

First Aid Policy

Policy Code:	HS4
Policy Start Date:	September 2024
Policy Review Date:	September 2027

Please read this policy in conjunction with the policies listed below:

- HR6 Data Protection Policy
- HR29 Code of Conduct
- HR33 Records Management Policy
- HS2 Medical Treatment Policy
- HS3 Transport & Vehicles Policy
- HS5 Health & Safety Policy
- HS6 Lone Working Policy
- SW5 Safeguarding & Child Protection Policy
- SW17 Safeguarding Adults Policy

1 Policy Statement

- 1.1 The policy outlines the Trust's standard approach to first aid, outlining procedures that will be followed in the event of any major or minor illness, accident or injury.
- 1.2 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Apprenticeships and Lincolnshire SCITT.
- 1.3 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

2 Aims

- 2.1 To ensure the health and safety of all staff, pupils and visitors.
- 2.2 To ensure that staff, governors and Trustees are aware of their responsibilities with regards to health and safety.
- 2.3 Provide a framework for responding to an incident and recording and reporting the outcomes.

3 Roles, Responsibilities and Implementation

- 3.1 The Pay, Performance & HR Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Safeguarding.
- 3.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

The Headteacher

- 3.3 The Academy Headteacher/Service Lead is responsible for ensuring that the setting has an appropriate number of trained staff who can undertake the role of First Aider for the provision.
- 3.4 The Academy Headteacher/Service Lead is responsible for ensuring that first aid provision is appropriate for the site, including sufficiently well-stocked and in-date first aid boxes.

- 3.5 The Academy Headteacher/Service Lead can delegate this responsibility to a nominated deputy, for example, the Health & Safety Liaison.

Nominated First Aiders

- 3.6 Each setting will have nominated First Aiders who have completed a Health and Safety Executive (HSE) approved first aid course and hold a valid certification of competence in First Aid at Work (FAW). The number of First Aiders on each site will depend upon the context/size of the setting. Nominated First Aiders will have agreed to undertake the role for the setting, and may receive remuneration for this role. The nominated First Aiders on site will be required to give immediate first aid to staff, pupils and visitors and ensure that the appropriate emergency service is called if required.
- 3.7 Notices around each setting will identify the name of the nominated First Aiders and how they can be contacted.
- 3.8 Where appropriate, additional staff may hold a valid certification of competence in Emergency First Aid at Work (EFAW).
- 3.9 As outlined in HS2 Medical Treatment Policy, in line with the DfE's Statutory framework for the early years foundation stage each setting must have at least one person who has a current paediatric first aid (PFA) certificate on the premises and available at all times when early years foundation stage (EYFS) children are present, and must accompany EYFS children on outings. The certificate must be for a full course, consistent with the criteria set out in Annex A of the DfE's guidance.
- 3.10 All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting.

All staff

- 3.11 All staff have a responsibility to take reasonable care of their own and others' Health and Safety. All staff should be aware of this policy, the Trust's HS5 Health & Safety Policy and HS2 Medical Treatment Policy.
- 3.12 Staff should:
- know who the First-Aiders are on site, and how to contact them;

- ensure that activities they are supervising/organising are appropriately risk-assessed, to reduce the risk of accident or injury;
- cooperate fully with the leaders to ensure that the Trust can fulfil their legal obligations. For example, ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance;
- ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the site. Any defects should be immediately reported to the Health & Safety Liaison and that piece of equipment should not be used; and
- be aware of pupil medical needs where relevant so that appropriate information can be shared with emergency services if required.

Parents/Carers

- 3.13 Parents/carers are asked whether their child has any medical conditions/allergies upon enrolment. In the event that a child develops a medical condition (or requires medication previously not needed) then parents/carers should inform the appropriate academy as promptly as possible. The academy may ask for a full disclosure of any medication being taken by their child, both at home and in school.

4 Procedure in the event of illness

- 4.1 Each setting will have its own procedure to follow in the event that a pupil (or member of staff) feels unwell during the academy day. For example, they will be accompanied to the medical room where, depending upon the circumstances, appropriate action will be taken.
- 4.2 If a pupil needs to leave a lesson/their classroom due to being unwell, they should be accompanied by another member of staff or a peer.
- 4.3 If leaving site due to being unwell, staff must not depart without informing their Line Manager or SLT (or the individual responsible for staff cover/absence).

5 Procedure in the event of an accident and/or injury

- 5.1 In the event that an accident occurs on site and/or a member of staff or pupils sustains an injury, a First Aider should be called to assess the situation. If necessary, or where required due to an individual's health care plan, the emergency services should be contacted to request an ambulance.
- 5.2 Where emergency services are not required, but a First Aider feels it is appropriate for the individual to seek medical advice, this will be explained

immediately to parents/carers (for a pupil) and/or the member of staff (or their emergency contact if appropriate).

6 Emergency Services

6.1 In the event that an individual is seriously ill or injured, and their life is at risk, then 999 should be called.

6.2 Examples of medical emergencies include (but are not limited to):

- chest pain;
- difficulty in breathing;
- unconsciousness;
- severe loss of blood;
- severe burns or scalds;
- choking;
- fitting or concussion;
- drowning; and
- severe allergic reactions.

6.3 If staff have to call the emergency services for a pupil, parents/carers will always be informed. This will take place as soon as possible, but the priority will always be responding to the needs of the child.

6.4 For adults (i.e. staff and visitors), if the emergency services are called, then staff at the academy will inform the individual's emergency contact(s).

6.4 In the event that a pupil or adult is taken to hospital in an ambulance they will be accompanied by a member of staff, unless parents/carers (or emergency contact/identified adult/next of kin for adults) are able to reach the site in time to go with their child. However, an ambulance will not be delayed waiting for a parent/carer to arrive.

7 Contact with blood or other bodily fluids

7.1 A First Aider (or any other member of staff if relevant) will take the following precautions to avoid risk of infection to themselves and others:

- cover any cuts and grazes (open wounds) on their own skin with a waterproof dressing;
- wear suitable disposable gloves when dealing with blood or other bodily fluids; and
- wash hands after every procedure.

7.2 In the event that a First Aider (or any member of staff) believes that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of the nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- report the incident to the setting's Health & Safety Liaison and seek medical advice if appropriate; and
- arrange for appropriate containment, clean-up and cleansing of the spillage site.

8 Reporting accidents, incidents and near-misses

8.1 All accidents, incidents and near-misses must be reported through the Trust portal (or accident books for Primary settings). Any first aid that is administered must be reported as part of this.

8.2 Where First Aid is administered to a pupil, parents/carers must be informed by the setting.

8.3 The individual with responsibility for Trust Health & Safety will review the accident, incident and near-miss reports across the Trust, taking appropriate action if trends are identified.

8.4 Where an accident or an incident are a reportable incident (in line with the HSE definition), sites will refer this to the Trust lead for Health & Safety.

9 Policy Change

9.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.



The Priory Federation of Academies Trust

First Aid Policy

This Policy has been approved by the Pay, Performance & HR Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.

Appendix 1

CONTACTING EMERGENCY SERVICES

Dial 999, ask for an ambulance and be ready with the following information:

1. Your telephone number.
2. Give your location as follows.
3. State the name, address and postcode of the Academy if on-site, and as much detail of the location you can if off-site.
4. Give exact location in the Academy of the person needing help.
5. Give your name.
6. Give the name of the person needing help.
7. Give a brief description of the person's symptoms (and any known medical condition).
8. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the student.
9. Don't hang up until the information has been repeated back to you.
10. Inform site staff to meet the paramedics and escort them to the location of the student(s).
11. Ideally the person calling should be with the student, as the emergency services may give first aid instruction.
12. Ensure that you have access to any relevant information about the person needing help, for example, any allergies they might have.