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.

The school will regularly monitor and assess its first aid arrangements by conducting a first aid need assessment, at least annually. The school will ensure that this assessment informs first aid policies and protocols and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the school premises
- The size of the school
- The needs of any vulnerable individuals onsite
- The nature and distribution of pupils and staff throughout the school.

The school will ensure that first aid provision is sufficient and can be administered without delay at all times.

The school will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

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
- Behaviour Support Policy
- Safeguarding Policy
- Administration of Medication Policy
- Educational Visits Protocol

The Headteacher (delegated to the Head of Estates) 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, particularly in emergencies, 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 in line with the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times. Where there is no special risk identified follow the HSE guidelines on the minimum provision of first aid items, as set out below:

- A leaflet giving general advice on first aid
- Medium sterile dressings x 6
- Large sterile dressings x 2
- Triangular bandages x 2
- Safety pins x 6
- Eye pad sterile dressings x 2
- 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
- Three pairs of disposable nitrile gloves.
- Ice packs x 2

All first aid containers will be identified by a white cross on a green background.

1.6. A designated member of each class team or the first aider is responsible for examining the contents of first aid boxes. The reception team is responsible for those within their care. 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 in the Site Office, routine requests for items should be logged on the Facilities log and supplies will be delivered to classes. In the event an urgent refill is required staff must contact the Head of Estates or a member of the facilities team.

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

- All classrooms
- Large Hall
- Small Hall

- Design Technology Room
- Food Technology Rooms
- Café
- Invictus Training Kitchen
- Science Room
- Admin office
- Site Office
- The Link Careers Hub Reception office
- The Link Careers Hub staff room
- All Minibuses
- Bum bags for off-site trips walking trips @ reception.

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. Staff are only able to treat injuries and illnesses they are trained to treat.

2.4. A designated person from each classroom a responsibility to ensure all first aid kits are properly stocked and maintained, including checking for expiry dates of products.

2.5. 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.

2.6. 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.

2.7. Staff are trained in accordance with the needs and the ages of the students in their classes. For example, a class with students with serious medical issues, may have additional staff trained in Basic Life support but not full first aid. Classes with children aged 8 years and under should have a paediatric first aider available. Classes with children aged 8 and above should have an emergency First Aid at Work trained person.

2.8. The leadership team are trained in First Aid at Work which covers all first aid incidents.

2.9. The school has members of staff trained as Mental Health First aiders, they are trained to recognise the warning signs of mental ill health and have the skills required to approach and support someone.

Mental Health First Aiders:

- Josie Glover
- Rachel Goymer

Mental Health champions in classes support our students.

3. Roles and Responsibilities

3.1. The Headteacher is responsible for:

- Ensuring a first aids needs assessment is undertaken to inform policy, practice and protocol.
- The development and implementation of this policy and all corresponding procedures.

- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected to take the lead in first aid arrangements and procedures for the school.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

3.2. Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

3.3. First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

The appointed person is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Ensuring there are adequate first aid supplies
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
    - What to do in an emergency.
    - Cardiopulmonary resuscitation.
    - First aid for the unconscious casualty.
    - First aid for the wounded or bleeding.
    - Maintaining injury and illness records as required.

4. First Aid Accommodation

4.1. Room C03 opposite the drama hall will be designated as the school's first aid room.

The room may be used to enable the examination and treatment of students and staff. There will be additional first aid supplies in this room, along with a list of trained first aiders. This will be checked by the site team.

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

5.1. 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.

5.2. If called, a first aider will assess the situation and take charge of first aid administration.

5.3. 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.

5.4. 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 (Accounts must be added by both the first on scene and the first aider)

The school will keep a record of any accidents, incidents, near misses or illnesses, as well as any first aid treatment that is given – this should include:

- The date, time and place of the incident.
- The name and class of he injured or ill person
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.

- The name of the first aider and/or person dealing with the incident.

Responding to an incident can be stressful for the first aider. Following the incident, the first aider may require support such as a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page 'Promoting and supporting mental health and wellbeing in schools and colleges'.

6. Reporting to parents

6.1. 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.

6.2. 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.

6.3. 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.

6.4. A list of emergency contact details is kept at reception/admin office.

7. Visits and events off-site

Refer to Educational Visits' Protocol.

8. Storage of Medication

See Administration of Medication Policy.

9. Illness

9.1. 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.

9.2. 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.

10. 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.

11. Consent

11.1. 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.

11.2. 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 Local Governing Board approved this policy on date: 3rd July 2025

Signed: Colin Hayfield, Chair of Governors

Signed: Helen Hannam, Head Teacher & Principal

Date of review or revision	Description	Author or reviewing officer
June 2025		Macy Gregory
July 2026		Ryan Baxter