

High Tunstall College of Science



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First Aid Policy

Revised	- December 2019
Stakeholder Consulted	- Student Welfare and Admissions Committee
Review Date	- December 2020
Responsibility for Review	- Headteacher

First Aid Policy

Statement of intent

High Tunstall College of Science is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the college in regards to all staff, students and visitors.

High Tunstall College of Science will take every reasonable precaution to ensure the safety and wellbeing of all staff and students. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour for Learning Policy
- Child Protection and Safeguarding Policy
- Supporting Students with Medical Conditions Policy
- Educational Visits Policy

The Headteacher has overall responsibility for ensuring that the college 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 should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
- 2.2. All staff will use their best endeavours, at all times, to secure the welfare of the students.
- 2.3. Anyone on the college premises is expected to take reasonable care for their own and others' safety.
- 2.4. The aim of this policy is to:
- Ensure that the college has adequate, safe and effective first aid provision in order for every student, 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 all staff and students are aware of the procedures in the event of any illness, accident or injury.
 - Ensure that medicines are only administered at the college 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 should 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 for the emergency services 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 college site.

2.6. To achieve the aims of this policy, the college will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

- A leaflet giving general advice on first aid;
- Individually wrapped sterile adhesive dressings (assorted sizes);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins;
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings;
- Two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings; and
- One pair of disposable gloves.
- Equivalent or additional items are acceptable.

2.7. First aid boxes are located in designated areas of the college and the nominated staff detailed in point 2.8 below are responsible to ensure all first aid boxes are properly stocked and maintained. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

2.8. First aid boxes are located in the following areas:

Location	Responsible staff member
Main Reception (Ground Floor)	Sue Grylls
PE Work Room (Ground Floor)	Ben Holden
Creativity/T&E Work Room (Ground Floor)	Natalie Sadler
The Arc (Ground Floor)	Rachel Gray
Kitchen (Ground Floor)	Diane Hill
Technology Prep Room (Ground Floor)	Graeme Aves
Independent Learning Hub (First Floor)	Claire Gunn
Main Staffroom (First Floor)	Sue Grylls
Maths Work Room (First Floor)	Sue Grylls
Communications Work Room (First Floor)	Sue Grylls
Discovery Prep Room (Second Floor)	Julie Straughan
Discovery Workroom (Second Floor)	Gemma McMahon
MFL/Enterprise Workroom (Second Floor)	Louise Tempest
Performance Studio (North Building)	Ellie Hopwood
World Affairs Workroom (North Building)	Ellie Hopwood
Hydro Pool (North Building)	Sue Grylls
Swimming Pool	Michelle Dixon
The Shine Centre	Tracey Dodds

3. First aiders

- 3.1. The main duties of first aiders are to give immediate first aid to students, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.
- 3.2. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the Admin Team.
- 3.3. An up-to-date list of first aiders is kept in the main office and printed yearly in the Team Tunstall handbook.

4. Automated external defibrillators (AEDs)

- 4.1. The school has procured an AED, which is located in on the external wall of the Life Centre.
- 4.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

5. Emergency procedure in the event of an accident, illness or injury

- 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 aid administration.
- 5.3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should 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 accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
 - Call an ambulance, if this is appropriate. The parent/carer will be informed as soon as practicable to inform them. The victim would not be moved until the ambulance arrives. A first aider will always accompany a victim if the parent/carer does not arrive at college in time for the ambulance leaving. In

such instance the parent/carer would be advised to meet the first aider and victim at the hospital.

- Make sure 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 children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
- When the above action has been taken, the incident must be reported to:
 - The Headteacher
 - The parents/carer of the victim(s)

6. Reporting to parents

- 6.1. Parents must be informed of any injury to the head, minor or major, and be advised to seek guidance if further symptoms develop.
- 6.2. In the event of serious injury or an incident requiring emergency medical treatment, parents will be contacted as soon as possible.
- 6.3. A list of emergency contact details is available on SIMS and a hard copy is kept at the main admin office.

7. Visits and events off-site

- 7.1. Before undertaking any off-site 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 event and persons involved. This will be reviewed by the Educational Visits Coordinator before the event is organised.
- 7.2. Please see the separate Educational Visits Policy for more information about the college's educational visit requirements.

8. Storage of medication

- 8.1. Medicines are always securely stored in accordance with individual product instructions, save where individual students have been given responsibility for keeping such Medicines/equipment with them.
- 8.2. All medicines shall be stored in the original container 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 to arrange for safe disposal when they are no longer required.
- 8.4. An emergency supply of medication should be made available by parent/carer for students with medical conditions that require regular medication.
- 8.5. Parents should advise the college when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.
- 8.6. The college holds a limited supply of Inhalers and Epipens for use in an emergency. Parental Permission will be needed, for staff to be able to administer this medication.

9. Illness

- 9.1. When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from college as soon as possible.
- 9.2. A quiet area will be set aside for withdrawal and for students to rest while they wait for their parents/carer to arrive to pick them up. Students will be monitored during this time.

10. Consent

- 10.1. Parents/carers will be asked to complete and sign a SIMS data entry form when their child is admitted to the college, which includes emergency numbers, details of allergies and chronic conditions.
- 10.2. Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

11. Monitoring and review

- 11.1. This policy is reviewed annually by the Headteacher in conjunction with the Governing Body; any changes made to this policy will be communicated to all members of staff.

11.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.