

# THOMAS MILLS HIGH SCHOOL



**POLICY DOCUMENT 81 – APPROVED 22/03/2022**

# **FIRST AID POLICY**

## **Vision Statement**

***We, the staff and governors, aspire  
to ensure that all our students,  
irrespective of ability  
and regardless of anyone's doubts,  
achieve their potential in full;  
and we aspire in this way to make Thomas Mills High School  
the best in the country.***

## **Aims of policy**

The aims of the first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and trustees are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting

## **Legislation and Guidance**

This school policy is based on advice from the Department for Education on [First Aid in Schools](#) and [Health and Safety \(Responsibilities and Duties in Schools\)](#) 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

## **Roles and Responsibilities**

### First Aiders

The Higher Trained First Aiders are Mrs Mitchell, Mrs Reid, Mrs Wink, Mrs Middleton and Mrs Esworthy. Any one of these Higher Trained First Aiders can take charge when an individual becomes ill or is injured. Any one can summon an ambulance or other professional medical help when appropriate.

Mrs Mitchell ensures that there is an adequate supply of medical supplies in first aid kits and is responsible for replenishing the contents of the kits, including first aid supplies held in the medical room.

First Aid trained staff are qualified for the role and are responsible for:

- Responding to incidents; assessing the situation, and providing immediate and appropriate treatment
- Completing an Accident Report as soon as reasonably practicable after an incident if deemed serious and necessary.
- Names of all First Aid trained staff are displayed prominently in the school.

### Trustees

Trustees have the ultimate responsibility for health and safety matters in the school (including first aid), but delegate operational matters to the headteacher and staff members.

### The Headteacher

Is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained First Aid staff are present in the school at all times
- Ensuring the training of qualified staff is kept up to date and that the named staff are competent to perform their roles
- Ensuring that all staff are aware of the first aid procedures
- Ensuring that appropriate risk assessments are completed and in place as required
- Reporting specified incidents to the HSE when required

### Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring that they know who the trained first aiders in school are
- Ensuring that an Accident Report is completed for all incidents they oversee when a first aider is not called
- Informing the Headteacher and/or their line manager of any specific health conditions or first aid needs they may have

### **First Aid procedures**

In the event of an accident resulting in injury:

- The nearest member staff will assess the seriousness of the injury and seek the assistance of a qualified first aider if appropriate
- The first aider will assess the injury and decide if further assistance is needed from colleagues or the emergency services
- The first aider will also decide whether the injured person should be moved or placed in the recovery position

- If the first aider judges that a pupil is too unwell to remain in school Senior Staff will be consulted and parents will be contacted and asked to collect their child
- If the emergency services are called a member of the office staff will contact the parents immediately
- A member of the site team will remain at the front of the school to guide the emergency services to the injured party

### Off-site first aid procedures

For all fixtures and school trips taking place off the school site staff will always ensure they have the following:

- A school mobile phone
- A first aid kit
- Parent contact details
- Information about specific medical needs of pupils and any emergency medication relevant to any pupil involved e.g. inhalers

Risk assessments should be signed off by the educational visits coordinator prior to any educational visit.

### **First Aid Equipment**

First aid kits are provided for all trips and visits.

First aid supplies are also kept in the DT, science, food technology, and PE department as well as the medical rooms and the Heads of Year offices in the English block and the maths block. Each department is responsible for ensuring supplies are replaced as used in their own First Aid kits. Departmental kits will be checked by the First aid team, as a minimum, annually

School mini buses carry first aid kits.

All first aid kits are checked monthly.

A defibrillator is situated between the entrance to the sports hall and the canteen. Another defibrillator is kept in the school office. Key staff have been trained in the use of defibrillators.

### **Administering Paracetamol**

Paracetamol can only be given out for period pain, headaches or toothache following orthodontic treatment.

One 500mg tablet will be given under note made in the pupils log book. (If a pupil does not have their log book, no paracetamol will be issued.)

Following the Department for Education's guidance in "Supporting pupils with medical conditions", paracetamol will only be given when parents have indicated in writing that this is their wish (admission form).

### **Record keeping and reporting**

Any incident, accident or injury involving staff, pupils, visitors or contractors is to be reported and recorded in the accident report book held by the Headteacher's PA.

The front office staff will inform parents of any serious accident or injury sustained by a pupil and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **Training**

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, and certification

Staff are encouraged to renew their first aid training when it is no longer valid.

### **Medical room arrangements**

Pupils can only be sent to the school office for medical issues if they have a note from a member of staff in their log book. Treatment can only be provided for pupils who sustained an injury or become ill at school.

Teaching staff should, wherever possible, not send pupils to the medical room for minor issues such as a tooth falling out.

If a parent has sent a pupil into school feeling unwell, the expectation is that the pupil will remain in school.

Pupils should not be sent to the medical room during registration or immediately after break or lunchtime.

If a pupil is feeling unwell during break time or lunch time, they should find their form tutor or head of year, before they report to reception.

The office staff will monitor the use of the medical room, signing pupils in and out. The first aid trained office staff are responsible for administering medical care and making decisions about treatment. Mrs Mitchell will check the medical room at lunch time and at the end of the day to ensure that no child is left unattended at the end of school sessions.

Reception staff are able to make the decision to send pupils home - if they are unable to attend lessons. Heads of Year will be informed, but do not have to be disturbed to gain permission.

Relatively minor issues can be dealt with in reception. This may include a maximum of 10 minutes sitting in the reception area (provided there is space and it is appropriate to do so).

People who genuinely feel sick, blood injuries or those who require more involved treatment should be seen in the medical room immediately.

The administrative officer gathers information about individual pupils known health issues and copies of this information are given to the PE department, higher trained first aiders and displayed in the staff room for reference purposes.

The administrative officer maintains medications held in school for pupils ensuring they are in date at all times.

**Links to other policies:**

Health and Safety policy

Child Protection and Safeguarding policy

Supporting Pupils with Medical Conditions policy