

First Aid Policy

April 2024

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V5	01/10/2024	AT	Updated first aid posters

Heathermount School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core value of building confidence and preparing students for life.

While this current policy document may be referred to elsewhere in Heathermount School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance Understanding and dealing with issues relating to parental responsibility considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a stepparent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.
- a person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- Marsh Commercial (Insurance)

Heathermount School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Heathermount School.

The policy documents of Heathermount School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

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1. Policy Statement

Heathermount School will ensure compliance with the relevant legislation regarding the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Heathermount School is held by the Headteacher. All first aid provision is arranged and managed in accordance with the school's procedures. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

2. Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
- Ensuring that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- Using the [HSE Risk Assessment](#) and [DFE guidance](#) to produce the First Aid Needs Assessment for our site.
- Ensuring that there are enough trained first aiders on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring that there are enough trained first aiders on duty during off site activities or on educational trips and visits.
- Ensuring the above provisions are clear and shared with all who may require them.

3. First Aid Training

The School will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations.

4. Qualified First Aid Staff

The First Aider is responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g., first aid kit inspections).

5. First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- First aid kits on the premises to be kept in each building
- Other fabric kits to be provided for Teaching Assistants on Lunch/Leisure duty.
- 2 kits to be available for off-site visits (these will be replenished on return)

It is the responsibility of all first aiders to check the contents of all first aid kits in their designated areas at least termly and record findings. If items need to be replenished first aiders will ensure that new stock is ordered through the standard purchasing processes.

A list of where first aid kits can be located will be found inside of the medical room on the notice board for reference and should be communicated on induction on all new staff.

6. Defibrillator

A defibrillator is available from the main school office and all staff are trained on how to use it. The defibrillator is checked monthly on the Health and Safety site walk.

The suggested contents of first aid kits are listed under Appendix 2.

The medical room on the first floor of the main house is designated as the first aid room for treatment, sickness and the administering of first aid as well as the administration of medication. The medical room will have the following facilities:

Running water, first aid kit, fridge, collapsing bed, bin for disposal of soft clinical waste and

medical guidance **7. Emergency Arrangements**

Upon being called in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgment as to whether there is a requirement to call an ambulance.

The first aider/appointed person must always call an ambulance on the following occasions:

- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture 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
- Where a medical action plan has identified that the circumstances are appropriate for an ambulance to be called E.g. Severe asthma, anaphylactic.

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. We would also send a text message and email as a backup.

If parents cannot be contacted, and a message has been left, our policy will be that admin staff will continue to attempt to contact the parents by all available means. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

If the child requires hospital treatment, and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

8. Hygiene procedures

The following steps will minimise the risk of exposure to blood products and any associated BBV, but not all will be necessary in all situations.

- Avoid contact with blood or body fluids through the use of gloves and or safety goggles where necessary.
- Protect all breaks in exposed skin by means of waterproof dressings and/or gloves.
- Take all necessary precautions to prevent puncture wounds, cuts and abrasions in the presence of blood and body fluids.
- Dispose of all contaminated waste safely referring to relevant guidance.
- Blood or body fluids can be disposed of using yellow waste bags inside of the clinical waste bin kept on site.

9. Records

All accidents or incidents involving staff, pupils, and visitors requiring first aid treatment must be recorded on the school's MIS (Arbour). This will help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The record should include:

- date, time and place of incident
- name of injured or ill person
- details of the injury or illness
- details of what first aid was given
- what happened immediately after the incident (for example, went home, went back to class, went to hospital)
- name and signature of first aider or person dealing with the incident

10. RIDDOR

Employers have specific statutory responsibilities in respect of recording and reporting incidents involving their employees under RIDDOR. HSE should be notified of fatal and major injuries, and dangerous occurrences without delay.

Injuries to anyone who has been involved in an accident at the school or college, or on an activity organised by the school or college, are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity, or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment)

The responsible person should consider whether the incident was caused by:

- a failure in the way a work activity was organised (for example inadequate supervision of a field trip)
- the way equipment or substances were used (for example lifts, machinery, experiments)
- the condition of the premises (for example poorly maintained or slippery floors)

If there is any doubt as to whether or not to report an incident schools and colleges can consult the HSE [general RIDDOR guidance](#).

11. Related policies and documentation

[Health and Safety: responsibilities and duties for schools \(April 2022\)](#)

[First aid in schools \(February 2022\)](#)

Supporting pupils with medical needs policy - February 2023

Health and safety policy - January 2023

Educational trips and visits policy - January 2023

Appendix 1 – First Aid Kit Requirements

<https://www.sja.org.uk/get-advice/i-need-to-know/what-to-put-in-a-first-aid-kit/>

In an emergency you may have to act quickly, so it's important to be familiar with your first aid kit and know what to use for different injuries. First aid kits are in a green box with a white cross and should be easy to find.

The contents of first aid kits in workplaces or public places should be guided by your first aid needs assessment. For more information about what should be in your workplace first aid kit, please read our Workplace first aid kit buying guide.

For your home or car, you can buy a first aid kit or put the items together yourself in a waterproof, clean container.

The following items are the basic contents of a first aid kit, with explanations of what to use when:

Sterile dressings

Wound dressings

Dressing pads attached to a roller bandage are the most useful bandage. They are easy to apply and so are ideal for an emergency.

Types of wound dressings include:

- sterile wound dressing
- sterile eye pad
- sterile pad
- fabric plasters
- waterproof plasters.

Adhesive dressings or plasters

These are made from fabric or waterproof plastic and can be applied to small cuts and grazes. If you work with food, you'll be required to use blue plasters. Gel plasters can be used to protect blisters.

Types of adhesive dressings or plasters include:

- clear plasters
- blue catering plasters
- gel blister plasters.

Bandages

Roller bandages

These are used to support injured joints, limit swelling, maintain pressure on wounds and secure dressings in place.

Types of roller bandages include:

- conforming roller bandage
- open-weave roller bandage
- support roller bandage
- self-adhesive bandage.

Triangular bandages

These are made of cloth and can be folded to make bandages or slings. If they are individually wrapped and sterile they can also be used as dressings for large wounds and burns.

Tubular bandages

Gauze tubular bandage is used to secure dressings on toes and fingers and is applied to the injury with a special applicator. Elasticated tubular bandages can be used to support injured joints such as the elbow or knee.

Look for a gauze tubular bandage and applicator.

Protective items**Disposable gloves**

If available, gloves should be worn whenever you dress wounds, handle bodily fluids or other waste materials. Latex-free gloves should be worn where possible as some people are allergic to latex.

Protection from infection

A plastic face shield or pocket mask can help protect you from cross infection with the casualty when giving rescue breaths.

Additional items

- Cleansing wipes: to clean the skin around the wound
- Gauze pads: to use as padding, or as swabs to clean around the wounds
- Adhesive tape: to hold dressings in place or to hold the loose end of bandages
- Scissors: used to cut bandages or sticky tape or someone's clothing if you need to get to a wound.
- Pins and clips: to fasten loose ends of bandages
- Aluminium blanket: used to help retain body heat in survival, emergency and first aid situations.

Appendix 2: First Aiders in Secondary / Main House

The First Aiders in Secondary & Main House are:

Main House					Site & Kitchen			
								
Emma-Jane	Caroline	Julie	Jacquiline (Jax)	Cathy	Craig	Wayne	Andy	Mathew
Modular								
								
Dani	Rafal	Amy	Sudha	Rebecca	Richard	Matt	Nicola	

Emergency First Aid at Work	1 Day
School First Aid	1 Day
First Aid at Work	3 Day Course
Forest School First Aid	2 Day Course

Appendix 2: First Aiders in Foundation/Primary/Therapy

The First Aiders in Primary & Therapy are:



Abby



Liliana



Mariana



Kirsty



Carly



Amanda

The First Aiders in Foundation are:



Zoe



Nicki



Cara

Emergency First Aid at Work	1 Day
School First Aid	1 Day
First Aid at Work	3 Day Course
Pediatric First Aid	1 Day Course (Under 7s)