



Excellence for All

## FIRST AID POLICY

### Rationale

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

Manor Green School will take every reasonable precaution to ensure the safety and wellbeing of all staff and students. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behavior Support Policy
- Safeguarding Policy
- Administration of Medication Policy
- Educational Visits' Protocol

The Headteacher (delegated to Operations' Manager) has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel and for ensuring that the correct first aid procedures are followed.

### 1. Aims

- 1.1. 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.
- 1.2. All staff will use their best endeavours, at all times, to secure the welfare of the students.
- 1.3. Anyone on the school premises is expected to take reasonable care for their own and others' safety.
- 1.4. The aim of this policy is to:
  - Ensure that the school has adequate, safe and effective first aid provision in order for every student, 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 all staff and students are aware of the procedures in the event of any illness, accident or injury.
  - Promote effective infection control.
- 1.5. 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 2222 for Reception to contact 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. Out of hours and during school holidays staff should dial 999.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

- A leaflet giving general advice on first aid
- Medium sterile dressings x 6
- Large sterile dressings x 2
- Triangular bandages x 3
- Safety pins x 6
- Eye pad sterile dressings x 3
- Sterile Plasters x 20
- Sterile cleansing wipes x 30
- Adhesive tape x 1 roll
- Finger sterile dressing x 3
- Resuscitation face shield x 1
- Foil blanket x 2
- Burns dressing x 2
- Shears x 1
- Conforming bandage x 2
- Eyewash pods x 5
- One pair of disposable nitrile gloves.
- Ice packs x 2

1.6. The first aider is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed. First aid supplies are held with the Operations' Manager and staff should arrange a suitable time to meet the Operations' Manager to collect supplies.

1.7. First aid boxes are located in the following areas:

- All classrooms
- Large Hall
- Small Hall
- Design Technology Room
- Food Technology Rooms
- Science Room
- Admin office
- All Minibuses

## 2. First Aiders

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

2.2. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the HR Officer - Training and Development

2.3. Each classroom's first aiders have a responsibility to ensure all first aid kits are properly stocked and maintained, including checking for expiry dates of products.

### 3. Emergency procedure in the event of an accident, illness or injury

- 3.1. If an accident, 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.
- 3.2. If called, a first aider will assess the situation and take charge of first aid administration.
- 3.3. 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.
- 3.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
  - 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 called. Also, in some situations, action now can prevent the accident from becoming more serious, or from involving more victims.
  - Call an ambulance by dialling 2222. Moving the victim(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.
  - Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
  - See to any children who may have witnessed the accident, or its aftermath, and who may be worried, or traumatised, 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 and so parents should be called immediately.
    - When the above action has been taken, the incident must be reported:
      - ❖ To the Headteacher
      - ❖ To the parents/carer of the patient(s)
      - ❖ In Evolve
      - ❖ In the classroom first aid book

### 4. Reporting to parents

- 4.1. In the event of incident or injury to a student, at least one of the student's parents must be informed as soon as practicable.
- 4.2. 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.
- 4.3. In the event of serious injury or an incident requiring emergency medical treatment, the student's class teacher will telephone the student's parents as soon as possible.
- 4.4. A list of emergency contact details is kept at reception/admin office.

## 5. Visits and events off-site

Refer to Educational Visits' Protocol.

## 6. Storage of Medication

See Administration of Medication Policy.

## 7. Illness

- 7.1. When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.
- 7.2. A quiet area will be set aside for withdrawal and for students to rest while they wait for their parents/carer to arrive to pick them up. Students will be monitored during this time.

## 8. Head Injuries

- 8.1 All head injuries are potentially serious because they can damage the brain and make someone lose responsiveness. The severity of a head injury depends on how someone hit their head and how hard the impact was.

A head injury may cause damage to the brain tissue or to blood vessels inside the skull, or even break the skull (a skull fracture). Clear fluid or watery blood leaking from the ear or nose, and a deteriorating level of response, are some of the signs of serious injury.

These are the most common things which may happen if someone has had a head injury:

- **Concussion** is a brief period of unresponsiveness – someone with concussion may be confused, but only for a short time, followed by complete recovery.
- **Cerebral compression** – a severe blow to the head can cause bleeding or swelling inside the skull that can press on the brain – this is called cerebral compression and is life-threatening.
- **Skull fracture** – if there is a head wound this is a sign that there may be deeper damage within the head, like a crack or break in the skull (skull fracture), which may be serious.
- **Spinal injury** – you should always assume that someone who has had a head injury may also have a neck (spinal) injury and treat them for this as well

In the first instance a first aider shall be called. The first aider will decide if an ambulance is required, following their assessment of the patient. **Note** that an ambulance will not always be necessary for all knocks to the head.

## 9. Consent

- 9.1. Parents will be asked to complete and sign the following forms when their child is admitted to the school:
  - Management of medical conditions by school staff
  - Request for the school to give medication
  - Off-site medical and consent form, which includes emergency numbers, details of allergies and chronic conditions

These forms will be updated periodically.

- 9.2. Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable

under the circumstances and will always act in good faith, while having the best interests of the child in mind – guidelines are issued to staff in this regard.

### Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- The School Bus Compliance Manager
- the Staff Handbook
- communications with home

### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010. As it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

### Monitoring and review

This policy will be reviewed annually and any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

The Governing Board approved this policy on date: 4<sup>th</sup> July 2019



Signed:

Chair of Governors



Signed:

Head Teacher