



First Aid Policy EHN

The Woodlands

Approved by:	D James S Green	Date: Sept 24
Last reviewed on:	Sept 24	
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1. Rationale

It is the requirement of the Health and Safety in Employment Act 1992 to ensure that every student, member of staff and visitors are well looked after in the event of an accident, no matter how major or minor.

The purpose of the policy is to:

- provide effective, safe First Aid cover for pupils, staff and visitors
- ensure that all staff and pupils are aware of the systems in place
- provide awareness of Health and Safety issues within the school and on school trips.
- to prevent, where possible, potential dangers or accidents

The term First Aider refers to those members of staff who are in possession of a valid First Aid certificate or equivalent.

2. Roles and Responsibilities

First Aiders will:

- Ensure that their qualification and insurance (provided by the school) are always up to date
 - Ensure that first aid cover is available throughout the working hours of the school week
 - Always attend a casualty when requested to do so and treat the casualty to the best of their ability, in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services
 - Help fellow First Aiders at an incident and provide support during the aftermath
 - Act as a person who can be relied upon to help when the need arises
 - Ensure that their portable first aid kits are adequately stocked and always to hand
 - Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital: ensure that parents are aware of **all** head injuries promptly
 - Ensure that a pupil who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics
 - Followed to hospital by a member of staff to act in loco parentis if a relative cannot be contacted
-

- Met at hospital by a relative
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent
- Liaison must occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher
- Keep a record of each pupil attended to, the nature of the injury and any treatment given, (See Accident/Incident policy), In the case of an accident, the relevant online form should be completed
- Ensure that everything is cleared away, using gloves, and every dressing etc, is put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

The Management Committee will:

- Provide adequate First Aid cover as outlined in the Health and Safety (First Aid) regulations 1981
- Monitor and respond to all matters relating to the health and safety of all persons on school premises
- Ensure all new staff are made aware of First Aid procedures in school

The Head of School / SLT / Pastoral Managers will:

- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the case of headaches, to ensure that no injury has caused the student to feel unwell
- Ensure that in the event that an injury has caused a problem, the pupil **must** be referred to a First Aider for examination
- On admission, provide the first aid team with the names of pupils known to be asthmatic, anaphylactic, diabetic, epileptic, eczema on medication for ADHD or any other known medical condition
- Have a file of up to date medical consent forms for every pupil where applicable and ensure that these are readily available for staff responsible for school trips etc.

Teachers will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First aiders are
- Be aware of specific medical details of individual pupils
- Ensure that the pupils are aware of first aid procedures
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger
- Call for assistance as soon as possible
- Reassure but never treat a casualty unless staff are in possession of a valid First Aid qualification or know the correct procedures
- Ensure there is a current medical consent form for every pupil who is

taken out on a school trip which indicates specific conditions or medication of which they should be aware

- Have regard for personal safety
- Onsite pupils in KS3 and KS4 have access to over the counter medication, such as, paracetamol and throat lozenges. This is only when school staff have contacted parents to confirm if medication has previously been taken and if so what and when. The time and strength of medication is logged in the short term medication file, with a rider notifying staff should paracetamol be requested on three continuous days' staff are to inform pupils to take their child to the GP for further guidance.

3. Location of First Aid Kit

EHN Sacriston	Pastoral office
EHN Leadgate	Reception Area

4. First Aid Kits

Contents of First Aid kits

There is no mandatory list of items for a first aid container. However, the HSE recommend that, where there is no specific risk identified, a minimum provision should include:

- A leaflet giving general advice on first aid
- Individual wrapped sterile adhesive dressings (assorted sizes)
- sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Individually wrapped sterile un-medicated wound dressings (assorted sizes)
- Disposable gloves
- Antiseptic wipes
- Additional items where acceptable

Travelling First Aid kits

Before undertaking any offsite activities, the teacher in charge should assess what level of first aid provision is needed. The HSE recommend that, where there is no specific risk identified, the minimum stock should include:

- A leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings
- Sterile un-medicated wound dressings
- Disposable gloves
- Triangular bandages
- Safety pins

- Antiseptic wipes
- Additional items are acceptable

First Aid kits should be:

- Maintained in a good condition
- Suitable for the items enclosed
- Readily available for use
- Prominently marked as a First Aid container (green with white cross)

5. Designated First Aiders

Denise Taylor	EHN Sacriston	Completed January 2021
Sue Durr	EHN Sacriston	Completed Feb 2022*** Completed May 2022
Kathryn McLaughlin	EHN Sacriston	Completed June 2022
Abigail Paton	EHN Sacriston	Completed June 2022
Kelly Bishton	EHN Sacriston	Completed June 2022
Lyndsey Brighton	EHN Sacriston	Completed June 2022
Cheryl Hill	EHN Leadgate	Completed June 2022
Andy Pritchard	EHN Sacriston	Completed June 2022
Eva Larsen	EHN Leadgate	Completed June 2022
Jo Lovegreen	EHN Sacriston	Completed July 2023
Leanne Partridge	EHN Sacriston	Completed July 2023

* Staff have undertaken a 3 day first aid course including Epi pen, inhaler and spacer training

** Staff have received 2-day outdoor paediatrics training

*** First Aid Paediatrics

6. Useful Contacts

HSE
 Quay House
 Quay Street
 Manchester
 M3 3JB
 01619528276

British Red Cross
 9 Grosvenor Crescent
 London

SW1X7EJ

ROSPA
Edgbaston Park
353 Bristol Road
Birmingham
B5 7ST
0121 2482000

Department of Health
Wellington House
133-135 Waterloo Road
London
SE1 8UG
0171 9722000

St Johns Ambulance
1 Grosvenor Crescent
London
SW1X 7EF
01712355231

Guidance on First Aid for Schools
DfE