

High Tunstall College of Science



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First Aid Policy

Revised	-	March 2023
Stakeholder Consulted	-	Admission and Safeguarding Committee
Review Date	-	March 2024
Responsibility for Review	-	Headteacher

Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. **[Updated]** [Roles and responsibilities](#)
3. **[Updated]** [First aid provision](#)
4. **[Updated]** [First aiders and appointed persons](#)
5. [Automated external defibrillators \(AEDs\)](#)
6. [Accommodation](#)
7. [Emergency procedures](#)
8. [Reporting accidents and record keeping](#)
9. [Offsite visits and events](#)
10. [Storage of medication](#)
11. [Illnesses and allergies](#)
12. [Consent](#)
13. [Monitoring and review](#)

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 staff, students 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 regard to all staff, students and visitors.

The college will take every reasonable precaution to ensure the safety and wellbeing of all staff, students and visitors.

This policy aims to:

- Ensure that the college has adequate, safe and effective first aid provision 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 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.

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 college site.

1. Legal framework

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 Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2022) 'First aid in schools, early years and further education'

The policy is implemented in conjunction with the following college policies:

- Health and Safety Policy
- Administering Medication Policy
- Infection Control Policy
- Supporting Students with Medical Conditions Policy
- Record Management Policy
- Behavioural Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Educational Visits Policy

2. **[Updated]** Roles and responsibilities

The governing body is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the college specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the college based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the college site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for students and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the college.

The Headteacher is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the college's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all students and staff are aware of the identities of the college first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Endeavouring at all times to secure the welfare of the students at college.
- Making students aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the Headteacher.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

[Updated] The appointed person is responsible for:

- Overseeing the college's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- **[New]** Calling the emergency services where necessary.
- **[New]** Maintaining injury and illness records as required.
- **[Updated]** Partaking in an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - **[New]** How to assess and monitor a casualty
 - Cardiopulmonary resuscitation.
 - First aid for the unconscious casualty.
 - **[New]** First aid for someone who is having a seizure.
 - First aid for the wounded or bleeding.
 - **[New]** Paediatric first aid.
- Maintaining injury and illness records as required.
- Arranging first aid courses for staff as required.

3. **[Updated]** First aid provision

[Updated] The college will routinely re-evaluate its first aid arrangements through a risk assessment, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the college premises, the size of the college, the needs of any vulnerable individuals onsite, and the nature and distribution of students and staff throughout the college.

The college 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
- 2 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
- 3 pair of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine 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.

First aid boxes are 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)	Abigail Rodgers
The Arc (Ground Floor)	Rachel Gray
Kitchen (Ground Floor)	Suzanne Johnston
Technology Prep Room (Ground Floor)	Sue Grylls
Independent Learning Hub (First Floor)	Jan Burton
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

4. **[Updated]** First aiders and appointed persons

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

The College will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation and that refresher training and retesting of competence is arranged for first aiders within the College before certificates expire.

The College will ensure that first aid training courses include resuscitation procedures for children.

First aiders will ensure that their first aid certificates are kept up-to-date.

Staff detailed in section 3 will be responsible for ensuring all first aid kits are properly stocked and maintained in their area. The first aid appointed person will be responsible for maintaining supplies.

First aid box locations and qualified first aiders are detailed in the Team Tunstall handbook so staff know who they must contact and where they can retrieve a first aid box if needed in the event of illness or injury.

The college will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the college.

All staff members will be made aware that agreeing to become a first aider for the college is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the college will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties – a first aider must be able to leave to go immediately to an emergency.

The current first aid appointed person(s) are (as of 13.02.23):

Surname	Forename	Department	Qualification	Completed Date	Valid Until
Armstrong	James	Shine	Emergency First Aid at Work	29.03.2023	9.03.2026
Auton	Christine	Admin	First Aid At Work	27.09.2021	27.09.2024
Beard	Emily	Student Support Services	Emergency First Aid at Work	03.12.2021	03.12.2024
Blyth	Liam	Sports Science	Emergency First Aid at Work	23.06.2022	23.06.2025
Claber	Lucy	World Affairs/DofE	First Aid at Work	08.12.2022	08.12.2025
Darby	Joseph	Maths	First Aid at Work	27.11.2020	27.11.2023
Dixon	Janet	Maths	Emergency First Aid At Work	12.10.2022	12.10.2025
Dixon	Michelle	Swimming	First Aid at Work	02.03.2021	02.03.2024
Dodds	Tracey	Shine	Emergency First Aid at Work	29.03.2023	29.03.2026
Dunlop	Amanda	Communications	Emergency First Aid at Work	12.10.2021	11.10.2024
Ferry	Christine	Communications	First Aid at Work	02.03.2021	01.03.2024
Fox	Sarah	Sports Science	Emergency First Aid at Work	23.06.2022	23.06.2025
Grylls	Susan	Admin	First Aid at Work	21.10.2021	21.10.2024
Harding	Rebecca	Technology & Enterprise	Emergency First Aid at Work	23.10.2021	23.10.2024
Hawks	Lee	Inclusion	Emergency First Aid at Work	29.03.2023	29.03.2026
Holden	Ben	Sports Science	Emergency First Aid at Work	23.06.2022	23.06.2025
Hope	Claire	Cover	Emergency First Aid at Work	23.10.2021	23.10.2024
Hopwood	Ellie	Creativity	Emergency First Aid at Work	24.02.2021	23.02.2024
Johnson	Kieron	Student Support Services	Emergency First Aid at Work	16.03.2020	15.03.2023
Iaidler	Jade	Shine	Emergency First Aid at Work	29.03.2023	29.03.2026
Laing	Ashley	Student Support Services	Emergency First Aid at Work	29.03.2023	29.03.2026
Lester	Emma	Admin	Emergency First Aid at Work	23.10.2021	23.10.2024
Maddison	Lisa	Student Support Services (Shine)	First Aid at Work	29.03.2023	29.03.2026
McMahon	Gemma	Discovery	First Aid at Work	02.03.2021	01.03.2024
Pickford	David	Sports Science	Emergency First Aid at Work	23.06.2022	23.06.2025
Pinchen	Sharon	Creativity	Emergency First Aid at Work	23.10.2021	23.10.2024
Proud	Gemma	Sports Science	Emergency First Aid at Work	23.06.2022	23.06.2025
Robinson	Megan	MLD	Emergency First Aid at Work	29.03.2023	29.03.2026
Robson	Laura	Admin			
Rogers	Abigail	Technology & Enterprise	First Aid At Work	23.03.2023	29.03.2026
Ryder	Liam	Sports Science	Emergency First Aid at Work	23.06.2022	23.06.2025
Scraffton	Caroline	Inclusion	Emergency First Aid at Work	12.10.2021	11.10.2024
Smith	Gemma	Creativity	Emergency First Aid at Work	12.10.2022	12.10.2025
Smith	Mathew	Shine	First Aid at Work	31.03.2023	31.03.2026
Sotheran	Megan	Admin	Emergency First Aid at Work	24.02.2021	23.02.2024
Stewart	Mark	Sports Science	Emergency First Aid at Work	23.06.2022	23.06.2025
Storm	Olivia	Admin	Emergency First Aid at Work	03.02.2021	02.02.2024
Straughan	Julie	Discovery	First Aid at Work	02.03.2021	01.03.2024
Tebbit	Alan	Tunstall Active	First Aid at Work	27.09.2021	27.09.2024
Tempest	Louise	MFL	Emergency First Aid at Work	12.10.2022	12.10.2025
Todd	Karen	Technology & Enterprise	Emergency First Aid at Work	29.03.2023	29.03.2026
Turner	Jonathan	Technology & Enterprise	Emergency First Aid at Work	10.02.2021	09.02.2024
Tuson	Cordelia	Cover	Emergency First Aid at Work	03.02.2021	02.02.2024
Watson	Gail	Sports Science	Emergency First Aid at Work	23.06.2022	23.06.2025
White	Claire	Shine	Emergency First Aid at Work	29.03.2023	29.03.2026
Wilson	Mia	Sports Science			

5. Automated external defibrillators (AEDs)

The college has procured three AEDs; one is located on the external wall of Tunstall Active, one is on the external wall near the community entrance of the South building and the third is located in the main admin office.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis.

Use of the AED will be promoted to students during PSHE lessons.

6. Accommodation

The college will have an area dedicated to provide first aid support which will be suitable to use as and when it is needed.

The first aid area will be used to enable to the medical examination and treatment of students and for short-term care of sick or injured students. The first aid area is situated near a wash basin and toilet.

The first aid area will not be used for teaching purposes.

7. Emergency procedures

If an incident, 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.

If called, a first aider will assess the situation and take charge of first aider administration.

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.

Where an initial assessment by the first aider indicated a moderate to serious injury has been sustained, or the individual(s) has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will 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 arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual(s) is a student, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the student in the ambulance if the parents/carer does not arrive in time for the ambulance leaving site. A staff member calls the student's parent as soon as possible to inform them of the course of action taken. The staff member remains with the student at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, staff would request that the parent/carer collects the student and takes them to a hospital or doctor. If the medical attention is required urgently but the parent/carer is unavailable the student would be taken in a staff car, accompanied by at least **two** staff members – one of whom to drive the car, and one of

whom, a first aider, to sit with the student in the back seat and attend to their medical needs. The student's parent would be contacted as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the student at the hospital or doctor's office until a parent arrives.

The college will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or (if they are fit to be moved) by removing injured persons from the scene.

Responding staff members will see to any students who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These students will be escorted from the scene of the incident and comforted. Younger or more vulnerable students may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Headteacher.
- The parent/carers of the victim(s).

8. Reporting accidents and record keeping

In the event of incident or injury to a student, a parent will be informed as soon as practicable.

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

In the event of a serious injury or an incident requiring emergency medical treatment, the first aider will telephone the student's parents as soon as possible.

A list of emergency contacts will be kept on the college MIS, MYUSO and a paper copy in the main college office.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- Name and signature of the first aider or person dealing with the incident.

The Headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the Record Management Policy.

9. Offsite visits and events

Before undertaking any offsite visits or events, the staff member 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.

The college will take a first aid kit on all offsite visits which contains a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, the college will ensure that all minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

For more information about the college's educational visit requirements, please see the Educational Visits Policy.

10. Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual students have been given responsibility for keeping such equipment with them.

Medicines will 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.

Medicine brought in by students will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for students with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the college 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.

Students will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the college's Administering Medication Policy.

11. Illnesses and Allergies

When a student becomes ill during the college day, the parents will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for students to rest while they wait for their parents to pick them up. Students will be monitored during this time.

The college will manage any emergencies relating to illnesses and allergies in accordance with the Emergency Procedures section of this policy.

12. Consent

Parents will be asked to complete and sign a SIMS data entry form when their child is admitted to the college, which includes emergency numbers, alongside details of allergies and chronic conditions.

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 student in mind – guidelines will be issued to staff in this regard.

13. Monitoring and review

This policy will be reviewed annually by the Headteacher, and any changes communicated to all members of staff.

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.

The next scheduled review date for this policy is March 2024.