



**THE CHERWELL SCHOOL**  
OPPORTUNITY, RESPONSIBILITY, EXCELLENCE

# First Aid Policy

Person responsible for policy: Deputy Headteacher

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Governor Committee: SIC



## The Cherwell School

### First Aid Policy

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#### Introduction

The Cherwell School acknowledges its responsibility to have appropriate first aid arrangements. This includes ensuring there is adequate and appropriate equipment, facilities and personnel available to enable first aid to be given to its students, staff, and others who may become injured or ill whilst at the school.

This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment. When students are taking part in organised school activities outside of normal school hours, then adequate first aid cover will be provided.

All staff undertaking first aid duties will be given full training in accordance with current legal requirements and a record of their validity to deliver first aid is kept on the school's intranet.

It is our policy that staff attend refresher first aid courses before their current certification is due to expire. This training is provided by Assured First Aid and takes place annually.

Members of staff in the Admin Team have the primary responsibility for recording and reporting accidents and injuries, managing student illness, contacting parents, storing student medications, maintaining first aid stocks (including the content of first aid kits used around the school or taken out for use on school trips etc) and organising first aid training.

Members of staff from the Admin Team on first aid duty are not medically trained professionals and are therefore not responsible for diagnosis or prognosis of any serious illness or injury. The first aiders on duty will always recommend that parents/carers seek guidance on illnesses and injuries by contacting a medically trained professional either by telephoning 111, contacting a pharmacist, GP or by taking the student to a local hospital for assessment and treatment.

#### Responsibilities

**The Headteacher is responsible for making sure that staff, procedures and systems are in place that**

- Ensure a First Aid Needs Assessment is carried out and reviewed at least annually or sooner as necessary.
- Ensure adequate and appropriate identified first aid equipment and facilities are provided.
- Ensure that an appropriate number of trained first aid personnel are present in the school at any one time.

- Ensure the provision of sufficient numbers of first aid boxes, and that these are regularly checked and first aid supplies replenished as necessary.
- Ensure staff under their control are aware of the first aid arrangements.
- Ensure that personal needs assessments for lone/mobile workers or those with specific health needs are undertaken

### **First Aiders are responsible for:-**

- Responding to incidents in the school.
- Recording any first aid treatment given.
- Keeping first aid treatment records secure in line with data protection.
- Appropriately maintain the medical confidentiality of the person they are treating.
- Keeping their training up to date including refreshers and keeping a record of this.
- Treating casualties in accordance with the training they have been given.
- Ensuring contents of first aid box(es) are regularly checked to establish supplies are sufficient to meet requirements.
- Ensure their contact details are updated if they move premises or change their usual working location.
- Take effective measures to protect themselves from any blood borne infection.
- Report insufficiencies in first aid arrangements to their Headteacher/Manager.

### **All staff are responsible for:-**

- Ensuring they are familiar with the name and location of the nearest first aider or first aid kit.
- Ensuring an incident report is completed for all accidents.
- Informing their Headteacher/Line manager of any specific health conditions or first aid needs.

### **First Aid procedures**

In order to carry out their duties effectively, all first aid trained staff have the following duties and responsibilities. First aiders are responsible for:

- Responding promptly to all requests for assistance
- Looking after the casualty until recovery has taken place or further medical assistance has arrived; this may involve calling for an ambulance when necessary



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- Reporting details to parents/carers straight away if it is a more serious accident/incident, including any head injuries, giving them details of any treatment provided and particularly if it results in a student being taken to hospital from school
- Recording on the 'Serious incident/injury form' any details of serious injuries and handing this form to Chris Price (Headteacher), for follow up
- Recording details of the incident/accident/illness on the First Aid Register
- Using and looking after the first aid equipment appropriately and ensuring that stock levels are maintained

### **Injuries and Sudden Illness**

Students, visitors and staff requiring immediate medical attention should report to Reception if they are able to. The first aider on duty (based in reception on both sites) deals with medical matters as they arise.

If a student is feeling ill during lesson time, they should inform their teacher. The teacher will issue written permission so that the student can leave the lesson and go to the medical room. When sending an ill or injured student to the medical room, the teacher usually sends someone as an escort.

The first aider will assess the injury or illness and, as appropriate, give immediate help to students. If necessary, the first aider will ring parents/carers to arrange for the student to be collected from school and taken home or to a medical facility.

First Aid should be contacted in the event of any accident, injury or sudden illness if it occurs around the school site. Staff should call Reception (ext. 300 /202) to contact a first aider.

First aid kits are located throughout the site; all staff should take note of the location of the first aid kits closest to their work area.

### **Emergency Action Procedures**

The ambulance will be called immediately and parents/carers contacted subsequently if there is:

1. A major injury or condition as specified by the Health and Safety Executive (HSE)
2. An asthma attack that does not respond to treatment in 15 minutes.
3. An epileptic fit which continues beyond 10 minutes
4. An incident of anaphylaxis
5. Any other event that raises the concern of the First Aider.

If the first aider advises that a student needs to be taken directly to the hospital, and a parent/carer is unable to do this or is not contactable, a member of staff will accompany them and stay with them until a parent arrives.

## 5. First Aid Kits

There are first aid kits available in areas of greater risk, namely:

- Science labs
- ADTE workshops
- Kitchens

They are compliant with British Standard BS 8599 and are checked regularly so that stocks can be maintained and ensure that any items with expiry dates are not be used beyond them.

A First Aid kit is available to people who use the premises after normal working hours and can be found in Reception on both sites

### First Aid kits for trips

Our Educational Visits Co-ordinator makes sure that fully equipped first aid kit(s) are taken on all trips and visits.

A first aider will be available for all school activities off site or after hours. All minibus drivers driving by themselves must be first-aid trained and every trip in the school minibuses must be accompanied by at least one first-aid trained member of staff.

Any staff member organising events must ensure this requirement is met; appropriate first aid cover is required if any general activity is taking place.

### Medical Rooms

Both medical rooms are situated adjacent to Reception on each site where there are trained first aiders available. Each room contains essential first aid facilities and equipment.

### Non-serious injuries or illnesses

In the first instance students will be dealt with for minor injuries (eg needing a plaster) by a teacher using the first aid kits around school; students may otherwise come to the medical room for treatment of non-serious injuries or illnesses. These will be assessed by the first aid staff on duty and treatment given as appropriate.

For students who are feeling unwell, the student may stay in the medical room for a short while before either being encouraged back to lessons if they are feeling a little better or being allowed to go home following consultation with a parent/carer.

All parents/carers will be contacted to determine how the student will return home. In all cases where a student is not well enough to stay in school, the parent/carer will be encouraged to collect them.



Details of all non-serious injuries or illnesses will be recorded on SMART LOG by the first aider on duty.

## **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**

A serious incident is defined as one of the following:

1. An accident to a student resulting in a serious injury
2. An injury to a student caused by another student
3. An accident to a member of staff resulting in an injury
4. The physical abuse of staff resulting in an injury
5. The physical or verbal abuse of staff, not resulting in an injury
6. Any incident involving racial abuse
7. Any behavioural incident which required physical restraint of a student or physical contact with a student by a member of staff
8. Any incident resulting in the fixed term or permanent exclusion of a student
9. Near Misses and Dangerous Occurrences
10. Ill health caused by, or in connection with work (certain poisonings, certain skin diseases, certain lung diseases, some infections)

Certain accidents and incidents must (by law) be reported to the Health and Safety Executive (HSE), so it is important that all serious incidents are recorded and investigated so that qualifying incidents can be reported.

The Serious Incidents Handbook (located on the school intranet) details what action should be taken following a serious incident. The first aider is responsible for accident reporting. The first aider involved should compile reports immediately after the incident. The Headteacher should be informed of any serious incidents and start an investigation, if required. Following an investigation, incidents will be reported to the HSE where appropriate.

### **Recording First Aid Treatment**

When first aid is given, the person giving first aid must make a record of:

- Date, time and place of incident.
- Name and job title (where relevant) of the injured person.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards (for example, went home, went back to work, went to hospital).
- Name and signature of the person dealing with the incident.



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All completed records of first aid treatment are kept in a secure location to comply with the requirements of data protection legislation. Only blank copies of the form are kept with first aid equipment.

### **Automated External Defibrillator (AED)**

An AED is a device that delivers a shock to the heart to re-establish regular heart rhythm after it has become unstable resulting in arrest.

There are 2 AED devices located in reception on each site. All First Aiders have been trained to use them

### **Links to other policies**

- Positive Handling
- Medical Conditions

- always in consultation with parents and carers

# FIRST AID FLOW CHART

If a student reports to reception or the medical room they will be seen by a first aider who will speak to the student to ascertain how they feel unwell or what their injury is. If they are able to, they will be asked to complete a medical form.

If a person is injured or unwell but is unable to make own way to medical room two first aiders from admin office will attend, usually bringing the wheel chair from the medical room in case the student is

The injury/ illness is assessed and determined as to the severity (are we able to attend further to them in the medical room or do we need to call an ambulance).

**Injured student**

- Injury is treated. If minor cuts or bruise either dressing or ice pack is given and student goes back to class.
- If injury is more serious, the injury is assessed and if necessary, student is sent home\* or ambulance is called. A note is put onto SIMs to say a student is in the medical room if they are in there for a period of time i.e. if they are waiting to go home or parents cannot be contacted.
- If student has a head injury always, a phone call home. If minor and no signs of concussion student goes back to class. If any signs of concussion parent is called to collect them.
- Parents are advised to seek medical advice

**Unwell student**

- Students are asked basic questions to determine what the illness is.
- If necessary, a phone call home is made for either paracetamol or for parents to arrange for a student to go home.
- If the student is going home\*, the student signs out at reception and an absence note is put on Sims. If student is considered well enough the student goes back to class.

**Medical room treatment**

- Casualty is brought back to the medical room by either wheelchair or walking assisted.
- Casualty/ first aider completes the Medical room form.
- we follow the procedure for unwell/ injured students

**Ambulance assistance required**

- If student is unresponsive or injury is too severe for normal first aid treatment. One first aider will take the lead role and call 999, following the usual protocol as taught in the first aid training and outlined in our policy.
- Second first aider ensures the casualty is kept comfortable, warm and keeps talking to the student, asking any questions required by the 999 operator.
- If additional information is required i.e. DOB, parental information, medical information an additional member of staff is sent to the admin office to gather this information.
- Parents are called to explain the situation and either advised to come to school or make their way up to the Emergency Department (JR) to meet the ambulance & their child. A member of staff will accompany the casualty if a parent is unable to meet them straight away.
- Once either ambulance or parent have taken student to the JR, a full account is entered onto Safe Smart detailing when, where & how injury happened, what first aid was administered. As well as any other relevant information required on the **Safe Smart** log.

Once student has gone either home or gone back to class the medical room form is given to receptionist to put on either Safe Smart (accident/injury) or the Illness spreadsheet

If there are concerns that a student is not genuinely ill, advice from the Year Team will be sought