

The Children's Trust School

First Aid Policy



Lead Director

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Date Reviewed

Lead Author(s)

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Critical Readers

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Approval Committee

Educational Governance Committee

Ratified Date

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Next Review Date

March 2027

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
- AED - Automated External Defibrillator
- NCC – New Cheyne Centre
- EFAW - Emergency First Aid at Work
- FAW - First Aid at Work
- PFA - Paediatric First Aid

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 / Employer

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.

The aim of first aid is to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not. The employer needs to ensure that the first-aid provision must be adequate and appropriate in the circumstances. This means that sufficient first-aid equipment, facilities and personnel should be available at all times, taking account of alternative working patterns, to:

- give immediate assistance to casualties with both common injuries or illnesses and those likely to arise from specific hazards at work.
- summon an ambulance or other professional help.

The employer needs to ensure that their first aiders:

- have undertaken suitable training,
- have an appropriate first aid qualification,
- remain competent to perform their role.

The employer may have identified the wish to provide an automated external defibrillator (AED) in the workplace. Training for using device needs to be provided to all staff to ensure it is used appropriately. School has been provided their own from the Department of Education and is situated next to the resus trolley. There are also other AEDs located across site: Mansion, NCC, Jasmine/Chestnut and Archie Norman House.

Health & Safety Representative

The school's Health & Safety Representative is responsible for overseeing the arrangements for first aid and equipment within the school.

That first aid equipment is available at strategic points in the school/college to ensure there is adequate provision which is checked/stocked on a monthly basis. Sufficient supplies should be held in stock on site. Care should be taken to dispose of items safely once they reach their expiry date. Once updated first aid boxes must have a security tagged applied and documented of serial number. The first aid boxes should always be easily accessible to all staff to administer first aid.

The first aid boxes are located in the following areas:

- a) The Treatment Room
- b) Reception
- c) Cedar kitchen.

The employer needs to ensure where there are large numbers of employees, i.e. more than 25, even in low-hazard environments, that they have provided:

- First aiders,
- Additional first-aid equipment and,
- A first aid room (this is located within the nurse's treatment room).

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 kitchen, and Reception.

The school nurses need to ensure the first aid room (treatment room) is set up to deal with first-aid assessments. They need to ensure the room:

- Be large enough to hold an examination/medical couch, with enough space at each side for people to work, a chair and any necessary additional equipment.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Be positioned as near as possible to a point of access for stretchers and transport to hospital.
- Display a notice on the door advising of the names, locations and, if appropriate, telephone extensions of first aiders and how to contact them.
- Be clearly signposted and identified.

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, 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 of first aider or person dealing with the incident,
- parent/carer notified is recorded in 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.

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).

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

6 First Aid Training

The Department of Education recommends first aid provision is intended to cover non-employees. They recommend that first aiders may need additional training above the minimum requirement, for example additional training in paediatric first aid (standard first aid at work training courses do not include resuscitation procedures for children).

The employer needs to ensure that if the number of employees is between 25-50 then at least 1 staff member needs to be trained to Emergency First Aid at Work (EFAW) standard. When there are more than 50 employees then at least 1 staff member has a First Aid at Work (FAW) qualification.

First aid certificates are usually valid for 3 years. Employers should arrange retraining before certificates expire. Once a certificate expires, the individual would have to undertake another full course to be reinstated as a first aider. It is strongly recommended that first aiders undertake annual refresher training during any three-year FAW/EFAW certification period. Although not mandatory, this will keep first aiders up to date with any changes to first aid procedures. First aiders should also regularly review their course manual to help maintain their first-aid skills.

Provided they can demonstrate current knowledge and skills in first aid, the training and experience of the following qualify them to administer first aid in the workplace without the need to hold a FAW or EFAW or equivalent qualification:

- doctors registered and licensed with the General Medical Council.
- nurses registered with the Nursing and Midwifery Council.
- paramedics registered with the Health and Care Professions Council.

If an employee has a current first-aid qualification other than FAW/EFAW, the employer may consider whether it would be suitable in relation to the role of workplace first-aider and their needs assessment.

The employer should keep a record of first aiders and certification dates to help with the timely arrangements of further training.

7 Early Years Provision

Early years education providers, including schools, must meet the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS). This includes arrangements for off-site activities involving young children such as educational visits.

The EYS requires that at least one person who has a current paediatric first aid (PFA) certificate should be on the premises and available at all times when children are present and should accompany children on outings.

All staff who obtained a level 2 or level 3 qualification on or after 30 June 2016 must also have either a full PFA or an emergency PFA certificate within 3 months of starting work in order to be included in the required staff to child ratios at level 2 or level 3 in an early year setting.

Paediatric first aid training must be renewed every 3 years and should be relevant for workers caring for young children. Employers should consider, via their first aid needs assessment, the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

In October / November 2025 the EYFS requirements will be changing. This will state that a Paediatric first aider will need to be present whilst children and young people are being fed or having a drink.

8 Mental Health

Schools and colleges are encouraged to identify a senior mental health lead. This role should include having strategic oversight of the whole school or college approach to mental health and wellbeing. They will support their school or college to make the best use of existing resources and effort to help improve the wellbeing and mental health of students and staff.

Consideration should be given in ways to manage mental ill health whilst at work. Trained personnel may be able to identify and understand symptoms of mental health issues and be able to support the student or staff. Support can be given in the ways of providing information for managers and employees, employing occupational health professionals, appointing mental health trained first aiders and implementing support programmes.

9 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 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

- Adult Protection And Safeguarding SOP
- Bruising In Children And Young People Policy
- Child Protection And Safeguarding Policy
- Communicating With Children Policy
- Complaints Policy
- Confidentiality Policy
- Consent Policy
- Data Protection Policy
- Deteriorating Child Policy

- Early Years Foundation Stage (EYFS) Policy
- Exposure To Blood And Blood Borne Viruses
- Health And Safety Policy
- Incident Reporting And Investigation, Including The Duty Of Candour Policy
- IPC Policy
- Keeping Children Safe In Education Policy
- Management Of Sharps And Sharps Injuries Policy
- Medical Device And Equipment Management Policy
- Medicine Management And Administration Policy
- Mental Health Crisis Procedure
- Occupational Health Policy
- Outings Policy
- Performing Aerosol Generating Procedures In Class
- Resuscitation Policy
- School Child Protection And Safeguarding Procedure
- Stress And Wellbeing Policy
- Sudden Unexpected Child Death Policy
- Transfer Of Child Policy

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 (L74, updated 2024), 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.
- First aid in schools, early years and further education 2022, which gives non-statutory guidance for employers in early years, schools and colleges.

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
2.0	Final	Approved	EGC	March 2025

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

List of First Aiders – 17.03.2025

First Aid At Work		
<u>Name</u>	<u>Date</u>	<u>Renewal Date</u>
Scott Harris (Cedar) Level 3 (RQF) + 6 hours online	09.08.2023	09.08.2026
Eryn Russell (School) Level 3 (RQF) + 6 hours online	09.08.2023	09.08.2026
Paediatric First Aid		
Ellen Patterson Level 3 (RQF) + 6 hours online	14.07.2023	13.07.2026
Paige Nightingale Level 3 (RQF) + 6 hours online	14.07.2023	13.07.2026
PILS		
Helen Wims	18/12/2024	18/12/2025
Bolaji Olaogun	14/10/2024	14/10/2025
Ellie Riley	25/11/2024	25/11/2025