First Aid Policy

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***O**ur **C**hildren **T**hrive - **O**ur **C**olleagues **T**hrive - **O**ur **C**ommunity **T**hrives*

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Statement of intent

Odyssey Collaborative Trust is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

1. Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Administering Medication Policy
- Records Management Policy

- Child Protection and Safeguarding Policy
- Infection Control Policy
- Supporting Pupils with Medical Conditions Policy
- Allergen and Anaphylaxis Policy
- Behaviour Policy
- Lone Working Policy
- Educational Visits and School Trips Policy

(Schools to amend accordingly with the policies they use)

2. Roles and responsibilities

The Trust is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.

The Governing Board has ultimate responsibility for health and safety matters in the school, however operational matters and day-today tasks are delegated to the Headteacher and staff members.

The Headteacher is responsible for:

- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- The development and implementation of this policy and its related procedures.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

The School Business Manager is responsible for:

- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that correct procedures are in place for recording and maintaining first aid records and accident reporting.
- Ensuring records of staff training are maintained, easily accessible and refresher training is organised in a timely manner to ensure certificates are kept in-date.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the Trust.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

Each school should have at least one 'appointed person' to oversee first aid provision. The appointed person is not the same as a first aider, and therefore must not conduct any first aid for which they have not been trained. The appointed person should, at least, be trained in emergency procedures as outlined below. More information on the role of the appointed person can be found here. Or go to the website:

https://www.redcrossfirstaidtraining.co.uk/courses/first-aid-legal-requirements/choosing-an-appointed-person-or-first-aider/

The appointed person is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Partaking in an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
    - What to do in an emergency.
    - How to assess and monitor a casualty.
    - First aid for the unconscious casualty.
    - First aid for someone who is having a seizure.
    - Maintaining injury and illness records as required.

- Paediatric first aid.

3. First aid provision

The school will routinely re-evaluate its first aid arrangements through a risk assessment, at least **annually**, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of **latex free** gloves

All first aid containers will be easily identifiable in agreed locations.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are in the following areas: (school to adapt accordingly)

- The school office
- The medical room
- In every classroom
- The School Hall
- The School Kitchens
- School Vehicles

4. First aiders and appointed persons

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager.

Each classroom's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The current first aid appointed person(s) are: (to be completed by school)

Name	Contact	Location	Date of first aid qualification

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

EYFS only

In line with government guidance, and taking into account staff to child ratios, the school will ensure that there is at least **one** member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.

(NEW) The school will ensure that PFA certificates are renewed every three years, and that training meets the criteria set out in Annex A of the 'Early years foundation stage (EYFS) statutory framework'.

The school will display staff PFA certificates or a list of staff who have a current PFA certificate and make this information available to parents.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

5. Automated external defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in **hall / reception / the school office. Or**

The nearest defibrillator is located: **(location and distance)**

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an **annual** basis, and usually during the **first INSET session** of the academic year. Use of the AED will be promoted to pupils during **PSHE lessons**.

6. Accommodation

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils.

The first aid room will:

- Be large enough to hold an examination, seat or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders.

7. Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the casualty alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more casualties.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid. Parents are contacted asap.

- Where an ambulance is required, a staff member accompanies the pupil in the ambulance if a parent hasn't arrived. The staff member remains with the pupil at the hospital until a parent arrives.

- Where an ambulance is not required, but medical attention is needed, the pupil's parent is called to inform them that this course of action needs to be taken, and at least one of the staff members remains with the pupil at the school until a parent arrives. If it is agreed that the pupil is taken to a hospital or doctor in a staff car, they need to be accompanied by at least **two** staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs.

- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.

- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The headteacher.

- The parents of the casualty(ies).

(NEW) The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page 'Promoting and supporting mental health and wellbeing in schools and colleges'.

8. Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parent as soon as possible. Parents will be directly informed of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts will be kept at the **school office**.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.

- The name and class of the injured or ill person.

- Details of the injury or illness and what first aid was given.

- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

The School Business Manager will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner with a copy sent to Elite Health & Safety and the COO in the Central Team along with any details of accidents and injuries of staff/adults. An Accident/Injury form is included under Appendices.

All records will be filed and stored in line with the Records Management Policy.

9. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits which contains the minimum requirements stated under first aid provision and in addition antiseptic wipes and scissors.

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available.

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

10. Storage of medication

Parents that require medication to be administered to pupils will need to complete the appropriate forms providing full details of medication, times of administering, duration etc. Medicines will be stored securely and appropriately in accordance with individual product instructions. Where individual pupils have been given responsibility for keeping such equipment with them, this needs to be authorised by parents and relevant staff made aware. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by parents will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Healthcare Plan (IHP) can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their Education and Health Care Plan (EHCP) and the school's Administering Medication Policy.

11. Illnesses and allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis procedures.

The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

12. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the **start** of each school year.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

13. Monitoring and review

This policy will be reviewed **annually** by the Trust, and any changes will be communicated to Headteachers and School Business Managers so they can inform all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

APPENDIX 1

Report of an Incident / Injury / Assault to an Employee / Non-Employee (Pupil/Student)

SCHOOL: _____

1	Name:		Job Title (if employee): n/a ☐	
	Is the injured person a:	Employee ☐ Pupil ☐ Contractor ☐ Agency ☐ Visitor ☐ Parent/Carer ☐ Other ☐ Please specify _____		
	Address:			
	Telephone Number:	Age/Year Group:	Male: ☐	Female: ☐
2.	Date of incident:		Time: a.m. / p.m.	
	Location of incident: (e.g. playground/hall/classroom)			
3.	Please give a full account of the incident, including acts of violence. Explain what happened and what the injured person was doing. (If a fall from height, please state height. If necessary, please provide a sketch on a separate sheet).			
4.	Details of any injuries sustained (e.g. laceration of the 1st finger on right-hand, scald to left foot etc)			
5.	Did the injured person:	Become unconscious: ☐	Need resuscitation: ☐	
	How would you describe the condition of the injured person at the time of the incident (e.g. rational, shocked, traumatised)			

6.	Was the injured person treated at hospital? Yes ☐ No ☐ If Yes which hospital? Were they detained in hospital over 24 hours? Yes ☐ No ☐
7.	To whom was the incident / injury reported? Name: Position:
8.	Details of witnesses: Name: Address: Tel No: Name: Address: Tel No:
9.	If the injured person is **NOT** an employee or pupil/student please complete the following: N/A ☐ Job title: Employer details Reason for visit to site of the incident/injury:
10.	In the event of an injury has the injured person's next of kin or other appropriate contact been informed? Yes ☐ No ☐ If Yes, who was notified? By whom: Date: Time:
11.	Did the incident happen at the place where the injured person was authorised to be for their work? Yes ☐ No ☐ If No, why was the injured person there? Was the injured person undertaking duties authorised or permitted as part of their work? Yes ☐ No ☐ Purpose of the activity:
12.	Was the incident subject to police investigation? Yes ☐ No ☐ If Yes, which station? Name/rank/number of the Officer
13.	If the incident was as a result of a hazard, what immediate action has been taken to ensure there is no further risk of injury/harm? Time / Date of hazard removal: Removal undertaken by:
14.	Is the accident / injury RIDDOR reportable? Yes ☐ No ☐
15.	If faulty equipment / damaged property was found at the scene of the incident has this been reported to your Headteacher and Site Manager/Caretaker if applicable: Yes ☐ No ☐ If Yes, who was notified? By Whom: Date and time:

16.	A copy of this form must be sent to Elite Safety in Education? enquiries@elitesie.co.uk Sent ☐ Date ……. A copy of this form must be sent to the COO in the Central Team a.breeze@odysseyct.org.uk Sent ☐ Date …….
17.	Number of days the person involved in the incident is likely to be absent from work, including weekends: None ☐ 7 days or less ☐ 8 days or more ☐ Don't know ☐ Return to work date (Official use only):
18.	Person completing this form: Signature: Date: Name (block letters): Position:

Appendix 2: First Aid Training Log Template

Name/type of training	Name of staff attended	Date attended	Date for training to be renewed/refreshed
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			