

First Aid Policy

“What does the Lord ask of you? To act justly, to love
mercy and to walk humbly with your God.”

(Micah 6:8)

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Statement of intent

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

St Michael's Church of England High School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors.

St Michael's Church of England High 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
- Behaviour Management Policy
- Safeguarding Policy
- Supporting Students with Medical Conditions Policy
- Administering Medicines Policy

The administrative team 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.

Signature _____

Date _____

Head Teacher

Signature _____

Date _____

Chair of Governors

1. Definition

1.1. First aid is help given to a sick or injured person until full medical treatment is available.

2. Legal framework

2.1. This policy has due regard to statutory legislation, including, but not limited to the following:

- the Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance
- Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

3. Aims

3.1. 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 provision of first aid.

3.2. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

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

3.4. The aim of this policy is 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
- ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury
- ensure that medicines are only administered at the school when express permission has been granted for this
- ensure that all medicines are appropriately stored
- promote effective infection control

3.5. In the event of a medical emergency, nothing in this policy should affect the ability of any person to contact the emergency services. 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.

3.6. 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
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- 1 pair of disposable gloves.

3.7. Equivalent or additional items are acceptable.

3.8. The school's health and safety lead 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.

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

- Reception
- Medical Room
- Food Room 1
- DT Workshop
- PE Washroom

4. First aiders

- 4.1. The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.
- 4.2. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the school business manager.
- 4.3. Each department's first aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies.
- 4.4. The current first aid appointed persons are:

Name	Department	Date of training	Expiration of training
A Brooks	SLT/PE	25/01/2018	25/01/2021
T Caan	SEN	25/01/2018	25/01/2021
A Carriere	Geography	26/06/2018	26/06/2021
S Dix	Science	26/06/2018	26/06/2021
F Faulkner	PE	25/01/2018	25/01/2021
G Gibbons	PE	25/01/2018	25/01/2021
S Greenwood	DT	22/11/2017	22/11/2020
W Hill (Mr)	SLT/PE	25/01/2018	25/01/2021
R Hodgetts	Pastoral	25/01/2018	22/11/2020
D Hughes	DT	22/11/2017	22/11/2020
J Lee	SEN	25/01/2018	25/01/2021
J Mitchell-Barnes	Administration	22/11/2017	22/11/2020
L Mole	PE	25/01/2018	25/01/2021
P Owen	SEN	22/11/2017	22/11/2020
S Prescott	Administration	26/06/2018	26/06/2021
J Preston	Pastoral	22/11/2017	22/11/2020
P Stafford	PE	25/01/2018	25/01/2021
S Thomas	SEN	22/11/2017	22/11/2020
B Tolley	PE	26/06/2018	26/06/2021
A Turner	Pastoral	25/01/2018	25/01/2021
K Whitehouse	Pastoral	25/01/2018	25/01/2021
K Wilcox	Administration	22/11/2017	13/05/2020
Y Wilcox	Administration	22/11/2017	22/11/2020
A Wright	PE	25/01/2018	25/01/2021

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 provision.
- 5.3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the provision 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. In addition, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
 - Call an ambulance or a doctor, if this is appropriate – after receiving a parent’s clear instruction, take the accident victim(s) to a doctor or to a hospital. 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 to be called immediately.
 - When the above action has been taken, the incident must be reported to:
 - the headteacher
 - the parents/carer of the victim(s)

6. Reporting to parents

- 6.1. In the event of incident or injury to a pupil, at least one of the pupil'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. See Appendix 3.
- 6.3. In the event of serious injury or an incident requiring emergency medical treatment, the first aider who dealt with the incident will telephone the pupil'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

- 7.1. Before undertaking any off-site events, the teacher organising the trip or event will use Evolve to ensure that the necessary risk assessments of the event and persons involved are in place. This will be reviewed by the Assistant Headteacher Facilities and Resources before the event is organised.

8. Storage of medication

- 8.1. 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.
- 8.2. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for provision, and properly labelled, showing the name of the patient, the date of prescription, and the date of expiry of the medicine.
- 8.3. All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- 8.4. An emergency supply of medication should be available for pupils with medical conditions that require regular medication.
- 8.5. 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 this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

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 pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

10. Consent

- 10.1. Parents will be asked to complete and sign a range of consent forms when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the provision of emergency first aid – these forms will be updated periodically.
- 10.2. 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.

11. Procedures

- 11.1. Whenever an accident involving a pupil, visitor, or staff member takes place, staff must complete an accident report form and return this to the Business Manager. See Appendix 1.
- 11.2. If an investigation is required, the Assistant Headteacher responsible for health safety will complete the accident investigation form. See Appendix 2

12. Monitoring and Review

- 12.1. This policy is reviewed every three years by the Headteacher in conjunction with the governing board; any changes made to this policy will be communicated to all members of staff.
- 12.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Appendix 1 – Accident Report Form

Incident Report Form 012



Data Protection: The information you are providing will be entered into an incident recording database to provide statistical and trend information across Sandwell Metropolitan Borough Council. The information may be shared for the purpose of meeting the Council's obligations under the law and will be treated confidentially.

PART A – TO BE COMPLETED BY, OR ON BEHALF OF, INJURED OR AFFECTED PERSON (form to be completed by an employee for a member of the public or pupil)

1. DETAILS OF INJURED OR AFFECTED PERSON

Last name:		Check no (SMBC employees only):		
First name(s):		Job title:		
Home address:		Usual workplace:		
Post code:		Works telephone no:		
Date of Birth: Male/Female		Line manager:		
Is the injured or affected person a <input checked="" type="checkbox"/> tick one box only):				
Sandwell MBC employee <input type="checkbox"/>	Member of the public <input type="checkbox"/>	Contractor <input type="checkbox"/>	Pupil or service user <input type="checkbox"/>	Voluntary worker <input type="checkbox"/>
For SMBC employees: which Directorate or School do you work in, or who is your Head of Service or Head Teacher?				
For contractors: what is the name of the company?				

2. DETAILS OF INCIDENT

What type of incident are you reporting (please tick one box)?		
Accident <input type="checkbox"/>	Violence/Aggression <input type="checkbox"/>	Near Miss <input type="checkbox"/>
Date	Time am/pm	Was there an injury? Yes/No
Describe the injury: (state left or right as appropriate)		
Address where the incident happened:		
Exact location of incident:		
Describe the incident fully stating what happened and how , continue on an attached sheet if necessary:		
Names and addresses of witnesses (if any):		

Incident Report Form 012

3. IF IT WAS AN INCIDENT OF VIOLENCE OR AGGRESSION

Name & address of assailant (if known):			
Gender of assailant: male/female		Age of assailant:	
Was the incident:	Physical <input type="checkbox"/>	Verbal <input type="checkbox"/>	Other <input type="checkbox"/>
Were the police involved: Yes/No		Crime Number:	
Name of police office & officer number:			

4. SIGNATURE OF PERSON COMPLETING FORM

Signature:	Print name:	Date:
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PART B – TO BE COMPLETED BY RELEVANT MANAGER / HEAD TEACHER

5. OUTCOME, TREATMENT, SICKNESS ABSENCE

What treatment was given immediately (please tick one box):				
None <input type="checkbox"/>	First Aid <input type="checkbox"/>	Referred to GP <input type="checkbox"/>	Taken to hospital <input type="checkbox"/>	Detained in hospital for more than 24 hours <input type="checkbox"/>
Has the incident caused sickness absence? (SMBC employees only)	Yes/No	If yes, state date of first absence: _____ state last date of absence: _____		
What support has been offered to the injured person since the incident?				
Note: if absence has lasted, or is expected to last, more than 7 days contact the Health & Safety Unit on 0121-569-3807 and forward this form immediately.				

6. MANAGER/HEADTEACHER INVESTIGATION

What in your view caused the incident? (Consider failings in procedures, equipment, materials, people, and environment; see HSMS/PROC/003 for guidance.) Please list any actions taken as a result of the incident.
A more detailed investigation may be required - use HSMS/FORM/013.

7. MANAGER /HEAD TEACHER SIGNATURE

Signature	Print name
Date	Phone number

SEND COMPLETED FORM TO HEALTH & SAFETY UNIT, SANDWELL COUNCIL HOUSE

Accident code	V&A Intentional/unintentional	Date received
Notifiable Yes/No	Date HSE informed	
Major Injury <input type="checkbox"/>	Over 7 day injury <input type="checkbox"/>	Over 3 day injury <input type="checkbox"/>
Investigation required Yes/No	Investigation carried out by	

Appendix 2 – Accident Investigation Form



Accident Investigation Form

INVESTIGATION UNDERTAKEN BY:

SIGNATURE:

DATE OF INVESTIGATION:

DATE OF ACCIDENT

TIME OF ACCIDENT:

PERSON(S) INVOLVED IN ACCIDENT:

ACCIDENT TYPE:

- SLIPPING/TRIPPING
- MANUAL HANDLING
- FALLING OBJECT
- OUTDOOR
- OTHER (please specify)

DESCRIPTION OF ACCIDENT SCENE/AREA: (attach photographs if applicable)

WITNESS STATEMENT:

NAME:

WITNESS STATEMENT:

NAME:

CONFIRMATION OF INJURIES SUSTAINED:

EVIDENCE PHOTOGRAPHS ATTACHED:

- YES
- NO

PEOPLE:

- HAS TRAINING BEEN PROVIDED IN RELATION TO ACCIDENT?
- WERE ESTABLISHMENT PROCEDURES BEING FOLLOWED?
- WAS ANY PROTECTIVE EQUIPMENT REQUIRED?
- WERE APPROPRIATE INSTRUCTIONS GIVEN?

COMMENTS:

EQUIPMENT:

- WAS THE EQUIPMENT SUITABLE FOR THE TASK?
- WAS THE EQUIPMENT WELL MAINTAINED?
- ANY FAULTS IDENTIFIED?

COMMENTS:

PROCEDURES:

- WERE THERE PROCEDURES IN PLACE?
- WERE STAFF/STUDENTS BRIEFED ON PROCEDURES?
- WERE THE PROCEDURES FOLLOWED?

COMMENTS:

ENVIRONMENT:

- DID THIS CONTRIBUTE TO THE ACCIDENT?

COMMENTS:

RISK ASSESSMENTS:

- WERE APPROPRIATE RISK ASSESSMENTS IN PLACE?
- DO THESE NEED TO BE REVIEWED AND UPDATED?

COMMENTS:

CONCLUSION:

Appendix 3 – Head Injury Letter



Dear Parent/Guardian,

Name: _____

Your child has sustained a head injury at school today at approximately _____ am/pm and has been monitored since the accident. We have not identified anything that caused concern up to the time of them going home.

Details:

If any of these symptoms are present, particularly loss of consciousness (even for a short period of time), you should call an emergency ambulance (999 / 112) or NHS Direct on 111 / 0845 4647

- lasting headache that gets worse or is still present over six hours after the injury
- extreme difficulty in staying awake, or still being sleepy several hours after the injury
 - It is fine to let children go to sleep after a slight bump to the head, but you should check on them regularly and make sure you are able to wake them.
- nausea and vomiting several hours after the injury
- unconsciousness or coma
- unequal pupil size
- confusion, feeling lost or dizzy, or difficulty making sense when talking
- pale yellow fluid or watery blood, coming from the ears or nose (this suggests a skull fracture)
- bleeding from the scalp that cannot be quickly stopped
- not being able to use part of the body, such as weakness in an arm or leg
- difficulty seeing or double vision
- slurred speech
- having a seizure or fit

Yours faithfully,

Staff Member
Position

Headteacher: **Mrs J Gray, MSc, NPQH**

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MERCY • INTEGRITY • CARE AND COMPASSION • HUMILITY • ACHIEVEMENT • EQUALITY • LEADERSHIP • SERVICE

Date of approval 13th July 2017
Date reviewed 17th October
2018
Review date September 2021

Appendix 4: First Aid Procedures During the Coronavirus (COVID-19) Pandemic



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.

1. Enforcing new procedures

- 1.1 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.
- 1.2 The school ensures that additional first aid procedures are communicated effectively to all pupils.
- 1.3 Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.
- 1.4 The school informs parents of any changes to provision outlined in this policy.
- 1.5 The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in [section 1](#) of this policy must be followed.

2. Social distancing and infection control measures

- 2.1 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.
 - 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 in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.

2.2 The school acknowledges that the use of PPE is **not** required to administer first aid in most circumstances, with the exception of paragraph [6.3](#) or if required to do so in accordance with the Infection Control Policy.

3. First aiders

3.1 The school ensures that there is a minimum of four trained first aiders on site during school hours.

3.2 The school ensures that there is a minimum of four trained first aiders on site for the duration of any wrap-around care provision, e.g. a breakfast club.

3.3 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.

3.4 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.

4. First aid training

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

4.2 Where a first aider is unable to renew their training due to the coronavirus pandemic, they are instructed to:

- Check if they are eligible for an extension.
- Ensure they requalify before 30 September 2020.
- Undertake any training that can be done online where face-to-face training is not required or available.

5. Administering and handling medication

5.1 When administering medication, staff are expected to:

- Follow the procedures set out in the Administering Medication Policy.
- Adhere to the school's social distancing and infection control measures as much as possible.
- 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.
- Minimise face-to-face contact where side-by-side interaction is not practical.

5.2 The school acknowledges that the use of PPE is **not** required to administer medication in most circumstances, with the exception of paragraph [6.3](#) or if required to do so in accordance with the Infection Control Policy.

5.3 When handling and storing medication, staff are advised to:

- Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
- Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
- Minimise the number of people handling medication.
- Ensure that medication or medical equipment brought in from home is safe to be taken home again.

6. Ill health and infection

6.1 Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:

- A suitably trained member of staff administers medication to help manage the individual's symptoms, where required, e.g. paracetamol to combat a high temperature.
- The individual is isolated in a cool, well-ventilated, designated area.
- They adhere to the school's social distancing and infection control measures.
- Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets.

6.1 In the event that a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in [section 2](#) of this appendix.

6.2 Staff wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs.

6.3 If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.

6.4 In the event that a first aider develops coronavirus symptoms, the procedures outlined in paragraphs [3.3](#) and [3.4](#) are followed.

7. Emergencies

7.1 Accidents and emergencies are managed in line with [section 5](#) of this policy.

7.2 When administering emergency first aid, social distancing restrictions do not apply.

7.3 A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.

7.4 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.

8. Monitoring and review

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

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