

First Aid Policy

This Policy applies to the whole school and is published to staff, pupils and parents

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Responsibilities

1. Governors recognize that they are responsible for the timely and competent provision of first aid facilities for all students, staff and any visitors while on site.

Objectives

2. The School's objective is to ensure that arrangements are in place:
 - a) to provide a readily available medical room affording privacy and confidentiality for medical consultations, including facilities for short-term care with toilet and washing facilities adjacent;
 - b) to provide adequate first aid cover in the school (including its boarding accommodation), within the competence of the staff trained to provide it;
 - c) for taking the appropriate action where further treatment or advice is needed, including the circumstances where an ambulance should be called.
 - d) for informing parents, teachers and other appropriate persons of the action taken;
 - e) where appropriate, for following up and monitoring progress after treatment;
 - f) for proper and confidential recording of treatment given and action taken; and
 - g) to make the above provision available to all students, staff and visitors.
 - h) To comply with any healthcare requirements required by the Government in response to nation-wide health problems

School Matron Responsibilities

3. To this end the School provides a Matron, on site during school hours, to oversee the arrangements for first aid and all health matters, who will, so far as is practicable:

- a) undertake with assistance from the Health & Safety Coordinator a risk assessment to determine the first aid needs of the school;
- b) ensure all children have a valid medical health form signed by a parent/carer (this gives consent for the Headmaster or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent)
- c) be available to pupils and staff for consultation during school hours;
- d) co-ordinate arrangements for students with particular conditions (e.g. allergies, asthma and epilepsy);
- e) liaise with parents as necessary regarding medical matters, including following up injuries;
- f) complete care plans detailing arrangements for students with long term medical conditions such as asthma, epilepsy or diabetes;
- g) ensure the safe and secure storage of medicines within the school, including keeping all records relating to the retention and administering of medicines, including prescribed medication;
- h) first aid boxes will be provided in areas of the school where accidents are considered most likely, a first aid box will also be taken when pupils leave the school on organised trips or participate in sports events. The first aid boxes will be replenished as necessary and checked termly by the School Matron. Lists of the first aid box locations will be displayed at key locations within the school buildings
- i) oversee the defibrillator located within the school;
- j) oversee the use of Accident /Incident forms and reporting of accidents and incidents and maintain, analyse and when required investigate with help from the Health & Safety Coordinator the associated records;
- k) display at key locations in the School, lists giving the names of qualified first-aid staff (stating their particular level of qualification)

Senior Leadership Responsibilities

4. The Senior Leadership Team will also make arrangements:

- a) to ensure that sufficient trained first aiders to cover day to day and other school activities will be provided and first aid training will be refreshed every 3 years;
- b) a first aider (Pediatric first aid for EYFS pupils) will accompany pupils on visits out of school.
- c) ensure that all staff are aware of how to summon assistance for first aid and medical emergencies, including how and when to summon an ambulance if necessary
- d) to make available facilities for the provision of first aid, including a Medical Room;
- e) ensure that staff are trained and available to deal appropriately with spillage of body fluids;
- f) ensure facilities are available to enable staff to summon assistance in case of accident; and
- g) make arrangements to ensure that contact details for a pupil or member of staff are available in case of an incident, whether within school or not.
- h) The Finance Director or Nominated Deputy is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority as per RIDDOR 2013. The Health and Safety Coordinator and the School Matron maintain the accident paperwork.

First Aid Trained Staff Responsibilities

5. Staff qualified to provide first aid will:

- a) give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called. (The Matron will normally be responsible for summoning an ambulance and for escorting the pupil to hospital. If Matron is unavailable a suitably qualified staff member will escort the pupil. If unavailable a member of staff will always stay with a pupil in hospital until their parents have been contacted.)

- b) if the incident is within school and within school hours, inform the Matron or Reception, who, if appropriate, will arrange to inform parents (in the case of a pupil) or other adult in the case of a member of staff or adult visitor
- c) There are staff trained specifically in pediatric first aid who are available to assist with younger children in EYFS
- d) There are staff trained specifically in Forest School / Outdoor First aid who are available to assist with any support required in these areas
- e) if the incident is outside school and/or outside school hours, inform the parents or responsible adult directly

Use of First Aid Supplies

- 6. The Senior Leadership Team will ensure that first aid equipment and supplies will only be used or administered by qualified first aid staff, in accordance with the instructions for their safe use.

Other Arrangements

- 7. This policy is limited to the provision of first aid, but the school has arrangements in place for:
 - a) dealing with pupils who have special educational needs or specialist medical needs;
 - b) provision of medical examinations and immunisations;
 - c) holding medical records; and
 - d) dealing with medicines and treatments brought to school for pupils.

Further details relating to first aid and medical provision in school are available in the Administration of Medicines Policy available on the School website