



Eastlea
COMMUNITY SCHOOL

First Aid Policy

Leadership Team Responsibility:	Assistant Headteacher Designated Safeguarding Lead School Business Manager
Version Date:	May 2020
Presented to Interim Executive Board on:	19th June 2020
Review Date:	May 2021

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1.Introduction

1.1 The aim of the policy is to provide clear guidance and information on how Eastlea Community School fulfils first aid requirements, manages illness and accidents and the reporting process within the school.

1.2 This policy has been devised for use by Parents, students and Staff. The policy adheres to the principles set out by the Department for Education in Guidance on First Aid in Schools (2014) and Supporting students at school with medical conditions (2017).

1.3 The policy covers the following areas:

- First Aid
- Illness and Accidents
- Guidance for dealing with Head injuries
- Guidance on when to call for an ambulance
- Reporting of incidents
- Hygiene procedures for spillage of body fluids

1.4 This policy should be read in conjunction with:

- The Health and Safety Policy
- The Supporting Children with Medical Conditions Policy
- The Educational Visits Policy

2.General Principles

2.1 In the event of an accident or injury to a student, it is important to remember the responsibilities of the School 'in loco parentis'. Not only must the student receive immediate attention, either at the site of the accident or in the Welfare Room, but it is important to ensure that all necessary follow up action is taken.

When administering any first aid or medical support staff **MUST** wear the following single use PPE; Apron, gloves and face mask. ALL first aiders and teaching assistants have completed the World Health Organisation training on how to use PPE safely.

2.2 Parents should be informed immediately if the accident is sufficiently serious that a student may have difficulty getting home or if he has to be referred to hospital. The student's Form Tutor, Achievement Leader and the Headteacher are also informed at the earliest opportunity.

2.3 If the Welfare Officer is absent for more than a day, appropriate cover will be put in place. In the event of an unplanned absence of a day, school first aiders will be asked to cover.

3. First Aid

3.1 The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.

3.2 Supplies of first aid material are held at various locations throughout the School (as given in Appendix 1), as determined by the Welfare Officer and School Nurse. This includes the provision of First Aid Stations. Signs are posted around the School indicating the location of the nearest First Aid Station and where First Aiders can be found in the case of an emergency, and all staff will be advised of their position. The contents of these First Aid Stations will be checked regularly and any deficiencies made good without delay.

3.3 The number of certificated first aiders will not, at any time, be less than the number recommended by HSC (a ratio of 1 first aider per 100 students and staff). The Welfare Officer, in consultation with The Business manager, is responsible for maintaining a list of current certificated First Aiders (appendix 1) . This is updated at the beginning of each academic year, and at other times as necessary.

This list will be available in:

- Medical Room
- Reception
- Staff Room
- Staff Departmental Offices
- The Head's PA's Office
- PE Office
- Notice-boards around the School

3.4 Anyone needing first aid should, in the first instance, contact the Welfare Officer. When the School Nurse is unavailable, the person seeking first aid should contact Reception (ext 440), from where a First Aider will be summoned.

3.5 Raising Staff awareness

Staff will receive training annually on the main medical conditions within the school. This training will include the first aid policy, Supporting students with medical conditions policy, where to find medical information and guidance on what to do in an emergency.

3.6 Automated External Defibrillation (AEDs)

There are no AEDs on site but their implementation will be investigated during the academic year 2020/21. Our aim is to have them installed and staff trained in their use by summer term 2020/2021.

3.7 Trips and visits

Adequate and appropriate first aid provision will form part of the arrangements for all out of-school activities. First Aid Kits are to be taken on School trips and the Qualified First Aider is appointed to be responsible for the kit and for taking charge

of the situation (i.e. calling for assistance if a serious injury or illness occurs). Further information about the First Aid arrangements for School Trips and Visits is contained in the Educational Visits Policy.

3.8 A record will be made of all occasions that any member of staff, student or other person receives first aid treatment either on the School premises or as a part of a school-related activity.

4. Illness and Accidents

In the event of a student becoming ill or having an accident the following procedures are to be followed.

4.1 Illness

4.1.1 When a student feels ill at School, they should be escorted to the Welfare Officer who will decide on what action should be taken. Staff with First Aid qualifications may be asked to administer aid, but it is the Welfare Officer (or, in their absence, a member of the Senior Leadership Team (SLT)) who is responsible for deciding whether the student should be allowed to go home or be sent to hospital. In the event of the Welfare Officer and the SLT all being absent, it is incumbent on staff to act as a reasonable parent would act in the circumstances (i.e. they must fulfil their duties 'in loco parentis'). If a student feels unwell and they are displaying COVID-19 symptoms they **MUST NOT** be taken to the medical room. They **MUST** be taken to the Elsie Mesher where they can self isolate, (with adult supervision or supervision nearby) until they are collected by their parent/carer who will be advised on the next steps to take.

4.2.2 If the Welfare Officer is not available, a student requiring treatment should report to Reception who will arrange for a First Aider to be summoned.

4.2.3 If the illness is not severe and does not require treatment, the student may be invited to rest in the medical room until they feel better.

4.2.4 If the Welfare Officer or a member of SLT decides that a student should go home, then a parent / carer must be contacted to collect the student.

If the student is not fit for lessons but can safely return home and there is no one available to collect him, they may be allowed home if the parent gives permission (Year 11 only). In such cases the student is to be instructed to ring the School to confirm he has returned home safely. In exceptional cases, the Welfare Officer or a member of SLT may ask a member of staff to accompany the student home.

4.2.5 If the student requires medication, the Welfare Officer may administer it according to the guidelines within the School's Medicines and Medical Conditions Policy.

4.2.6 If the student requires care at a hospital, the parents / carers are to be informed immediately. If deemed to be a non-emergency, a parent / carer should be asked to collect the student without delay and accompany him to a hospital of their choice. If it is deemed necessary to attend hospital without delay, the student is to be accompanied to the hospital by a member of the school staff who will wait with the student until a parent arrives and assumes responsibility for their child. In these circumstances, parents must make every effort to attend to their child as quickly as possible.

4.2.7 If the student has to be taken to hospital, the Welfare Officer (or a member of SLT) will arrange for one of the following methods of transport to be used, depending upon the urgency and nature of the circumstances:

- School minibus
- taxi (black cab or contract)
- ambulance

4.3 Accidents

4.3.1 Victims of accidents should be taken to the Welfare Officer where the same procedures as above will apply. However, if the accident is of such a nature that the victim should not or cannot be moved, the Welfare Officer and / or a qualified First Aider should be contacted immediately.

4.3.2 The Headteacher or School Business Manager or, in their absence, another member of the SLT must be contacted immediately if the injury is of a serious nature.

4.4 Head Injuries

For head injuries and suspected concussion please refer to the Head Injuries and Concussion protocol (see Appendix 3) .

5 Guidance on when to call for an Emergency Ambulance

5.1 An emergency 999 ambulance should be called when a qualified First Aider has assessed a casualty and deemed it necessary to do so based upon the knowledge acquired through their training. Usually this will be for casualties with the following problems:

- any instance in which it would be dangerous to approach and treat a casualty
- unconscious
- not breathing
- not breathing normally and this is not relieved by the casualty's own medication
- severe bleeding
- neck or spinal injury
- injury sustained after a fall from a height (higher than 2 metres)

- injury sustained from a sudden impact delivered with force (e.g. car knocking a person over)
- suspected fracture to a limb
- anaphylaxis (make sure to use this word when requesting an ambulance in this case)
- seizure activity that is not normal for the casualty, especially after emergency medication has been administered
- symptoms of a heart attack or stroke
- rapid deterioration in condition despite the casualty not initially being assessed as requiring an ambulance

IF IN DOUBT, IT IS BETTER TO CALL FOR AN EMERGENCY AMBULANCE THAN NOT

5.2 If, for whatever reason, a qualified First Aider is not available, the above guidelines should be used to determine whether to call for an emergency ambulance.

5.3 How to call for an emergency ambulance

Should the need arise for an emergency ambulance to be summoned, the First Aider should:

- remain calm
- call 999 and, when prompted for which service is required, ask for an ambulance

The caller should:

- be ready to provide details of their name, telephone number, address and exact location within the School
 - relay the condition of the casualty, as assessed by the First Aider, and how the casualty came to be in this condition
 - provide details of the number of casualties along with names, age and gender if these details are known
 - ask that ambulances come to E16 4ND
- ; if possible, it should be arranged for a member of staff who knows the location of the casualty to meet the ambulance on arrival

- communicate any dangers or hazards into which the ambulance may be arriving
- stay on the line with the emergency operator until they have cleared the line

6. Reporting Incidents

6.1 The Welfare Officer records all visits by students and staff requiring attention or treatment. This covers illnesses and accidents. The following details are recorded:

- Name
- Date
- Time
- nature of illness / accident (and location if appropriate)
- details of and first aid administered
- whether parents are contacted and whether a student is sent home or to hospital

When a student is sent home, the Tutor and Achievement Leader are notified by email, and when a student is sent to hospital the Head of School and School Business Manager will additionally be notified.

6.2 Any accidents involving students which may have been preventable, or which arose out of, or in connection with work, are to be recorded on a Health and Safety Form on the [LBN Accident reporting form](#)

These forms should be used to report accidents, near misses or other Health and Safety concerns. Details of the accident should be recorded as promptly as possible, together with names of any witnesses, while details are still fresh in the mind. The following information should be recorded:

- Name of person reporting the incident
- Date of the incident
- Time of the incident
- Location of the incident
- Name of affected person (and year group, if known, for a student)
- Nature of illness / accident
- Details of any First aid administered
- whether parents are contacted and whether a student is sent home or to hospital

6.3 The Welfare Officer, who is line-managed by the School Business Manager is responsible for:

- Reporting accidents under RIDDOR guidelines.
- Reporting accidents on the correct form to LBN and, where appropriate, the HSE.
- Maintaining, in conjunction with the Business Manager, accident records for both students and adults

6.4 It is important that any lessons learned from accidents are taken fully into account to prevent a recurrence. All incidents, including “near misses”, are fully investigated. The more serious the incident, the more intensive the investigation should be to determine:

- What happened
- The lessons that can be learned
- The changes, if any, that need to be made to risk control measures to avoid a recurrence.

6.5 Further information regarding Accident reporting and recording can be found in the Health and Safety Policy.

7. Review of policy

7.1 This policy will be reviewed annually (or more regularly where required) prior to approval by governors.

Appendix 1- List of all qualified first aiders

Name	Location	Extension	Certified	Expiry
Mandy Gunn	Medical Room	475	Yes	Dec 2020

Josma Begum	Admin Suite	483	Yes	Dec 2022
Reann Graham-Marquis	Admin Suite	442	Yes	Feb 2022
Eric Owoahene	Premises Office	419		Expired Feb 2020
Derek Ellis	Premises Office	419	Yes	June 2020
Dave Twatchman	Premises Office	419	Yes	April 2022
Samia Gill	Inclusion Office	473	Yes	Nov 2020
Jo Ledgway	Inclusion	473	Yes	Feb 2022
Lyz Charman	Inclusion	473	Yes	Dec 2021
June Greene (Paediatric First Aid)	Inclusion	473		May 2021
Bradley Nelson	Newstart	4	Yes	Nov 2020
Tina Serwaa-Bonsu	Technology	488		Expired Feb 2020
Robert Armit	PE	413	Yes	June 2020
Roy Edmans	PE	413	Yes	Dec 2021
Mini Pillai	Science	465/467	Yes	Oct 2020
Niki Shah	Lunchtime Supervisor		Yes	Nov 2020