

# West Park

*'A caring school where we put pupils and their achievement first'*



## First Aid Policy

Policy Owner:	School Business Manager
Date of last Review:	December 2025
Date of next Review:	December 2027

## **Objective**

First aid must be provided to any person that we owe a duty of care if they are injured or unwell while on our premises or involved in an off-site activity. There must be sufficient suitably qualified first aiders and adequate first aid facilities to ensure that assistance will be provided quickly to casualties and a call made to the emergency services when appropriate. Main contractors who work on site must provide their own first aid. The governing body will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. Adequate and appropriate equipment and facilities will be provided to carry out first aid in the work place.

## **Operating Statement**

West Park School will have:

- A number of suitably stocked first-aid containers.
- A principal first aider to take charge of first aid arrangements.
- Qualified personnel to administer first aid as required, both on and off site.
- Information for employees on first-aid arrangements.

First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on School visits.

## **Legislation and Guidance**

This policy is based on advice from the Department for Education on first aid in schools and health and safety 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

- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

## **Responsibilities:**

### **The Employer**

The Governing Body is the employer for West Park School.

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In the School this includes responsibility for all teaching staff, non-teaching staff, students and visitors (including occasional contractors).

The employer is responsible, under the Health and Safety at Work etc. Act 1974 (HSWA), for making sure that the School has a Health and Safety Policy. This should include arrangements for first aid, based on a risk assessment of the School, and should cover:

- Numbers of first aiders/appointed persons – The school will ensure that the statutory minimum number of trained first aiders are available on site. There will be at least five trained staff within school.
- Numbers and locations of first-aid containers.

The employer will make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise.

### **The Governing Body**

The Governing Body has responsibility for health and safety matters within the School, with Managers and staff also having responsibilities.

The Governing Body has general responsibility for all the School's policies, even when it is not the employer.

### **The Head**

The Head Teacher is responsible for putting the Governing Body's policy into practice and for developing detailed procedures.

## **Teachers and other School staff**

A database of pupils with pre-existing or known medical conditions with details of their needs, is available for all staff to view on the 'Staff Share' area of the school network in the Medical Folder, which is regularly updated as necessary. It is the responsibility of all staff to make themselves familiar with needs of pupils they teach or oversee in and outside of the classroom. An appropriate number of staff will receive the appropriate training to meet the needs of pupils with specific medical needs.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students at the School in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those trying to assist in an emergency.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

Staff responsible for leading curriculum areas are responsible for the preparation of risk assessments for their areas.

The school will use CLEAPSS guidelines when drawing up risk assessments for Science, Design and Technology, Art and other specialist subject teaching areas.

[www.cleapss.org.uk](http://www.cleapss.org.uk)

## **Principal First Aider**

The Principal First Aider is responsible for keeping a record of all first-aid related incidents that occur within the School. They keep a central record of all first-aid treatment given by a first-aider. They are responsible for checking the first-aid containers are stocked and re-stocked as necessary. They are also responsible for ensuring the medical room has all the equipment and facilities required. Parents of children with known medical conditions are to give their consent to the School's Principal First Aider to administer drugs if necessary.

## **The First Aider's Main Duties**

First Aider's must complete a training course approved by the Health and Safety Executive (HSE).

Within the School, the main duties of a first aider are to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at the school.
- When necessary, ensure that an ambulance or other professional medical help is called.

All staff are able to request an ambulance or other professional medical help. Examples where an ambulance would be called would include:

- loss of consciousness
- an acute confused state
- fits that are not stopping
- chest pain
- breathing difficulties
- severe bleeding that cannot be stopped
- severe allergic reactions
- severe burns or scalds

### **Calling the emergency services**

When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the telephone to an emergency evacuation by air ambulance. Calling 999 should not be delayed, let the emergency services decide the appropriate course of action based on the information that you give them.

### **Selection of First Aiders**

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a voluntary basis. When selecting first aiders, the Governing Body/Head should consider the individuals:

- 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, first aider must be able to leave to go immediately to an emergency.

We currently have 14 members of staff trained in First Aid at Work. The relevant staff are in various departments including Reception, Technicians and Site Staff. There are 8 members of staff trained in Emergency First Aid at Work, 7 out of the 8 staff are Teachers and utilise their first aid certificate during school trips. Finally, there are 9 Midday Supervisors all trained in Emergency Aid in Schools. This list is reviewed frequently.

### **First Aid needs and expectation**

Employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel. The regulations do not oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees. The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools which provide a service for others should include them in their risk assessments and provide for them.

In light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to students and visitors, and make allowance for them.

### **Reassessment of First-Aid Provision**

The Governing Body and the Head should regularly review the School's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

### **Providing Information**

The manager with the delegated function must inform all staff (including those with reading and language difficulties) of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the School's first-aid needs.

### **Contacting First-Aid Personnel**

School staff should know how to contact a first aider. In the first instance, Reception should be contacted when a pupil requires first aid.

Posters detailing a list of current first aiders and their locations, locations of first aid kits and emergency procedures are displayed in the following locations around the school:

- Reception
- Medical Room
- PE Corridor
- Art Corridor
- S, E, W Blocks Corridor

- Staff Room

Travelling first aid boxes are kept in the school minibuses and Reception.

### **Insurance**

In the event of a claim alleging negligence by a member of the School staff, action is likely to be taken against the employer rather than the employee. The school insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. The school will provide explicit reassurance to staff who volunteer to assist with any form of medical procedure that are acting within the scope of their employment and are indemnified.

### **Risk Assessment of First-Aid Needs**

The School will include staff, pupils and visitors when carrying out risk assessments for first aid needs. Staff will liaise with the SENCO where appropriate in the preparation of risk assessments for pupils with physical disabilities.

### **Accident Statistics**

Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be useful tool in a risk assessment, highlighting areas to concentrate. The Principal First Aider keeps the accident statistics and regularly reports to the Health and Safety Committee.

### **First-Aid Personnel Requirement**

The Governing Body and Head should consider the likely risks to pupils and visitors, as well as employees, when drawing up policies and deciding on the numbers of first-aid personnel. The HSE provide guidance on numbers of first-aid personnel based on employee numbers

### **Qualification and Training**

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Training courses cover a range of first aid competences. The school has staff trained in First Aid at Work, Emergency First Aid at Work (D of E), Emergency Aid in Schools and in the use of a defibrillator.

First aid at work certificates is only valid for three years. Refresher training and retesting of competence should be arranged before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employees can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. The School keeps a record of first aiders and certification dates.

The HSE also produce guidance on the standards and requirements for approval of training including a list of standard first aid competences.

### **EpiPen Management & Administration**

Children diagnosed as being at risk of anaphylaxis are prescribed adrenaline in an auto injector which is commonly known as an EpiPen. Adrenaline given through an EpiPen to the outer thigh muscle is the most effective treatment for anaphylaxis, as when injected it rapidly reverses the effects of a severe allergic reaction. It is a single use preloaded automatic injection and is designed to be used as a first aid device by people without formal medical training.

- EpiPens should be stored correctly and accessed quickly.
- EpiPens are stored in the Reception Office in an unlocked, easily accessible place away from direct heat. They should not be stored in a refrigerator or freezer.
- EpiPens should be clearly labelled with the pupil's name.
- Each pupil's EpiPen should be distinguishable from other pupils EpiPens and medications.
- All staff should know where the EpiPen is located.
- The EpiPen should be signed out when taken from its usual place, such as for camps or excursions.
- Trainer EpiPens (which do not contain adrenalin) should be kept in a separate location to pupils' EpiPens.

### **Key information about EpiPens**

EpiPens should not be cloudy or out of date. They should last at least 12 months from time of purchase from a pharmacy and have an expiry date printed on them. It is the parent/carer's responsibility to supply the pupil's EpiPen to the school and to replace it before it expires. It is recommended that a designated staff member, such as the senior first aider, should regularly check the EpiPen at the beginning or end of each term. At least a month before its expiry date, the designated staff member should send a written reminder to the parents/carers to replace the EpiPen. Adopting the practice of returning the EpiPen to the family at the end of each term is suggested. Return or replacement of the EpiPen should take place when the pupil recommences school in the new term.

Administration of EpiPen is quite safe: if a person is suspected of having a severe allergic reaction, it may be more harmful not to give it than to use it when it may not have been needed. EpiPen should be administered if there is difficulty in breathing and an ambulance should be called. If the ambulance has not arrived and the patient has not recovered a second dose should be administered within 10 minutes.



## **First-Aid Materials, Equipment and First Aid Facilities**

Employers must provide the proper materials, equipment and facilities at all times. First-aid equipment must be clearly labelled and easily accessible.

There are at least one fully stocked first-aid container for each site. The assessment of a School first-aid needs should include the number of first-aid containers. Additional first-aid containers will be needed for split sites/levels, distant sports fields or playgrounds, any other high-risk areas and offsite activities.

All first-aid containers must be marked with a white cross on a green background.

The siting of first-aid boxes is a crucial element in the School's policy and should be given careful consideration. If possible, first-aid containers should be kept near to hand washing facilities.

The Principal First Aider is the person who is responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use.

There should be extra stock in the School. Items should be discarded safely after the expiry date has passed.

Employers must provide suitable and sufficient accommodation for first aid according to the assessment of the first-aid needs identified. The education (school premises) regulations 1996 require the School to have a suitable room that can be used for medical or dental treatment when required and for the care of students during School hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed. The First Aid Room is located in P block near the main reception.

Organisations such as HSE provide detailed advice on first-aid rooms.

## **Hygiene/Infection Control**

First aiders must follow their training and maintain good standards of infection control. Whenever small amounts of body fluids have to be cleaned up, disposable plastic gloves should be worn and disposable paper towels and a detergent solution should be used to absorb and clean surfaces. These items should be disposed of in black plastic bin bags, tied up and placed directly into waste bins with other inert waste.

## **Reporting Accidents and Record Keeping**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of the reporting, the, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records. The Specialist Support Assistant and Business Manager keep a record of such occurrences.

- Accidents to employees the School needs to Report. The following accidents must be reported to the HSE if they injure either the School's employees during an activity connected with work, or self-employed people while working on the premises:
- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

### **How the School should report accidents or injury**

Parents will be notified of ANY accident or injury that occurs to their child at school or whilst on a school led activity.

Where any pupil has sustained a head injury, the parents/guardians will be notified by telephone.

HSE must be notified of fatal and major injuries and dangerous occurrences without delay via telephone on 0345 300 992.

Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days using their online form [Report of an Injury \(hse.gov.uk\)](https://www.hse.gov.uk/reportaninjury/).

### **Students and other people who are not at work**

An accident that happens to students or visitors must be reported to the HSE if:

- The person involved is killed or is taken from the site of the accident to hospital; and
- The accident arises out of or in connection with work.

Fatal and major injuries to employees or dangerous occurrences must be notified to the HSE without delay and followed up in writing within ten days

How do I decide whether an accident "arises out of or in connection with work"?

In HSE's view an accident must be reported if it relates to:

- Any School activity, both on or off the premises

- The way a School activity has been organised and managed (e.g. the supervision of a field trip)
- Equipment, machinery, or substances
- The design or condition of the premises.

Statutory Accident Records employers with 10 or more employees, employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of 3 years. The Specialist Support Assistant and Business Manager will keep these records.

### **Asthma Management and Inhaler Administration**

Asthma is the most common chronic condition affecting one in eleven children. On average there are two children with asthma in every classroom in the UK.

The student must carry a reliever inhaler on their person at all times.

The school is supplied with a spare boxed reliever inhaler prescribed for that pupil (and a preventer inhaler should this be included in their asthma treatment plan).

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is empty or broken).

- The spare inhaler/s will be stored securely in the Medical Room, in a clearly labelled box with their name, locked in a secure medical cabinet.
- A list of key holders to this medical cabinet is clearly displayed on the door of the cabinet.
- A record of expiry dates of all medications held in the Medical Room is kept by the school and parents will be reminded in advance of any medication that is due to expire and needs replacing.
- It is the responsibility of the parents/carers to ensure that the inhaler carried by the student is in date and has sufficient supply.

CALL 999 IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE STUDENT:

- Appears exhausted
- Has a blue/white tinge around their lips
- Is going blue
- Has collapsed

IN THE EVENT OF AN ASTHMA ATTACK DURING SCHOOL HOURS THE FOLLOWING GUIDELINES SHOULD BE FOLLOWED:

- Encourage the child to sit up and slightly forward.
- Use the child's inhaler that they carry on them – if it is not available, use their own named spare inhaler kept in the Medical Room.
- Remain with the child at all times and send another person to fetch the inhaler from the Medical Room if necessary (ensure that the Medicine Administration Form is completed).
- Ensure that the spacer device is used with the inhaler if one has been supplied by the parents/carers (not all children will use one).
- Assist the child to take two separate puffs of their reliever inhaler (via the spacer if applicable) every 2 mins up to 10 puffs if absolutely necessary.
- Remain calm, reassure the child and stay with them until they feel better. Once better they can return to school activities.
- If the child does not feel better, symptoms have not eased or you are concerned at ANYTIME before you have administered ten puffs, ask another member of staff to CALL 999 FOR AN AMBULANCE, ensuring you give accurate details of the child's condition to the emergency services.
- If an ambulance does not arrive in ten minutes, give another ten puffs in the same way as detailed above and get a colleague to call the parent/guardian.

### **The School's Central Record**

The School should keep a record of any first aid treatment given by first aiders and appointed persons.

This should include:

- The date, time and place of the incident
- The name (and class) 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 first aider or person dealing with incident.

- Who notified the parent and whether this was by letter, phone, email or in person.

The school keeps a central record, the information in the record book can:

- Help the School identify accident trends and possible areas for improvement in the control of health and safety risks
- Be used for reference in future first-aid needs assessments.
- Be helpful for insurance and investigative purposes.

In an emergency, the Headmaster will have procedures for contacting the child's parent/guardian/named contact as soon as possible.

It is our practice to report all serious or significant incidents including head injuries to the parents/guardians by telephoning the parents and sending a head injury letter home with the pupil which includes advice on signs and symptoms of a head injury.

### **Prescribed Medicines**

Medicines should only be taken to the School when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the School day.

The School should only accept medicines that have prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in original container as dispensed by pharmacist and include prescriber's instructions for administration.

The School should never accept medicines that have been taken out of the container as originally dispensed nor make any changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside School hours. Parents should be encouraged to ask the prescriber about this.

### **Non-prescribed medicines**

Staff should **NEVER** give non-prescribed medicine to a child unless there is a specific prior verbal permission from the parents.

### **Controlled Drugs**

All controlled drugs are to be kept locked in a non-portable container and only named staff should have access.

## **Children with Special Medical Conditions**

The School should be aware of children who have allergies or that require any special medical attention.

## **Refusing Medicine**

If a child refuses to take medicine, staff should not force them to do so but should note this in the records and follow the agreed procedure of calling home and informing Parent/Guardian.

## **Outbreak of a Virus**

During an outbreak of a virus such as the Flu, the follow protocol should be followed:

### **Protocol**

- Staff to wash their hands prior to administering first aid
- Staff to wear disposable gloves when providing first aid support.
- Staff to wash their hands after providing first aid support.
- Gloves and first aid items used to be double bagged and placed in the waste bin.

Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items.

## **Providing assistance to unwell individuals**

- If you need to provide assistance to an individual who is symptomatic and may have Flu/ COVID-19, wherever possible, place the person in a place away from others.
- If a pupil/member of staff are awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. Windows are opened for ventilation.
- Where it is not possible to isolate Staff/Pupils they are to be moved to an area which is at least 2 metres away from pupils and staff.
- Where Staff /Pupils need to use toilet facilities a separate toilet is to be accessed if possible.
- Following access to the toilet area, the area is cleaned and disinfected using standard cleaning products before being used by anyone else.
- Staff who have helped a Pupil/Staff member presenting COVID-19 symptoms and any pupils who have been in close contact with them DO NOT need to go home to self-isolate

- Following any contact with someone who is unwell Staff/Pupils must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser.

### **Monitoring, Evaluation and Review**

This policy will be reviewed every two years or before this as appropriate.

