



First Aid Policy and Procedure

Approved by:	HPRS Governors	Date: 07 May 2024
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Last reviewed on:	March 2024
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Introduction

Herefordshire Pupil Referral Service ('The School') is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors.

The School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies: Health and Safety Policy, Safeguarding Policy, Supporting Pupils with Medical Conditions Policy, Food Hygiene Policy etc.

The Headteacher has overall responsibility for ensuring that the School has adequate and appropriate first aid equipment, facilities and first aid personnel and for ensuring that the correct first aid procedures are followed.

This policy aims to comply with the Health and Safety at Work etc Act 1974 and subsequent regulations and guidance including the Health and Safety (First Aid) Regulations 1981 (SI 1981/917) and the First aid at work: Health and Safety (First Aid) Regulations 1981, approved code of practice and guidance.

All staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury and ensure this Policy is followed in relation to the administration of first aid. All staff will use their best endeavors, at all times, to secure the welfare of the pupils.

Anyone on the School premises is expected to take reasonable care for their own and others' safety.

Aims of this Policy

- To ensure that the School has adequate, safe and effective first aid provision in order 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.
- To ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury;
- To ensure that medicines are only administered at the School when express permission has been granted for this.
- To ensure that all medicines are appropriately stored.
- To promote effective infection control.

Nothing in this policy should 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 for the emergency services 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.

To achieve the Policy Aims, the School will:

Have suitably stocked first aid boxes (responsibility of first aiders to keep Boxes/Kits stocked).

Carry out a suitable and sufficient assessment of the risks posed to persons in the event that they suffer an accident, injury or ill health.

- Appoint sufficient First Aiders (qualified by training) to take charge of first aid. The certification will be reviewed regularly to ensure that it is current. The School will maintain a record of staff who have undergone first aid training, which can be requested from the School Administrator/ Business Manager.
- Provide information to employees, pupils and parents on the arrangements for first aid.

- Have a procedure for managing accidents, including immediate liaison with emergency services, medical staff and parents.
- Ensure that a Minor Injuries Log is maintained in the Lime Room and every incident that requires first aid is recorded including any treatment given. The Accident/Incident Report Form will be completed for more serious accidents injuries and when a child is taken from the school direct to Hospital for treatment. The forms will be reviewed and analysed for patterns regularly and remedial action put in place.
- Ensure that a holder of a current First Aid certificate accompanies all trips, walks and field trips as assessed by risk. A portable first aid kit will be taken on all such trips.
- Ensure notices are clearly visible throughout the School indicating the location of the first aid boxes and the names of the School's First Aiders.
- Ensure that appropriate hygiene is observed at all times and Nitrile disposable gloves will be provided and used in any instance involving blood;
- Review and monitor arrangements for first aid on as appropriate on a regular basis (and at the very least on an annual basis).

First Aid Boxes and First Aid Travel Kits

The first aid boxes are located in the following locations:

- The Lime Room (main First Aid location for staff, visitors and the School children)
- First aid travel kits for off-site visits are located in the Lime Room and in School vehicles.

First Aiders

The main duties of First Aiders are to give immediate first aid to pupils, staff or visitors when needed and to ensure that an ambulance or other professional medical help is called when necessary.

First Aiders are to ensure that their First Aid at Work certificates are kept up to date through liaison with the School Business Manager.

The Lead First Aiders at each centre will be responsible for maintaining the First Aid kits and supplies.

The current Lead First Aider(s) are:

St. David's: Richard Brookes, Reece Hancock, Kara Dykes, Carrie Tomkins, Craig Fletcher

Aconbury: Reece Hancock, Lucy Davies, Carrie Tomkins, Craig Fletcher

H3: Kate Robertson, Aled Power

Emergency Procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider (see list in Staff Room/at Reception and various other locations around the School for up-to-date information on First Aiders).

If summoned, a First Aider will assess the situation and take charge of first aid administration. In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the designated First Aider indicates a moderate to serious injury has been sustained then one or more of the following actions will be taken:

1. Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be summoned. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims;
2. Call for assistance from the Ambulance Service via 999 or 112 stating the location of the injured person, their age(s), their gender(s) and what is wrong with them. If the Ambulance Service indicate that they cannot or will not attend, the reason for this non-attendance should be recorded. The Headteacher or their Deputy must be informed and a decision taken on whether to transport the injured person to a Doctor or to an A&E/ MIU. Moving the injured person(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse;
3. Make sure that no obvious further injury can result from the accident, either by making the scene of the accident safe, or, by removing pupils/ people from the scene;
4. See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised or potentially suffer from shock, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be summoned immediately;
5. When the above actions have been taken, the incident must be reported to:
 - a) the School Business Manager/ First Aid Co-ordinator/ School Administrator
 - b) the parents (or other closest relatives) of the casualty(ies), and
 - c) the Police, if a criminal offence may have occurred.
6. Allocate School staff resources carefully between helping the casualty (ies) e.g. by accompanying them to hospital), dealing with the direct aftermath of the accident and looking after pupils not affected by the accident. All three activities are important;
7. Require (in so far as it is reasonable to do so) all adult witnesses and older children who are witnesses (including those arriving on the scene after the accident), to write down in their own hand and in their own words exactly what they saw and heard. This first-hand evidence can be invaluable, if litigation follows the accident.
8. Complete an 'Accident/Incident Report Form' or Minor Injuries as appropriate;
9. If the accident is serious, the Headteacher or member of the SLT will report the matter to the School's Health & Safety Advisers, Governors and potentially, the school's insurers;
10. Decide whether the whole school needs to be informed and, if so, what to say in class or assembly and when to say it;
11. Without delay, begin to consider ways of preventing recurrence of such an accident from happening again and implement those preventative measures. The School's Health & Safety Advisers will help with this. If the accident is very serious, or fatal, they will report the matter to the Health and Safety Executive.
12. Decide for the return to school of the accident casualty (ies) and of those worried or traumatised by the accident.

If the initial assessment indicates that a minor injury has taken place; then one or more of the following actions will be taken:

1. First Aid administered as necessary by designated First Aider;
2. Complete a 'Minor Injuries Log' and Head Bump letter if appropriate;
3. Parents informed (generally at the end of the day).

Ambulances

First Aiders will normally request an Ambulance on the following occasions:

- In the event of a serious injury or condition e.g. person ceases or struggling to breath, severe chest pains;
- In the event of any significant head injury;
- In the event of a period of unconsciousness – witnessed or suspected;
- Whenever there is a fracture other than to fingers or toes or where this is suspected;
- Whenever the first aider is unsure of the severity of the injuries;
- Whenever the first aider is unsure of the correct treatment.

If an Ambulance is requested, School Administrators should make arrangements for the ambulance/ Paramedic/ Community First Responder to have easy access to the injured person. Arrangements should be made to ensure that any pupil is accompanied in an Ambulance, by a member of staff until one of the pupil's parents, guardians or their named representative is present. A member of staff will remain with the pupil until one of the pupil's parents, guardians or a named representative appointed by a parent arrives at the hospital.

Procedure in the event of contact with blood or with other bodily fluids

First Aiders should take the following precautions to avoid risk of infection:

- Cover any cuts and grazes on their own skin with a waterproof dressing;
- Wear suitable disposable gloves when dealing with blood or other bodily fluids;
- Use suitable eye protection, a disposable apron and a fluid-resistant face mask (type IIR) where splashing may occur;
- Use devices such as pocket masks or face shields, where appropriate, when giving mouth to mouth resuscitation;
- Wash hands for 20 seconds with soap & water after every procedure.

If a First Aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water;
- Wash splashes out of eyes with tap water and/or an eye wash bottle;
- Wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- Record details of the contamination on the School Accident/Incident form;
- Take medical advice (if appropriate).

Reporting to parents

In the event of accident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop. In the event of serious injury or an incident requiring emergency medical treatment, the receptionist or student mentor, in consultation with the Headteacher, will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept on the school's management information system.

Visits and events off site

Before undertaking any off-site events, the Teacher organising the trip or event will assess level of first aid provision required by undertaking a risk assessment of the event/activity and persons/abilities involved as part of the normal off site trip planning. This will be reviewed by the School EVC before the event is organised. Please see the separate School Trip Policy for more information about the School's educational visit requirements.

Storage of medication

Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them e.g. Asthma Inhalers. All medicines shall 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. All medicines will be returned to the parent when no longer required to arrange for safe disposal.

A supply of medication should be available for pupils with medical conditions that require regular medication to be administered during the school day. Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of these medical conditions are anaphylaxis, epilepsy and diabetes.

Illness

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/guardians to arrive to pick them up. This area has easy access to a toilet and hand washing facilities. Pupils will be monitored during this time. When a child becomes ill during the day the parents/guardians will be contacted and asked to either collect their child from school as soon as possible or ask for permission for school transport to return their child home.

Conclusion

Parents will be asked to complete and sign a First Aid Medical Assistance Parental Consent Form each September or when a child is admitted to the school, which includes emergency numbers and consent for the administration of emergency first aid. These forms will be updated periodically. Details of allergies and chronic conditions will be included on this form.