



Policy Documents Control Sheet

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This policy is due for review by the date shown above, after which it may become invalid. Policy users should ensure that they are consulting the currently valid version of the document.

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The Sir Robert Woodard Academy

FIRST AID POLICY AND PROCEDURES

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. Introduction

The Sir Robert Woodard Academy is committed to giving all its students opportunities to access the curriculum. Every effort will be made to ensure that students with medical needs experience the best possible care whilst at the Academy. This policy provides a sound basis for ensuring that children with medical needs receive proper care and support at school. In addition, the Academy has adopted the guidance published by the DfE/Department of Health entitled “Supporting Students with Medical Needs: a good practice guide” the 1996 DfEE/DH guidance on supporting students with medical needs in school and Managing Medicines in Schools and Early Years Settings (DfES – 1448-2005) which updates, and extends to early years settings.

All medical information received by the Academy will be treated confidentially. Information to ensure the safety and care of individual students will be disclosed as appropriate to the relevant staff of the Academy, in line with GDPR regulations. Such procedure will be discussed with the student and parent for their agreement prior to the disclosure. (Throughout this policy, the term “parents” means all those having parental responsibility for a child).

At the Sir Robert Woodard Academy we seek to provide the very best for each of our students. We are committed to ensuring that we fulfil our responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and that procedures are in place to meet that responsibility.

3. Legislation and Guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

[The Health and Safety \(First Aid\) Regulations 1981](#), which states that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept

[Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records

[The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

4. Roles and Responsibilities

Appointed Person(s) and First Aiders

The school's Appointed Persons and First Aiders are listed in Appendix 2. Their responsibilities are set out below:

Appointed Persons

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders

- Are trained and qualified to carry out the role
- 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
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

The Academy Council

The Academy Council has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

The Principal

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

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the academy 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)
- Ensuring that details of appropriately qualified people are properly displayed and circulated

Staff

Academy staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 3) for all incidents they attend to where a first aider/appointed person is not called
- Informing the Principal or their line manager of any specific health conditions or first aid needs

5. Students with Long-Term Medical Needs

Students with medical needs entering the Academy from local primary schools will usually be identified through discussions with the Year 6 teachers. Such information will be checked with the parent to ensure appropriate records are kept and appropriate provision can be made.

Parents are requested to approach the Academy with any information that they feel the Academy will need to care for individual students. The parent will be required to complete a Medical Statement form to identify any medical needs. This may require endorsement from the student's General Practitioner.

Parents are responsible for informing the Academy of medical issues that arise during the student's time in the Academy.

6. Medicines in the Academy

Chapter PSOs should be informed of any medication brought into the Academy at any time. In the case of long term medication the tutor should also be informed.

Information regarding any prescribed medication should be made available to the student's PSO (and tutor if required).

In the event of any special form of administration of medication being required, the parent must contact the Academy so that arrangements can be made for this to occur.

Students should not carry medicines or tablets around the Academy; medicines should not be held by the student. Parents should bring the medication into the main reception in the original prescription box, to be collected by the Lead First Aid Officer to be stored in the medicines safe in the medical room. A form must be completed by parents at this time to authorise staff to dispense the medication.

All medication is stored safely and appropriately, in accordance with the Administration of Medicines Policy.

7. In-school procedures

Detailed procedures and guidance can be found in Appendix 1. In summary, in the event of an accident resulting in injury:

The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider or appointed person, if appropriate

The first aider/appointed person, if called, 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/appointed person will also decide whether the injured person should be moved or placed in a recovery position

If the first aider/appointed person 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 Lead First Aider will contact parents immediately

The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury.

If taken by emergency to a hospital, the student will be accompanied by a member of staff where the parent/guardian cannot do so in a timely manner, and will only leave the hospital on the instruction of the Principal.

8. Academy Off-Site Activities and Visits

All students are entitled to participate fully in off-site activities and visits, and the Academy will attempt at all times to accommodate students with medical needs. Consideration will be given to the level of responsibility and management of medical needs that is feasible, taking into account the scope of the activity/visit, distance from the academy, and number of students/staff attending.

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the Trip Leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider on school trips and visits which take place at least 3 miles away from the academy.

9. First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Bandages of various sizes and for specific use
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings
- Wound dressings
- Sterile eye wash
- No medication is kept in first aid kits.

First aid kits are stored in:

- Medical Room
- Chapter Offices
- Reception
- Site Office
- Science Labs
- Cookery Prep Room
- Art
- PE Office
- Sports Hall
- Canteen
- Minibuses

10. Policy on Specific Medical Issues

The Academy welcomes all students and encourages them to participate fully in all activities.

The Academy will advise staff on the practical aspects of management of:

- Asthma attacks
- Diabetes
- Epilepsy
- An Anaphylactic Reaction

The Academy will keep a record of students who may require such treatment.

The Academy expects all parents whose children may require such treatment to ensure that appropriate medication has been lodged with the Academy together with clear guidance on the usage of the medication.

11. Record Keeping and Reporting

First Aid and Accident Record Book

An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 3

A copy of the accident report form will also be added to the pupil's educational record by the Pastoral Support Officer

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

Reporting to the HSE

The Lead First Aider 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 Lead First Aider will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. A copy will be sent to the Business Manager.

12. Training

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

The academy will ensure that sufficient staff members are trained in first aid and on duty at any one time.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

13. Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Appendix 1

FIRST AID PROCEDURES

Arrangements and Procedures

This document clarifies first aid arrangements and procedures at the Academy in respect of:

- accidents
- students/staff in need of First Aid treatment
- administration of medicines

Staff are required to familiarise themselves with these procedures, as detailed below.

Form Tutors should ensure that their respective students have been updated concerning the revised arrangements.

First Aid

Mrs V Westgate is the Academy's appointed Lead First Aid Officer, and as such is responsible for:

- overseeing First Aid generally in the Academy
- ensuring that First Aid boxes are appropriately stocked, in accordance with DCSF guidelines. (NB. Whilst the boxes are checked regularly, managers of these areas should liaise with Mrs Westgate to ensure the box is well stocked).
- Keeping an incident log of First Aid treatment, alongside other Pastoral Support Officers
- Ensuring that accident forms are completed as required
- Managing the administration of medicines in accordance with current DfE guidelines

Accidents

Should an accident occur, and the person(s) clearly able to move, the person(s) should be accompanied to their Chapter office where appropriate action will be taken.

Should it appear inadvisable to move the injured person, then they should NOT be moved, but a First Aider summoned. A qualified First Aider and Lead First Aider will attend and take responsibility for dealing further with the situation.

Any First Aider giving treatment must record the injury and action taken in the appropriate incident log.

Bodily fluids will be handled by gloved First Aiders, wearing new disposable gloves for each incident.

Following an incident in the Academy or on an Academy visit, an accident form must be completed and details emailed to Mrs Westgate as a high priority. The form should be completed as soon as possible after the incident.

Students/Staff in need of First Aid treatment

Students are either well enough to attend the Academy, in which case they are in their lessons, or unwell, in which case they will be at home. If a student becomes ill during the day and is unable to attend class, every effort will be made by the Chapter office to contact the parents/guardian to collect the child.

Members of staff are urged to ensure they do not send students to Chapter offices unless they are in need of First Aid. Minor ailments such as a headache, can usually be helped by ventilating the room.

The First Aid room does not administer medicines other than those covered below. Students who are mildly under the weather and in the Academy are expected to be in lessons.

Administration of medicines

The administration of medication does not form part of the normal job description of an employee within an educational institution, and the Academy is not obliged to administer medicines to students.

The Academy cannot provide any pain relief for common ailments such as headache, toothache, period pains, etc. unless consent has been given (using the Academy Paracetamol Consent Form). In the case of any medication other than Paracetamol, these can only be provided if consent has been given using the Academy Medicine Record Form and the medication has been provided by the parent guardian.

The most common form of medicines the Academy may be asked to hold will include:-

- **antibiotics** - a child may be considered fit to attend Academy by their GP provided he / she continues a course of antibiotics,
- **maintenance prescribed drugs** - eg for epilepsy, cystic fibrosis,
- **inhalers** - for asthma.
- **epipens** – for allergies and anaphylactic shock

The majority of students are capable of making personal and private arrangements for the taking of any necessary short term medications. However, a small number of students may need support in respect of this. Parents may *request* the Academy to administer medicines but they must be accompanied by an Academy Medicine Record Form and handed in to Mrs Westgate.

For students who have medication linked to their special educational need, this should form part of their annual review. Ms English (SENCO) will liaise with Mrs Westgate regarding students who have this need.

Some children may require types of treatment which involve procedures which are invasive, eg re.g. disabling diabetic pumps. Only staff who have been trained in respect of this are to administer such treatment. Ms English (SENCO) will liaise with Mrs Westgate regarding students who have this need.

The administration of medicines will be recorded in the Record Book maintained by Mrs Westgate, who will ensure that medicines are appropriately stored as advised on the prescription label.

The administration of medication by staff will be managed by Mrs Westgate, who will raise any concerns with the principal who will in turn consult with the nursing service.

The above procedures provide a summary for staff. They are based upon the DCSF document “Guidance on First Aid for Schools”.

Staff are further reminded that students in the Academy have access to the ChatHealth service where they can contact a qualified nurse with any concerns they have (07480 635424 or online at <https://chathealth.nhs.uk/>). Where available, the Academy is also provided with the services of a qualified nurse onsite one day per week throughout the Academy year to support any health issues of students. Further information is available regarding this from Mrs Westgate or Chapter offices.

Staff First Aid Form

- I am a qualified First Aider and am prepared to offer my services to the Academy in this capacity.

Date qualification achieved: _____

Awarding Body (eg Red Cross, St John's) _____

Date of expiry of current certificate: _____

- I should like to undertake a First Aid course and once qualified am prepared to offer my services to the Academy in this capacity.

Signed: _____

Date: _____

Medicine Form

PART 1: To be completed by the parent / guardian.
If more than one medicine is to be given, a separate form should be completed for each.

Child's Name: _____ **Tutor group:** _____

Name of medicine: _____

How much to give (i.e. dosage) _____

When to be given: _____

Any other instructions: _____
(include details for inhalers, if any,
and particular circumstances requiring _____
medication, i.e. asthma.)

DECLARATION:

I request that the above medication be given in accordance with the above information by a responsible member of the Academy staff who has received any necessary training. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of Academy activities, as well as on the Academy premises.

I undertake to supply the Academy with medicines in properly labelled containers.

I accept that whilst my child is in the care of the Academy, the Academy staff stand in the position of the parent, and that the Academy staff may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

SIGNED: _____ **DATE:** _____
Parent / Guardian

Tel. No. of parent or adult contact: _____

PART 2: To be completed by member of staff giving medicine:

Date										
Time given										
Dosage										
Signature										

Appendix 2 - List of First Aiders and Appointed Persons

The following staff are qualified First Aiders, and have agreed to volunteer their services, as required:

First Aiders	
Sam Peach	Mandela Chapter Office
Claire Smith	Lapper Chapter Office
Viv Silverthorne	Brunel Chapter Office
Kerry Ramshaw	Nightingale Chapter Office
Val Westgate	Dickens Chapter Office

Appointed Persons		
James Reynolds	James Matanle	Darren Harman
Laura Fauvel	Gordon Latham	Sharon Bowden
Annabel Venn	Mark Fox	Penny Brown
Kelvin Coburn	Gary Smith	Anne Morley
Graham Harris	Rob Bromley	Liz Crack
Rob Loveridge	Becky Grimwade	Pete O'Brien
Will Sheppard	John Miller	Josh Blencowe
Ian Tombs	Ali Askew	Charlotte Rolfe-Pigg