



# The Linden Centre

## First Aid Policy

Signed by:		
	Headteacher	Date:
	Chair of Management Committee	Date

Last Updated	04 <sup>th</sup> January 2021
Review Due:	04 <sup>th</sup> January 2022

## **Contents:**

### Statement of intent

1. Legal framework
2. Aims
3. First aiders
4. Automated external defibrillators (AEDs)
5. Emergency procedures
6. Reporting to parents
7. Offsite visits and events
8. Storage of medication
9. Biohazard Spill – Cleaning
10. Illnesses
11. Allergens
12. Consent
13. Monitoring and review

## **Appendices**

Appendix 1 – First Aid Procedures During the Coronavirus (COVID-19) Pandemic

## **Statement of intent**

The Linden Centre is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behavioural Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Supporting Pupils with Medical Conditions Policy
- Allergen and Anaphylaxis Policy
- Educational Visits and School Trips Policy

The school's administrative team has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

## **1. Legal framework**

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'

## **2. Aims**

2.1. All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

2.2. Staff will always use their best endeavours to secure the welfare of pupils.

2.3. Anyone on the school premises is expected to take reasonable care for their own and other's safety.

2.4. The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.

- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

2.5. Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

2.6. To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves
- Equivalent or additional items are acceptable
- All first aid containers will be identified by a white cross on a green background

2.7. The lead first aider (Mr Will Ryder) is responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

2.8. First Aid checks will be done each calendar month and recorded on a spreadsheet for all centres.

2.9. First aid boxes are in the following areas:

- The School Office (All Centres)
- African Room (Secondary) (Trauma Kit)
- Outdoor Education Cupboard (Outdoor Ed Kit)

### 3. First aiders

3.1. The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.

3.2. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the SBM.

3.3. Each centre's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies. This is a nominated First Aider at each Centre. (Highlighted in Yellow)

3.4. The current first aid appointed person(s) are:

Name	Contact	Location	Qualification
Claire Sandbrook	Claire.Sandbrook@taw.org.uk	Primary Specialist	EFAW
Irene Shortt	Irene.Shortt@taw.org.uk	Primary Short Stay AI	FAW & Paediatric
Will Ryder	Will.Ryder@taw.org.uk	Secondary	FAW & FREC 3
Shamar Blake	Shamar.blake@taw.org.uk	Secondary	FAW
Deirdre Haycock	Deirdre.Haycock2@taw.org.uk	Secondary	Paediatric
Louise Kelly	Louise.kelly@taw.org.uk	Secondary	EFAW & Paediatric
Lauren Jones	Lauren.Jones4@taw.org.uk	Secondary	Paediatric
Millie Barnley	Millie.Barnley1@taw.org.uk	Primary Specialist	Paediatric
Maxine Adams	Maxine.Adams@taw.org.uk	Primary Short Stay AI	Paediatric

Claire Bowen	Claire.bowen@taw.org.uk	Primary Short Stay	Paediatric
--------------	-------------------------	--------------------	------------

#### Mental Health First Aiders

Name	Contact	Location	Qualification
Darren Lennon	Darren.Lennon@telford.gov.uk	All	YMHFA
Will Ryder	Will.Ryder@taw.org.uk	Secondary	MHFA

#### The named school Lead First Aider is: Mr Will Ryder

#### 4. Automated external defibrillators (AEDs)

- 4.1. The school does not have use of an AED, if an AED is needed and can be located from the local area.
- 4.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

#### 5. Emergency procedures

- 5.1. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
- 5.2. If called, a first aider will assess the situation and take charge of first aider administration.
- 5.3. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.
- 5.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
  - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some

situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

- Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

5.5. Once the above action has been taken, the incident will be reported promptly to:

- The headteacher.
- The victim(s)'s parents.

## **6. Reporting to parents**

6.1. In the event of incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable.

6.2. Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

6.3. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parents as soon as possible.

6.4. A list of emergency contacts will be kept at the school office.

## **7. Offsite visits and events**

- 7.1. Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.
- 7.2. For more information about the school's educational visits requirements, please see the Educational Visits and School Trips Policy.

## **8. Storage of medication**

- 8.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
- 8.2. All medicines will be stored in the original contained in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- 8.3. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 8.4. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.
- 8.5. Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

## **9. Biohazard Spill - Cleaning**

- 9.1. All First Aiders are trained to clean up bodily fluids such as (Blood, Vomit, etc)
- 9.2. Biohazard Spill Kit should be kept fully stocked and checked each month when the first aid kits are inspected by the Lead First Aider.
- 9.3. Staff should wear correct PPE at all time whilst cleaning all Biohazard Spills

## **10. Illnesses**

- 10.1. When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.
- 10.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

## **11. Allergens**

- 11.1. Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

## **12. Consent**

- 12.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.
- 12.2. Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

## **13. Monitoring and review**

- 13.1. This policy is reviewed annually by the management committee, and any changes communicated to all members of staff.
- 13.2. Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

## **First Aid Procedures During the Coronavirus (COVID-19) Pandemic**

### **Statement of intent**

The school aims to act in accordance with the First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes social distancing and infection control guidelines. This appendix sets out what additional actions the school will take once phased reopening begins.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

### **1. Enforcing new procedures**

- 1.1 The school carries out a risk assessment which is used to help inform any changes to first aid provision, including the number of first aiders needed on site.
- 1.2 The school ensures that additional first aid procedures are communicated effectively to all pupils.
- 1.3 Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.
- 1.4 The school informs parents of any changes to provision outlined in this policy.
- 1.5 The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in [section 1](#) of this policy must be followed.

### **2. Social distancing and infection control measures**

- 2.1 When administering first aid, the relevant staff are advised to:
  - Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.
  - Dispose of any waste in a suitable bin.
  - Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.

- Keep at least two metres away from others, where practicable.
- Interact side-by-side where administering first aid requires interaction within a two-metre range.
- Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
- Limit the number of people administering first aid in each incident.
- Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.
- Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.

2.2 The school acknowledges that the use of PPE is **not** required to administer first aid in most circumstances, with the exception of paragraph 6.3 or if required to do so in accordance with the Infection Control Policy.

### 3. First aiders

- 3.1 The school ensures that there is a minimum of two trained first aiders on site during school hours.
- 3.2 The school ensures that there is a minimum of two trained first aiders on site for the duration of any wrap-around care provision, e.g. a breakfast club.
- 3.3 Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.
- 3.4 Where cover must be arranged, the school ensures that:
- Adequate cover is in place before the member of staff leaves the premises.
  - In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
  - Symptomatic individuals strictly do not administer first aid.

- Alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, e.g. high-risk activities are suspended.

#### 4. First aid training

- 4.1 First aiders' training is kept up-to-date.
- 4.2 Where a first aider is unable to renew their training due to the coronavirus pandemic, they are instructed to:
- Check if they are eligible for an extension.
  - Ensure they requalify before 1<sup>st</sup> October 2021.
  - Undertake any training that can be done online where face-to-face training is not required or available.

#### 5. Administering and handling medication

- 5.1 When administering medication, staff are expected to:
- Follow the procedures set out in the Administering Medication Policy.
  - Adhere to the school's social distancing and infection control measures as much as possible.
  - Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.
  - Minimise face-to-face contact where side-by-side interaction is not practical.
- 5.2 The school acknowledges that the use of PPE is **not** required to administer medication in most circumstances, with the exception of paragraph 6.3 or if required to do so in accordance with the Infection Control Policy.
- 5.3 When handling and storing medication, staff are advised to:
- Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
  - Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.

- Minimise the number of people handling medication.
- Ensure that medication or medical equipment brought in from home is safe to be taken home again.

## **6. Ill health and infection**

- 6.1 Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:
- A suitably trained member of staff administers medication to help manage the individual's symptoms, where required, e.g. paracetamol to combat a high temperature.
  - The individual is isolated in a cool, well-ventilated, designated area.
  - They adhere to the school's social distancing and infection control measures.
  - Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets.
- 6.2 In the event that a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in section 2 of this appendix.
- 6.3 Staff wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs.
- 6.4 If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.
- 6.5 In the event that a first aider develops coronavirus symptoms, the procedures outlined in paragraphs 3.3 and 3.4 are followed.

## **7. Emergencies**

- 7.1 Accidents and emergencies are managed in line with section 5 of this policy.
- 7.2 First Aiders remain in control of the incident/casualty at all times.
- 7.3 When administering emergency first aid, social distancing restrictions do not apply.

- 7.4 First Aiders will make the final decision if Emergency Services (999) are to be contacted. They will nominate a member of staff to go and do this.
- 7.5 A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk. This member of staff should await arrival of the Emergency Services and show them to the Casualty on arrival.
- 7.6 Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

## **8. Monitoring and review**

- 8.1. This appendix is reviewed by the headteacher in reaction to any new government advice.
- 8.2. Once the school resumes regular activity, and if deemed appropriate by the headteacher, all sections within this appendix will expire.