

Produced By:	Core Curriculum Lead
Last amended	Nov 2019
Approved by Management Com.	
Date for Review:	Nov 2021



First Aid Policy

Policy Statement

The Key Education Centre have a duty of care to staff and pupils. As part of the exercise of that duty it may from time to time be necessary to administer first aid.

The Centre will conform to all statutory legislation and recognises and accepts its responsibility as an employer for providing, so far as reasonably practicable, a safe and healthy work place and working environment, both physically and psychologically, for children, employees and others who may be affected by our activities. The Centre also recognises that its responsibility for the safety and welfare of all the pupils at the Centre is paramount. We understand that prevention is better than reacting to an event and through adherence to the Health and Safety Policy and a robust culture of Risk Assessments we will endeavour to avoid situations where First Aid is required.

Responsible Person for first aid at The Key is held by **Mrs Sue Barker, Health and Safety Officer.**

First Aid notices will be raised a Staff Briefing and meetings. First Aid notices will be prominently displayed and all staff/new pupils will be informed about First Aid arrangements during induction.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07 (First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims and Objectives

Our first aid policy requirement will be achieve by:

- Carrying out a First Aid Assessment to determine the first aid provision requirements in our premises
 - It is our policy to ensure that First Aid Needs Assessments will be reviewed periodically or following any significant changes that may affect first aid provision.
 - The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for

the numbers and risks on the premises in accordance with the First Aid Needs Assessment.

- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them.

The Responsible Person will ensure that appropriate numbers of appointed person, school first aid trained staff, emergency first aiders, qualified first aiders are nominated, as identified by completion of the First Aid Needs Assessment and that they are adequately trained to meet their statutory duties.

First Aid Trained Staff

At The Key Education Centre there are 5 school first aid training staff who are as follows:

- Sue Barker
- Lorraine Sherwood
- Emma Wood
- Mick Walker
- Shannen Woods

First Aid Provision

1. A suitably stocked and labelled first-aid container is situated in the Reception office.
2. Other first aid boxes are situated in the following areas:
 - Canteen server
 - Office between classrooms 1 and 2
 - Office between classrooms 3 and 4
 - Science Room, classroom 5
 - Technology Room, classroom 6
 - Office between classrooms 10 and 11
3. Trained First Aiders to take charge of first aid arrangements.
4. Information for employees, pupils, parents/carers on first-aid arrangements
5. First-aid provision available at all times while people are on Centre premises and on off-site visits where a risk assessment has indicated this might be necessary (e.g. sports activities).
6. One first aider will be on site whenever the Centre is open.
7. We will ensure all staff are informed about individual pupil's health issues and any special action which may be needed, this will include training if required. We may complete an individual health care plan for pupils with specific medical needs eg Anaphylaxis, diabetes, asthma, epilepsy etc. or we may do this via a pupil's individual risk assessment.

We will ensure that explicit permission is given for the administration of any medications required in accordance with the Administration of Medicines Policy. Parents have the prime responsibility for their child's health and should provide the Centre with information about their child's medical conditions. This will be prompted by the use of a Medical Form at induction. The Medical Form will be shared with off-site providers etc as necessary.

Staff in charge of pupils are expected to use their best endeavours at all time, particularly in

emergencies, to secure the welfare of the pupils at the Centre in the same way that parents might be expected to act towards their own children, this may include offering First Aid even if the teacher/support staff has no specific training. In general the consequences of taking no action are likely to be more serious than those of trying to assist in any emergency.

In the Centre, the main duties of the first aider are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards.
- When necessary, ensure that an ambulance or other professional medical help is called
- Enter details of injuries or treatment outcome in the appropriate record.
- Administer medication and keep appropriate records.
- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid boxes.

Procedures in case of accident, injury, defects of hazards

1. In case of an accident at the Centre, the following procedures should be followed:
 - The injured part should be seen by a qualified First Aider
 - If the injuries cannot be treated at the Centre, arrangements should be made for transportation to hospital
 - All witnesses must complete an Accident Report; Accident Reports can be found in the administrative area of the Centre
 - If the accident is as a result of an incident on site, all parties involved and any witnesses need to file an incident report
2. All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment in the yellow bin provided.
3. The Centre keeps a record of any first aid treatment given by first aiders. This includes:
 - Date, time and place of incident
 - Name of the injured or ill person
 - Details of the injury/illness and what first aid was given
 - What happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital)
 - Name and signature of the first aider

Head Injuries

Pupils will be assessed by the first aider, given appropriate treatment and in all cases parents/carers will be phoned and informed how the accident happened. What happens if we cannot get hold of parents? Parents/carers will be asked to collect their child and to monitor them at home.

Sickness

Physically sick pupils will be sent home and parents will be informed to keep their child at home for a period of 48 hours following the last time the pupils was sick. Any pupil who is sent into the Centre having been sick prior to arrival will be sent home. The same rule applies to members of staff.

Emergency Situations

First aiders are trained to recognise and respond appropriately to the emergency needs of children and adults with chronic medical conditions, the most common ones being asthma, diabetes, epilepsy and severe allergic reaction.

Asthma - children with asthma need to have immediate access to their reliever inhalers when they need them. Spare inhalers must be provided by parents and kept in an unlocked cabinet by the Centre.

Epilepsy - concerns should be discussed with the child and parents as part of the health care plan.

Diabetes - children with diabetes should be able to manage their own medication. Although this too will be discussed with the child and parents as part of the health care plan.

Anaphylaxis - parents and child should discuss allergies as part of the health care plan. Pre-located injection devices should be provided by the parents in the correct container, labelled with their child's name and updated medicines. **If the Centre has to give this injection an ambulance should always be called.**

Child Protection

If any concerns are raised that have safeguarding implications (e.g. unexplained marks or scars), whilst a person is being treated for first aid, the first aider should:

- Not involve more contact than necessary
- Be undertaken by the Designated Safeguarding Lead (DSL) or their deputy
- Be carried out wherever possible, with another adult.

First-Aid Materials, Equipment and Facilities

First Aid equipment must be clearly labelled, easily accessible and up-to-date. Pupil's individual medical containers must be clearly marked on the outside and contain their health care plans plus up-to-date medicines provided by parents.

All first aid boxes must contain the correct contents (as recommended by the DFE Guidance to be able to provide first aid to all Centre users.

The designated first aider is responsible for examining the contents of first aid boxes. They should be checked frequently and restocked as soon as possible after use. Items are discarded safely after the expiry date has passed.

Travel first aid boxes - These will be maintained in a good condition and readily available for use and stored in an appropriate container prominently marked up.

Accidents

If an accident occurs at the Centre the following procedures should be followed:

- Report to the Headteacher
- Completion of Incident Report by first aider
- All witnesses should also complete Incident Reports
- Accident must be recorded in the Accident Book together with any relevant outcomes
- A serious accident (hospitalisation, 3+ days off work or death) that happens to employees,

pupils or visitors must be reported to the HSE on Form 2508.

- Accidents that must be reported are those which are a result of any Centre activity or a result of defective premises or equipment within the Centre.

All records are kept for a minimum of 3 years. They will be analysed to look for trends and patterns and may:

- Be used for reference in future first aid needs assessments
- Be helpful for insurance and investigative purposes.

Related Policies

- Health and Safety Policy
- Administration of medicines Policy