



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.

2.4. Where children aged 0 to 24 months are on site, the setting ensures at least one person who has a current paediatric first aid (PFA) certificate is on site, available at all times and accompanies children on any outings.

- 2.5. Where children aged 2 to 5 are on site, with no children aged below 24 months, the setting ensures reasonable endeavours are made to have someone with a full PFA certificate on site at all times. If all steps outlined in the DfE's statutory guidance on the EYFS are exhausted and the setting cannot meet this requirement, a risk assessment will be conducted and the setting will ensure someone with a current First Aid at Work or emergency PFA certificate is on site at all times.

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/carers 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/carers 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 reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex 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: 13th May 2021

Signed: Richard Pelly, Chair of Governors

Signed: Joolz Scarlett, Head Teacher

APPENDIX

10. First Aid During Coronavirus Covid-19 Pandemic

10.1 Legal framework

This appendix 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 Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'
- HSE (2020) 'First aid during the coronavirus (COVID-19) pandemic'
- DfE (2021) 'Schools coronavirus (COVID-19) operational guidance'
- DfE (2021) 'Early years foundation stage: coronavirus disapplications'

10.2 Statement of intent

The school aims to act in accordance with the First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes social distancing and infection control guidelines. This appendix sets out what additional actions the school will take once phased reopening begins.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

10.3 Enforcing new procedures

1. The school carries out a risk assessment which is used to help inform any changes to first aid provision, including the number of first aiders needed on site.
2. These risk assessments are periodically reviewed and kept up-to-date in line with changes to government guidance.
3. The school ensures that additional first aid procedures are communicated effectively to all students.
4. Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.
5. The school informs parents of any changes to provision outlined in this policy.
6. The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined above of this policy must be followed.
7. In line with temporary relaxation of certain legislative requirements due to the restrictions caused by the coronavirus pandemic, the school will use its 'reasonable endeavours' or 'best endeavours' to comply with any relevant relaxed requirements. The school will define these terms as follows:

Reasonable endeavours – To identify and pursue a reasonable course of action in order to fulfil legislative obligations.

Best endeavours – To identify and take all the steps possible within the school's power which could, if successful, ensure that full legislative obligations are met.

10.4 Social distancing and infection control measures

When administering first aid, the relevant staff are advised to:

- Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.
- Dispose of any waste in a suitable bin.
- Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
- Keep at least two metres away from others, where practicable. **Staff administering first aid are advised to wear a face covering where a distance of two metres cannot be maintained.**
- Interact side-by-side where administering first aid requires interaction within a two-metre range.
- Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
- Limit the number of people administering first aid in each incident.
- Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.
- Ensure that first aid is administered within the designated area for that bubble, where possible, to minimise the spread of infection and any cleaning requirements.

The use of PPE is not required to administer first aid in most circumstances, with the exception of the following situations;

- The person requiring first aid is displaying symptoms of coronavirus.
- It is necessary to perform aerosol generating procedures, e.g. chest compressions.
- Staff are required to do so in accordance with other policies.

10.5 First aiders

1. The school ensures that there is a minimum of **two** trained first aiders on site during school hours.
2. If there is a requirement for a first aider to be called to a bubble, staff should request it over the radio stating if there are Covid19 symptoms or not.
3. For Covid19 symptoms the first aider will don full PPE before attending the patient.
4. If it is not Covid19 related, then PPE will be as required for administering first aid and/or medication. See 5 for further details of PPE requirements.
5. Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.
6. Where cover must be arranged, the school ensures that:
 - Adequate cover is in place before the member of staff leaves the premises.
 - In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
 - Symptomatic individuals strictly do not administer first aid.
 - Alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, e.g. high-risk activities are suspended.
7. **The school ensures that the needs of first aiders who are clinically vulnerable have been taken into account as part of its risk assessments and that no clinically vulnerable first aider engages in close-contact first aid where they are not supported to do so safely by these risk assessments, or where there is another suitable trained staff member available to undertake the first aid instead.**

10.6 First aid training

1. First aiders' training is kept up-to-date.

2. The school will ensure that any first aider whose First Aid at Work or Emergency First Aid at Work certificate has expired or was extended receives requalification before 31 March 2021.
3. Where a first aider is unable to renew their training due to the coronavirus pandemic, they are instructed to:
 - Undertake any training that can be completed virtually where face to face training is not required.

10.7 PPE

- a) For staff working directly with students or in facilities, PPE will be provided. This includes:
 - disposable gloves
 - disposable aprons
 - cloth facemasks
 - fluid resistant surgical face masks
 - hand sanitiser
- b) Disposable gloves, aprons and surgical facemasks are for single use only and should be disposed of immediately after use with one student.

Personal Care and Administering Medication

- c) Staff undertaking personal care which may involve contact with body fluids, administering medicine or first aid must wear PPE including:
 - **fluid resistant surgical facemask**
 - disposable gloves
 - apron

Caring for students showing symptoms

- d) When caring for students showing symptoms until they are collected from school, full PPE must be put on as soon as possible including:
 - **fluid resistant surgical facemask**
 - disposable gloves
 - long sleeved disposable gown
 - visors
- e) All disposable PPE must be placed in the clinical waste bin in the medical room once the student has left the site. Visors should be left in the medical room for full disinfecting.
- f) Staff must ensure they follow the guidelines for using PPE found here:
<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

10.8 Administering and handling medication

1. When administering medication, staff are expected to:
2. Follow the procedures set out in the Administration of Medication Policy
3. Wear PPE as outlined in 10.7
4. Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.
5. In the event that a symptomatic individual requires first aid or medication, staff must use full PPE outlined in section 10.7 of this appendix.

Emergencies

1. Accidents and emergencies are managed in line with 3 of this policy.
2. When administering emergency first aid, social distancing restrictions do not apply.
3. A member of staff calls 2222 immediately if a symptomatic individual becomes severely unwell or their life is at risk.
4. Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

10.9 Actions for Covid-19 Symptoms

Students who fall ill whilst at school

1. If a student member has symptoms and is waiting to be collected, they should be isolated in the appropriate 'hot room' (see list below).
2. If this student needs to go to the toilet before being collected, they should only use the appropriate toilet. (See list below)
3. The whole area including the corridor will be closed to other staff and students until sanitised with disinfectant.
4. Full PPE should be worn with students who are showing symptoms until they are collected from school as outlined in 3.6 of the school's Operational Protocol during Covid 19
5. First aid records must be kept and should include which staff were present and what PPE was used.

Hot room allocation

Main building

- OT room on therapies corridor (T03) - allocated toilet T05
- Therapy room opposite Rosen class (P21) - allocated toilet P11

Staff who fall ill whilst at school

1. If any staff member develops symptoms they should remove themselves from school immediately and self-isolate at home for seven days.
2. Please refer to section 3.1 of the Operational Protocol during Covid-19 Pandemic for further guidance

If a member of staff has helped care for a symptomatic individual without PPE they must go home immediately and isolate.

In the event that a first aider develops coronavirus symptoms any bubble they have had contact with will have to isolate.

10.10 Monitoring and review

This appendix is reviewed by the Headteacher in reaction to any new government advice.

Once the school resumes regular activity, and if deemed appropriate by the Headteacher, all sections within this appendix will expire.