

The Children's Trust School First Aid Policy



Lead Director Sam Newton, Director of Education	Date Reviewed April 2021
Lead Author(s) Kerry Heyes, Lead school nurse Clare Foote, school nurse	Date Drafted April 2021
Approval Committee Educational Governance Committee	Ratified Date June 2021
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1 Purpose and Objectives

The school recognises that it has a duty of care to all those in the school both legally and morally, and that it must plan for emergencies. It recognises the importance of having first aid arrangements in place, including the provision of first aid assistance, through trained personnel, and the provision of first aid equipment

2 Scope

All school staff at The Children's Trust School

3 Definitions

Unless otherwise stated, the words or expressions contained in this document shall have the following meaning:

EYFS – Early Years Foundation stage

RIDDOR – Reporting if Injuries, Diseases and Dangerous Occurrences Regulation

The school – The Children's Trust School

4 Stakeholder Consultation

Appendix 1 details the stakeholders who were consulted in the development of this procedure.

5 Roles and Responsibilities

Education Governance Committee

The Education Governance Committee will ensure this policy is formally evaluated every two years or sooner if required.

The nominated governor will additionally monitor the process undertaken during health, safety, well-being and/or safeguarding walks as part of their roles/responsibilities raising any queries in relation to daily practice with the Head of School.

Head of School

The Head of School and the Health & Safety Representative will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the health, safety and well-being learning walks undertaken each term throughout the school.

Health & Safety Representative

The school's Health & Safety Representative is responsible for overseeing the arrangements for first aid within the school and will ensure:

That first aid equipment is available at strategic points in the school and checked/stocked on a monthly basis.

The first aid boxes are located in the following areas:

- a) Nursery
- b) The Treatment Room
- c) Reception
- d) Cedar.
- e) That a sufficient number of personnel are trained in first aid procedures at all times
- f) First Aid at Work Certificate
- g) Emergency First Aid at Work
- h) Paediatric First Aid

School Nurse / Nursing Team

It will be the responsibility of the school lead nurse to scrutinize the First Aid register for accuracy in notes/comments made reporting outcomes to the Head of School and Safeguarding Governor as appropriate Monitoring and Review.

This policy will be monitored by the School Lead Nurse and reviewed in accordance with any new guidance given.

The nursing team is responsible for ensuring the first aid boxes are checked and stocked on a monthly basis if not used. If they have been used then the First Aider who has used the box is required to inform the Nursing Team. These are stored in Treatment room, Cedar, Nursery and Reception.

First Aiders

The Children's Trust School first aiders are expected to provide the following level of basic first aid during school hours within the school (including Enrichment Programme Weeks) and on school organised excursions:

- Understand the role of the first aider
- Be able to assess an emergency situation and act safely and effectively
- Be able to provide first aid for an adult, infant and a child who is unresponsive and breathing normally
- Be able to provide first aid for an adult, infant and a child who is unresponsive and not breathing normally
- Be able to provide first aid for an adult, infant and a child who has airway obstruction
- Be able to provide first aid to an adult, infant and a child who is wounded and bleeding
- Know how to provide first aid to an adult, infant and a child who is suffering from shock
- Be able to provide first aid to an adult, infant and a child with a suspected fracture and dislocation
- Administer first aid to a casualty with suspected limb injuries.

- Know how to provide first aid to an adult, infant and a child who is experiencing the effects of extreme cold and heat
- Know how to provide first aid to an adult, infant and a child with burns and scalds
- Know how to provide first aid to an adult, infant and a child who has been poisoned
- Know how to provide first aid to an adult, infant and a child who has been bitten or stung.

First aiders are responsible for ensuring that the First Aid Incident is registered on the IRAR (electronic system) and that the necessary details including: date, First Aiders name, time, class, the name of the person requiring First Aid, description of injury, treatment given, teacher notified, parent/carer notified is recorded on the system. All IRAR incidents are reviewed and signed off by a member of the School Senior Management Team.

It is the responsibility of the class teacher to ensure that any application of First Aid is written into the child/ young person's home book/Care folder/IRAR to ensure the parent or carer is informed.

First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy.

6 Related Policies and Procedures

All staff are trained in emergency procedures for incidents and accidents as part of their health and safety training. This policy will form part of a period of induction of any staff member who is new to the school.

The school will continue to rely on the knowledge and experience of their trained First Aiders and they will be the person to go to in the first instance to seek immediate advice and treatment. If this is not possible or the First Aider is unsure of procedures, then advice or assistance can be sought from the school nursing team.

In an emergency situation (child or young person's medical condition deteriorates), the nurse will need to be contacted but this will not delay the person who is responsible for the child's care or First Aider, placing a Children's Trust medical emergency call via the bleep system and a 999 request for a paramedic, if required.

If the child or young person is not in the school grounds then an action plan will need to be devised to ensure there is no delay in treatment or escalation for emergency help. This process is documented in the CS015 The Children's Trust Outings Policy & Procedures. Appendix 6 (Emergency Procedures) policy. This will also be covered in the Risk Assessment which is completed for planned outings to new venues.

Having firstly considered the option to consult with the School Nurse, where there is any doubt about the appropriate course of action, the First Aider, being the appointed person in charge, will still be expected to consult with the Health Service Helpline (NHS 111) and in the case of pupil injuries, with the Parents or Legal Guardians.

Risk Assessment

First aid provision for the organisation has been assessed, and is kept under review; GEN042 First Aid Provision is on IRAR.

Related policies and procedures

- Incident Reporting and Investigation, including the Duty of Candour Policy and Procedures
- Outings Policy and Procedures
- Health and safety Procedures

8 External References and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records.
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils.

9 Document Change Control

The document change control section only needs to be completed for material changes.

Version	Status	Description of key changes	Reviewed by	Reviewed/ Issued Date
0.1	Draft	Initial drafting	Elaine Lush Launa Randles Sara Rowden	May 2021
0.2	Draft	For Educational Governance Committee		9.6.2021
1.0	Final	Approved	EGC	June 2021

Appendix 1 – Stakeholder Engagement Checklist

Review and complete the following checklist. Where the answer is yes, policy development must include consultation with the stakeholder(s) indicated.

#	Question	Yes/ No	Stakeholder(s) to be consulted
1	Is there a statutory requirement to have in place this particular policy/ does the policy need to comply with detailed legislation?	Yes	School nurse team PSHWEB subject specialist work
2	Is implementation of the policy (or any element of it) dependent on the use of new or existing information technology?	Yes	Head of IT (use of IRAR)
3	Does implementation of the policy (or any element of it) place any demands on/ or affect the activities of the Estates and Facilities teams (e.g. does it impact the provision or maintenance of premises, equipment, vehicles or other TCT assets)?	No	
4	Does implementation of the policy or any element of it involve/ impact the processing of personal data?	Yes	Data Protection Officer
5	Does implementation of the policy require significant unbudgeted operational or capital expenditure?	No	
6	Does implementation of the policy (or any element of it) directly or indirectly impact on the delivery of services / activities in other areas of the organisation? E.g. a policy written by a clinical lead in CF&S might impact on the delivery of care for CYP attending the School.	Yes	
7	Is there a need to consider Health and Safety or potential environmental impacts in developing and implementing the policy?	Yes	Health and Safety Manager

Appendix 2- List of First Aiders 26/05/2021

List of First Aiders 26/05/2021

First Aid At Work		
Emergency First Aid		
Name	Date	Renewal Date
Tara Coward	21/6/2019	21/6/2022
Susan Gales	21/6/2019	21/6/2022
Scott Harris	21/6/2019	21/6/2022
Susan Hatcher	21/6/2019	21/6/2022
Susan Mooney	21/6/2019	21/6/2022
Rebecca Seaton	21/6/2019	21/6/2022
Anna Spencer	21/6/2019	21/6/2022
Ruhee Syeda	21/6/2019	21/6/2022
Wenna Watts	21/6/2019	21/6/2022
Amanda Wells	21/6/2019	21/6/2022
Jennie Moody	21/6/2019	21/6/2022
Paediatric First Aid		
Paige Nightingale	21/6/2019	21/6/2022
Ellen Paterson	21/6/2019	21/6/2022

