

Swanwick School and Sports College



First Aid Policy

Initial Date	Reviewed	Next Review
October 2024	October 2024 November 2025 October 2026	October 2027

Statement of Intent

Swanwick School and Sports College (SSSC) is committed to safeguarding and promoting the welfare, health and safety of pupils, staff and visitors. As a special school, many pupils present with complex medical, communication, sensory, physical and behavioural needs. Effective first aid arrangements are therefore essential. The school will ensure suitable staff, training, facilities and resources are available at all times. First aid provision aims to preserve life, prevent conditions worsening, promote recovery and ensure appropriate referral to medical professionals when required.

Aims

The aims of this policy are to provide effective first aid arrangements; ensure compliance with legislation; support pupils with medical conditions; maintain high standards of health and safety; ensure prompt responses to emergencies; provide appropriate training; maintain accurate records; and ensure continual monitoring and improvement of practice.

Legislation and Guidance

This policy reflects the Health and Safety at Work etc. Act 1974, Health and Safety (First Aid) Regulations 1981, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, Human Medicines (Amendment) Regulations 2017, Supporting Pupils at School with Medical Conditions and relevant public health guidance. The school will review practice whenever legislation changes.

Roles and Responsibilities

The Governing Body will:

- Ensure suitable first aid arrangements are in place.
- Monitor compliance with statutory requirements.
- Ensure sufficient resources are available.

The Headteacher will:

- Ensure the policy is implemented.
- Ensure sufficient trained first aid staff are available.
- Ensure accidents and incidents are appropriately recorded and reviewed.

First Aiders will:

- Provide first aid within the scope of their training.
- Maintain records of treatment provided.
- Monitor first aid supplies and equipment.

All Staff will:

- Take reasonable care of pupils and colleagues.
- Follow healthcare plans and emergency procedures.
- Seek assistance from a qualified First Aider when required.

Assessment

Provision of First Aid requirements is reviewed regularly with reference to:

- School hazards and risks (e.g. equipment)
- Site layout
- Individual Health Care Plans
- Transport arrangements
- The school's history of accidents.
- The age range and needs of those at the school.
- Absences of First Aiders and Appointed Persons.
- Educational visits

First Aiders

The school will ensure that suitably trained First Aid staff are available during the school day. Where possible, a Paediatric First Aider will be available to support younger pupils and where individual needs require this level of training. A current list of qualified First Aiders is maintained by the school and displayed in key locations and also at the end of this policy. All qualifications will be renewed in accordance with training provider requirements.

First Aid provision must be readily available at all times. SSSC will therefore ensure that the arrangements made for the provision of First Aid allows a First Aider to be made available as required.

The selection of First Aiders depends on a number of factors including an individual's:

- Willingness to undertake the role.
- Reliability, disposition and communication skills.
- Aptitude to absorb more knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.

Training

First Aiders:

To be a First Aider, an employee must hold a valid certificate in First Aid issued by a recognised First Aid organisation whose training and qualifications are approved by the school. This certificate is valid for three years.

Paediatric First Aider:

This is a person who has undergone a course of training which meets the requirements of the Statutory Framework for the Early Years Foundation Stage and Ofsted. This is usually a 2-day course delivered by an approved provider (NB the HSE approved First Aid at Work Course is not classed as appropriate to meet the requirements of Paediatric First Aider).

Appointed Person:

It is recommended that the Appointed Persons attend an emergency First Aid Course which will give them the skills necessary to provide appropriate emergency treatment. This certificate is valid for three years. Please note an appointed person is not a First Aider and should only give treatment for which they have been trained.

Training Records:

The school will ensure that First Aid certificates remain valid and training records will be maintained by the school.

Pupils with Medical Conditions

The school recognises that many pupils require ongoing medical support. Where appropriate, pupils will have an Individual Healthcare Plan (IHP) which may include:

- Medical diagnosis and condition.
- Signs and symptoms requiring intervention.
- Medication requirements.
- Dietary requirements.
- Known allergies.
- Emergency procedures.
- Contact details.
- Relevant health professional advice.

All relevant staff will be informed of any healthcare arrangements necessary to keep pupils safe.

Allergies and Anaphylaxis

The school recognises that severe allergies and anaphylaxis can be life-threatening and require an immediate response.

The school will:

- Maintain records of known allergies.
- Ensure healthcare plans are in place where required.
- Ensure prescribed Adrenaline Auto-Injectors (AAIs) are readily accessible.
- Provide staff training in allergy awareness and anaphylaxis management.
- Undertake risk assessments for pupils at risk of allergic reactions.

Symptoms may include; difficulty breathing, wheezing or persistent cough, swelling of the lips, tongue or throat, difficulty swallowing, pale, clammy skin, dizziness or collapse, sudden widespread rash or hives and/or loss of consciousness.

If anaphylaxis is suspected:

1. Administer an AAI immediately.

2. Call 999 and state "ANAPHYLAXIS".
3. Contact parents/carers.
4. Administer a second AAI if required and advised.
5. Monitor the individual continuously until emergency services arrive.

First Aid Equipment

First Aid kits are located in the following areas:

- Staff Room
- School Kitchen
- Science Room (including eye wash facilities).
- Food Technology Room
- Primary Blue
- Hub Kitchen
- First Aid Room
- School Minibus

The contents of all first aid kits will be checked regularly and replenished when required. A designated member of staff will undertake routine monitoring of first aid supplies. There is no standard list of items to put in a First Aid box. However, as a guide, and where there is no special risk, a minimum stock of First Aid kits on school site may include:

- Plasters – assorted sizes – individually wrapped and sterile
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium wound dressings (sterile)
- Large wound dressings (sterile)
- Extra-large wound dressings (sterile)
- Disposable gloves and aprons
- Moist cleaning wipes – not alcohol based (individually wrapped and sterile)

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile saline (0.9%) solution in sealed, disposable containers should be provided. These need to be checked regularly to ensure they are not used after the expiry date.

Portable First Aid kits: (e.g. for an educational visit)

Where provided these should contain:

- A leaflet giving general guidance on First Aid
- Individually wrapped sterile adhesive dressings (plasters)
- Large sterile un-medicated dressing
- Triangular bandages
- Safety pins
- Individual wrapped moist cleansing wipes
- A pair of disposable gloves

A member of staff usually a Named First Aider should be designated to periodically check the contents of the first aid box and replace any missing contents. This check should be recorded.

Automated External Defibrillator (AED)

The school has an Automated External Defibrillator (AED).

Location: The First Aid

The AED:

- Is clearly signed.
- Is readily accessible during school hours.
- Is checked regularly in accordance with manufacturer guidance.

While training is encouraged, AEDs are designed to be used by trained or untrained responders and provide clear voice instructions during emergency situations.

First Aid Room

The First Aid Room is located near the main entrance and is clearly signposted.

The room is available for:

- Administering First Aid
- Treating minor injuries
- Caring for pupils who become unwell
- Supporting pupils awaiting collection
- Managing medical emergencies
- Supporting pupils who require medication in school

Emergency procedures

In all serious medical emergencies:

- A member of the Senior Leadership Team (SLT) should be informed immediately.
- Appropriate first aid should be administered.
- Emergency services should be contacted on 999 where required.
- Parents/Carers should be contacted as soon as possible.
- Relevant records should be completed.

If an ambulance is called, then the First Aider or Emergency First Aider should make arrangements for the ambulance to have access to the location of the injured person. For the avoidance of doubt the First Aider should provide the address and /or location and should arrange for the ambulance to be met.

Emergency services should be called immediately where:

- There is a serious injury or illness.
- A significant head injury.
- There is unconsciousness or a reduced level of consciousness.
- A serious fracture, dislocation or spinal injury is suspected.
- There is severe or uncontrolled bleeding.

- Anaphylaxis is suspected or an Adrenaline Auto-Injector (AAI) has been administered.
- A severe asthma attack occurs and symptoms do not improve following prescribed medication.
- A first known seizure occurs, or a seizure requires emergency intervention in line with an individual's healthcare plan.
- There are severe breathing difficulties, chest pain, suspected cardiac arrest, or an unexpected collapse.
- Emergency rescue medication has been administered in accordance with a healthcare plan.
- The First Aider considers urgent medical assessment or treatment is required.
- The First Aider is unsure of the severity of the condition or the appropriate course of action.

Off Site First Aid

Appropriate first aid provision will be considered as part of the planning and risk assessment process for all educational visits, off-site activities and residential visits.

- A suitably qualified First Aider will be identified for each visit, taking account of the nature of the activity, the needs of the pupils attending and the outcome of the risk assessment.
- The nominated First Aider must be identified within the visit documentation and recorded through the Evolve system.
- A suitably stocked First Aid kit must be taken on all visits and checked prior to departure.
- Any required emergency medication, including inhalers, Adrenaline Auto-Injectors (AAIs), epilepsy rescue medication and other prescribed medicines, must accompany the relevant pupil and be readily accessible at all times.
- Staff must be familiar with the medical needs and Individual Healthcare Plans of pupils attending the visit.
- All accidents, incidents and first aid treatment administered off-site must be recorded and reported in accordance with school procedures.
- Staff must be aware of local emergency arrangements, including how to contact emergency services and communicate the group's location. Where appropriate, the use of What3Words should be considered to assist emergency responders in identifying precise locations.

Transport

Where a pupil or member of staff requires hospital or medical assessment and an ambulance is not deemed necessary, parents/carers will normally be asked to arrange transport or collect the pupil.

In exceptional circumstances, and following an appropriate risk assessment, the school may arrange transport using a school vehicle. The school minibus should be used wherever practicable.

Staff vehicles should only be used where:

- No suitable alternative is available.

- Appropriate insurance cover is in place.
- Authorisation has been granted by a member of the Senior Leadership Team.
- The arrangement is consistent with safeguarding requirements.

Where possible, two members of staff should accompany the pupil, with consideration given to the pupil's age, needs, medical condition and individual circumstances. A pupil must not be transported if their condition requires emergency medical treatment or monitoring that can only be provided by ambulance personnel.

If a person sustains an injury on the school premises, which requires a hospital visit, but does not warrant an ambulance, the school minibus may be used for transport. If the minibus is not available a staff vehicle may be used, as long as it is insured to carry pupils in accordance with business. Where possible 2 members of staff to accompany the pupil.

Accident Reporting Procedures

All accidents, injuries and incidents requiring first aid treatment must be recorded in accordance with the school's accident reporting procedures.

- First Aiders and appointed staff must ensure that all first aid treatment is recorded accurately and promptly using the school's approved recording systems and documentation.
- Any member of staff administering first aid must notify a member of the SLT as soon as practicable.
- Relevant documentation, including accident records and any required Health and Safety documentation, must be completed following the incident.
- Parents/carers will be informed as soon as reasonably practicable where a pupil has sustained an injury, received significant first aid treatment, requires collection from school, or requires further medical assessment.
- All head injuries, regardless of severity, will be recorded and communicated verbally to parents/carers on the same day, together with details of any symptoms observed and treatment provided.
- Where a pupil or member of staff receives treatment from a GP, Minor Injuries Unit, Urgent Treatment Centre or hospital following an accident or injury occurring at school or during a school activity, an Incident Reporting Form must be completed and submitted to the appropriate member of staff.
- Incidents meeting the reporting criteria under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 will be reported to DCC.

Communicable Diseases

The school will follow current UK Health Security Agency (UKHSA) guidance regarding the management of communicable diseases, infection prevention and control, and recommended exclusion periods.

Where a pupil is suspected of having an infectious disease or condition, the school will assess the level of risk to the individual and others. Where appropriate, parents/carers may be contacted and asked to collect their child. If necessary, the pupil may be supervised in a suitable area until collection.

The decision regarding attendance, exclusion and return to school will be based on:

- The nature of the illness or infection.
- Current public health guidance.
- Advice from healthcare professionals where appropriate.
- The needs and vulnerabilities of the wider school community.

Staff should ensure appropriate infection prevention and control measures are followed, including effective hand hygiene, the use of personal protective equipment (PPE) where required, and the safe cleaning and disposal of contaminated materials.

Any suspected outbreak of an infectious disease will be reported to the Headteacher and managed in accordance with UKHSA guidance and any advice received from relevant health professionals.

Infection Prevention and Control

When administering first aid, staff will:

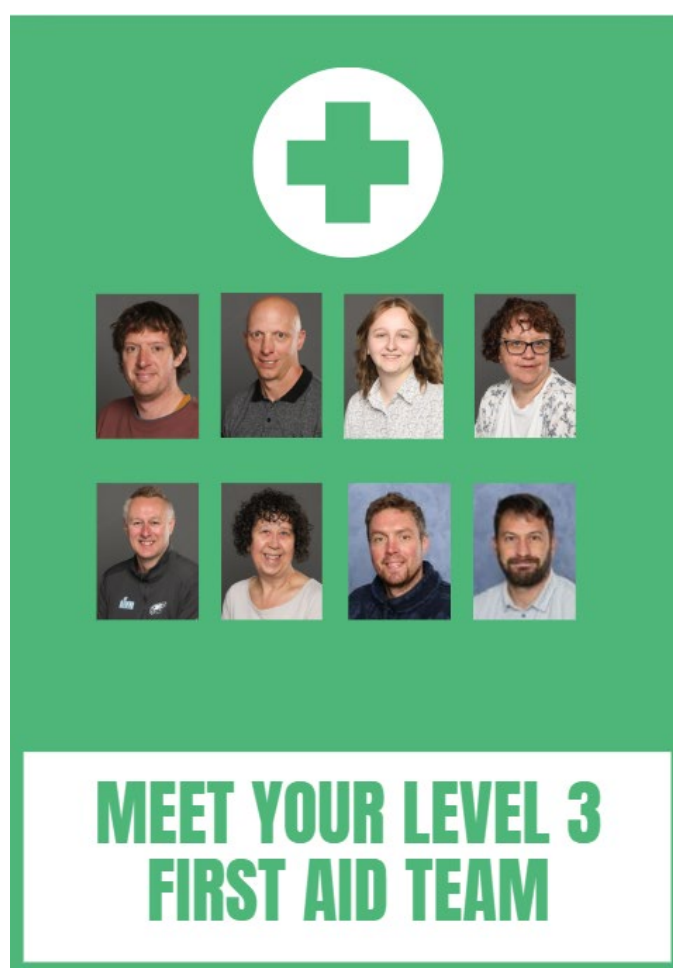
- Follow appropriate infection prevention and control procedures.
- Wear disposable gloves and other PPE where necessary.
- Wash hands before and after treatment.
- Safely dispose of contaminated materials.
- Follow school cleaning procedures for bodily fluid spillages.

Related School Policies

- Administration of Medicines
- Health and Safety
- Accident/Assault Reporting
- Risk Assessment Policy
- Safeguarding and Child Protection
- Supporting pupils with Medical Conditions

First Aiders at SSSC

First Aid at work and Paediatric	Katrina Atkins
First Aid at Work	Julie Brooks
Paediatric and Outdoor	Alice Mills Leigh Parry Alan Mansbridge Dean Eason Hayden Waite
Educare Online First Aid	All staff at SSSC



Monitoring Arrangements:

This policy will be reviewed annually by the Headteacher and Governing Body or sooner if:

- Legislation changes.
- National guidance is updated.
- A significant incident indicates a review is necessary.