notify parents is made if there has been a head injury.
- An accident report form will be completed by the relevant member of staff on the same day, or as soon as is reasonably possible, after a major incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident.
- A copy of all accident reports will be kept on record by the Headteacher.

- Records held in the first aid / accident book will be retained by the school for a minimum of 12 years

6.2 Reporting to the HSE

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher or delegate will report these to the Trust's Health and Safety Lead as soon as is reasonably practicable and in any event within 10 days of the incident.

6.3 Notifying parents

An appropriate member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher should notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care and of the action taken. Notification should be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring

The Headteacher should also notify local authority child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care and should act on any advice from those agencies.

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course by a competent training provider, and must hold a valid certificate to evidence this. The Headteacher will keep a register of all trained first aiders, what training they have received and when this is valid until.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed annually by the Headteacher.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy

- Policy on supporting pupils with medical conditions
- Administering medicines in schools
- Tenax's guidance on accident reporting

10. First Aiders in School – Updated 31.10.2023

First Aid Paediatric

Kelly Dale	Expires 11.07.2026	Reception Class
Anya Gibbs	Expires 15.02.2026	Year 1
Liz Millar	Expires 15.02.2026	Year 2
Tracey Mitchell	Expires 11.07.2026	Reception Class

Emergency First Aid at Work – 1 day

TAS/Lunchtime Supervisors

Donna Brooks	Expires 24.11.2024	Year 2
Debbie Brown	Expires 09.10.2025	Year 2
Lily Button	Expires 09.10.2025	Year 6
Kathryn Glennon	Expires 24.11.2024	Year 3
Katie Lepavoux	Expires 24.11.2024	SEND TA
Kerri Miller	Expires 06.07.2026	Family Liaison
Sarah Patterson	Expires 24.11.2024	Year 3
Alyx Phillips	Expires 09.10.2025	Year 4
Kirsty Reddick	Expires 09.10.2025	Year 6
Lucy Robinson	Expires 11.07.2026	Year 1
Louise Spratt	Expires 06.07.2026	Year 5
Ilenia Ward	Expires 24.11.2024	Year 6, Italian PMs
Naomi Whyman	Expires 09.10.2025	SEND TA

Teachers

Louise Grinstead	Expires 24.11.2024	Year 5
Becky Mockler	Expires 24.11.2024	Year 1
Tanuja Pattanshetti	Expires 09.10.2025	Year 3
Zoe Ward	Expires 24.11.2024	Year 4

Midday Supervisors

Janice Azzopardi	Expires 06.07.2026	MMS
Lisa Holmes	Expires 06.07.2026	MMS
Charlotte Vaughan-Pollard	Expires 09.10.2025	MMS

Office Staff

Lynne Eldred	Expires 06.07.2026	Office
Julie Hardy	Expires 19.03.2025	Office