First Aid Policy

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DAVENTRY HILL SCHOOL

INSPIRE ♦ EMPOWER ♦ ACHIEVE

OUR MISSION

To create **happy**, **successful** people.

OUR VISION

To **inspire** and **empower** our young people to **achieve** success.

Part of CREATING TOMORROW

AT DHS WE VALUE



We celebrate what everyone can do.

We look forward to the possibilities that lay ahead.



We nurture curiosity, to know more and understand more.

We encourage exploration of the world around us.



We support everyone to have courage to keep moving forward and learn from their experiences.

We nurture a strong sense of self.



We nurture everyone's sense of belonging.

We support everyone to communicate and work with others.



We nurture the understanding of others.

We treat all with kindness.

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1. Intent and Aims

School will assess the need for first aid provision and will identify the number of qualified First Aiders holding the relevant First Aid Certificate which ensures adequate cover within our school.

School will also identify the fully qualified First Aiders to provide immediate first aid to the pupils in our schools. In schools with Early Years Foundation Stage Provision, at least one person who has a current Paediatric First Aid certificate must be on the premises at all time. The person with the overall responsibility for the provision of first aid is the Headteacher who will identify an appointed person who has the overall responsibility for the organisation of first aid across the school.

2. Legislation and Guidance

This policy is based on

- the Statutory Framework for the Early Years Foundation Stage, 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 state 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 pupil
- Statutory Framework for the Early Years Foundation Stage The standards that school and childcare providers must meet for the learning, development and care of children from birth to 5.
- Department for Education guidance on First Aid in Schools to ensure compliance with health and safety standards in schools, early years settings, and colleges
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3. First Aid Provision

The Headteacher will ensure that:

- Appropriate first aid equipment is available and maintained.
- A sufficient number of trained first aiders are available across the school site.
- At least one member of staff holding a current Paediatric First Aid qualification is present whenever children within the EYFS provision are on site.
- Suitable accommodation and facilities are available for pupils who become ill or injured.
- Staff receive appropriate training relevant to their roles.

The school will review first aid provision annually to ensure arrangements continue to meet the needs of pupils and staff.

4. Procedures

4.1 First Aid Procedures

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, if appropriate, who will provide the required first aid treatment.
- Splinters can be removed from the skin using tweezers. However, if the splinter is deep in the skin it should be left in place and arrange for medical help.
- The first aider, 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 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 Teacher or class support team will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form (on Evolve) on the same day or as soon as is reasonably practical after an incident resulting in an injury.

4.2 Off- site procedures

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

- A school mobile phone
- A portable first aid kit and any specific medical equipment /medicines for identified students
- Information about specific medical needs of students
- Parents' contact details

When transporting pupils using a school minibus or other large vehicle, the school will make sure that the vehicle is equipped with a clearly marked first aid box.

Risk assessments will be completed by the class teams and reviewed with an EVC prior to any educational visit that necessitates taking pupils off school premises.

For Early Years, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

For other year groups, if the offsite visit is in the local vicinity to school then a first aider does not have to attend. However, if the visit is further away from the school then a first aider will attend.

4.3 Notifying Parents

The class teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, as soon as reasonably practical.

4.4 Reporting to OFSTED and Child Protection agencies.

Appointed Person will notify OFSTED of any serious accident, illness or injury to, or death of, a pupil while in the school's/college care. This will happen as soon as is reasonably practical and no later than 14 days after the incident.

The Headteacher will also notify the Chair of Trustees and the LA of any serious accident or injury to, or the death of a pupil while in the schools care.

4.5 Record Keeping

It is the responsibility of the First Aider who has administered first aid to ensure the First Aid register is up to date. All record keeping must contain the following information:

- First Aid register – detailing date, time, name of first aider, class number, injury description, treatment given, teacher notified, and parent notified – this must be completed on the 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.
- A copy of the accident report will be added to the appropriate school based information management systems – ensuring it becomes part of pupils' educational record". This is ensured by logging the incident on Evolve, (this is also our First Aid Register). This process will be ensured by the accountable person.
- It will be the responsibility of the Appointed person to scrutinise such records for accuracy in notes/comments made reporting outcomes to the Headteacher discussing any issues that may have been identified via such scrutiny.
- It is the responsibility of the Headteacher to collate the information contained in the

First Aid log and summarise this information into their safeguarding report for the Governing Body each term.

- All school staff are able to undertake first aid training if they would like to.
- 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.
- The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires the school will arrange for the staff to retake the full first aid course before being reinstated as a first aider.

4.6 Reporting to the HSE

Any accident which results in reportable injury will be recorded as any other incident onto Evolve under the category of major - this process will then trigger the RIDDOR reporting process between the Responsible Person and relevant leaders on school site. The report will filed in line with the Reportable Injury, Disease, or Dangerous Occurrence as defined in the RIDDOR 2013 legislation.

The incident will be reported to HSE as soon as is reasonably practicable and in any event within 15 days of the incident.

5. Special Educational Needs and Disabilities (SEND)

Many pupils attending the school have complex medical and healthcare needs.

The school recognises that some pupils may require emergency interventions beyond standard first aid procedures. These may include:

- Seizure management.
- Administration of emergency medication.
- Management of severe allergic reactions.
- Diabetes-related interventions.
- Support relating to gastrostomy feeding systems.
- Respiratory emergencies.
- Other procedures identified within healthcare plans.

Individual Healthcare Plans (IHPs), Medical Care Plans, Emergency Protocols, Epilepsy Plans, Positive Behaviour Support Plans and Education, Health and Care Plans (EHCPs) must always be followed alongside this First Aid Policy.

Only staff who have received appropriate training and authorisation may undertake specialised medical procedures.

6. Communication Needs

Some pupils may experience difficulties communicating pain, injury or illness.

When assessing a pupil's condition, staff may use:

- Known communication systems.
- Visual supports.
- Makaton.
- Assistive communication technology.
- Information from staff who know the pupil well.
- Individual communication profiles.

Particular care should be taken when assessing pupils who are non-verbal or who have sensory processing differences.

7. Roles and Responsibilities

As a school with an EYFS provision, we have at least 1 person with a paediatric first aid (PFA) certificate who is on the premises at all times. This must be from a full course that covers training for young children and babies, where relevant. To support in the case of illness, we have more than one person trained on site.

Following a review of needs within the school each year, we ensure that there are a sufficient number of suitably trained first aiders to provide care if employees or pupils are injured in school. School will identify an Appointed Person who is responsible for overseeing the arrangements for first aid within the school, this is Tracy McKay.

7.1 Appointed Person(s) and first aiders

The schools appointed persons are responsible for;

- Ensuring they have access to relevant individual medical information about pupils 'with whom they work – to ensure medical response decisions are made in line with medical policy as well as the first aid policy. This is essential as some pupils will require specific response – and immediate call to 999.
- 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 help is summoned when appropriate

- Ensuring accident reports are completed and information is effectively reported through appropriate School Information Management Systems.
- Ensuring communication with parents about the incident.

7.2 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 that an ambulance or other professional help is summoned when appropriate.
- Sending pupils home to recover, where necessary.
- Filling in an accident report on the same day, or as soon as reasonably practicable, after an incident

The schools appointed first aiders are listed in Appendix 1 – and their names will also be displayed prominently around school.

7.3 School Nurse/Appointed Person

It is the policy of our schools that the School Nurse/Appointed person is not, in the first instance, to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained First Aider or to assist a First Aider in situations requiring another trained Professional for help and/or advice.

The School will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the services of the School Nurse/Appointed person, if felt appropriate, when they are on site. **In emergency situations,** the First Aider will still call for (or will instruct another member of staff to call) 999 and request that an Ambulance and Paramedics attend but can still be supported in the current situation by the School Nurse/Appointed person if required and appropriate.

7.4 School Staff

School staff are responsible for;

- Ensuring they follow first aid procedures.
- Ensuring they know relevant individual medical information about pupils' with whom they work – to ensure medical response decisions are made in line with medical policy as well as the first aid policy. This is essential as some pupils will require specific response – and immediate call to 999.
- Ensuring they know who the first aiders and appointed person (s) are in school.

- Completing accident reports for all incidents they attend to where a first aider or appointed person is not called.
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

8. Mental Health First Aid

The school recognises that pupils may experience emotional distress and mental health difficulties requiring immediate support.

Where concerns indicate a risk of serious harm, staff will follow:

- Safeguarding procedures.
- Mental Health procedures.
- Behaviour Support procedures.

Emergency services will be contacted where there is an immediate risk to life or serious injury.

9. Defibrillator (AED)

The school will maintain an Automated External Defibrillator (AED).

The AED will:

- Be clearly signposted.
- Be regularly checked and maintained.
- Be available for use during cardiac emergencies.

Staff will receive periodic awareness training regarding the location and use of the AED.

10. Positive Behaviour Support and Physical Intervention

Accidents resulting from:

- Positive Behaviour Support interventions.
- Restrictive practices.
- Violence and aggression.
- Self-injurious behaviour.

must be recorded and reported in accordance with safeguarding, behaviour and health and safety procedures.

Relevant risk assessments and behaviour plans will be reviewed following significant incidents.

11. Monitoring Arrangements

- This policy will be monitored by the Responsible Person, Appointed person, Headteachers and The Trust Executive Team - and reviewed in accordance with any new guidance given.
- The Trustees will have the responsibility for ensuring this policy is formally evaluated every year.
- Headteachers will ensure that all staff are aware of the first aid policy and school based procedures. Additionally, the Headteacher and Appointed person will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health, safety and well-being learning walks undertaken periodically throughout the school by the Leadership.
- The Safeguarding Governor will additionally monitor the process undertaken during health, safety and well-being Governor Visits as part of their roles/responsibilities raising any queries in relation to daily practice with the Headteacher or Operations Manager.
- Part of the monitoring procedure by the Headteacher and Appointed person will be to obtain information through periodic learning walks undertaken.
- First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy.

12. Links with other policies

- Health & Safety Policy
- Risk Assessment Policy
- Policy on Supporting Pupils with Medical Conditions
- Trust Policy for Managing Allergies

Appendix A

List of Appointed Persons for First Aid/Trained First Aiders

Name	Role	Certification
Kat Smith	Medical and Welfare Assistant	Paediatric First Aid at Work
James Rootes	Sports Coach Level 4	First Aid at Work
Kelly Kerr	Assistant Headteacher	First Aid at Work
Andrew Bodily	Operations Manager	First Aid at Work
Andrea Padget	Teaching Assistant Level 2	Emergency First Aid
Annabelle Orritt	Teaching Assistant Level 2	Emergency First Aid
Kevin Pinks	Site Manager	Emergency First Aid
Ryan Maull	Sports Coach Level 3	Emergency First Aid
Bev Staniforth	Teaching Assistant Level 4	Emergency First Aid
Charlotte Moriarty	Teaching Assistant Level 4	Emergency First Aid
Kerry Reeder	Teaching Assistant Level 2	Emergency First Aid
Keryl Tebbutt	Teaching Assistant Level 2	Emergency First Aid
Sophia Kent	Teaching Assistant Level 3	Emergency First Aid
Val Miller	Teaching Assistant Level 3	Emergency First Aid
Natalia Danielewicz	Teaching Assistant Level 3	Emergency First Aid
Emma Danks	Teaching Assistant Level 4	Emergency First Aid
Jana Lackova	Teaching Assistant Level 3	Emergency First Aid
Danielle Phillips	Job Coach	Emergency First Aid
Hannah Taylor	SALT assistant	Emergency First Aid