



**KING EDWARD VI  
SHELDON HEATH  
ACADEMY**

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*Educational excellence for our City*

# **First Aid Policy**

**This policy was adopted by Finance/HR and Site, Health and Safety Committee on  
16<sup>th</sup> June 2022**

**Next review due June 2023 or earlier, if the need arises**

## **First Aid Policy**

It is our policy to ensure that appropriate first aid arrangements are in place for our pupils, staff and any visitors to our premises. We aim to make sure that every pupil, member of staff and visitor will be safe and well looked after in the event of illness or accident, no matter how minor or major.

This policy shall be shared with all employees during their induction to ensure they are familiar with the academy's first aid procedures.

The Governors are committed to the Local Authority's procedure for reporting accidents and recognise their statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences regulations 1995.

This policy assists staff to:

- Identify how to access competent first aid assistance for pupils and staff on a timely basis
- Identify those who have been trained to provide first aid
- Set out the process for reporting accidents and injuries for review and reporting to Governors

## **Access to first aid**

- In the event of an injury the member of staff providing 'on call' services should be contacted immediately via radio link or by calling the student services office on 8009 requesting Medical On call.
- If the accident is serious the academy First Aider that is dealing with the incident will decide if an ambulance should be called and Reception will be immediately informed. The FM team will be summoned via radio to provide support to meet and greet the ambulance and provide directions once on site. The academy First Aider will remain with the casualty and brief the ambulance service on the situation. If this is a student the student's data sheet and individual health care plan should be presented to the ambulance crew to assist with their assessment, this can be obtained from student services who will print this upon being notified of an ambulance being called.
- No employee should use their private car to transport a casualty to hospital. If an ambulance is not required, then a taxi is to be used.
- If the accident was caused by a hazardous substance, the safety data sheets must be made available to the ambulance service.

## **First aid during the academy day**

The First Aid team at King Edward Sheldon Heath Academy consists of 3 staff members that have achieved British Red Cross 3 day 1<sup>st</sup> Aid at Work qualifications and is supplemented by an additional 22 staff members who have achieved a level 3 Award in Emergency 1<sup>st</sup> Aid at work.

The First Aid room is located on the ground floor of the building, in close proximity to the Student Entrance.

There is a supply of materials available which include assorted plasters, disposable sterile triangular bandages, eye pads, medium-sized dressings, large-sized dressings, sterile cleansing wipes, nitrile powder-free gloves, first aid in an emergency booklet, safety pins, resusci aide, Tuff-Kut scissors, Burnshield dressing or cling film, finger dressings, conforming bandages, disposable heat retaining blanket and microporous tape. This kit is for use by qualified 1<sup>st</sup> aiders and meets the requirements of BS 8599 - Contents of workplace 1<sup>st</sup> aid kits.

The Academy has 2 automatic defibrillators on the site. These are located in Student Services (Ground Floor main building) and the Sports Pavilion entrance lobby.

A bleed kit is available which is located is also located in Student Services.

### **First aid cover out of normal office hours**

Outside of the Academy core hours (Academy holidays, before 8am and after 4.00 pm) there is always at least one qualified staff member on site that holds an Emergency 1<sup>st</sup> Aid at work qualification. Lists of first aiders are displayed in the First Aid Room, the Staff Room and Reception. It is also documented in the Academy staff handbook.

### **First aid provision off site**

When planning an out of school visit, staff discuss requirements with the Educational Visits Coordinator, Attendance and Family Support Coordinator and the Health and Safety Coordinator as part of the risk assessment process, this includes understanding whether there are any students with particular medical needs that are attending the trip. Staff should always take a first aid box and emergency inhaler with them together with details of any medical needs of pupils in their care, which are available from Attendance and Family Support Coordinator

### **Treating pupils and staff with COVID-19 symptoms**

Coronavirus (COVID-19) tests are no longer free for most people and most people are no longer advised to get regularly tested. From 1 April, updated guidance advised people with symptoms of a respiratory infection, including COVID-19, and a high temperature or who feel too unwell to attend school / work to remain at home.

Children and young people who are unwell and have an active high temperature should stay at home and avoid contact with other people, where they can. They can return to the Academy when they no longer have a high temperature, and they are well enough to attend.

The Academy continues to monitor the DfE's and government guidance in relation to managing Covid-19 and acts upon all published updates accordingly.

### **Trained personnel**

The Academy's First Aider's duties include the following:

- Ensuring that their First Aid certificate is always up to date.
- With the assistance of the Student Services team, keep a careful record of all visits to the First Aid room, noting the nature of the visit and any treatment administered.
- Officially record all accidents on an accident log.
- Provide First Aid expertise throughout the working hours of the school day.
- Always attend a casualty when asked to do so and treat the casualty to the best of their ability, and in the safest way possible. This includes wearing gloves where there may be a loss of blood or body fluids.
- Call for assistance from other First Aiders or Emergency Services if appropriate.
- Always maintain adequately stocked First Aid kits and ensure that these are easily and quickly located throughout the school.
- Ensure that a pupil who is sent to hospital by ambulance is either:
  - a. Accompanied in the ambulance at the request of the paramedics
  - b. Followed to the hospital by a member of staff to act in loco parentis

- c. Met at hospital by a relative
- Take charge of the first aid room and ensure that all medical supplies are up to date and appropriate.

All staff attend annual training on Anaphylaxis and are invited to attend training sessions on Asthma, Diabetes and Epilepsy.

New members of staff are made aware of the First Aid procedures in the Academy through induction. First Aid training is arranged by the Academy Health and Safety Coordinator at routine intervals.

Sports staff and Technicians of departments that are deemed higher risk due to the nature of activities undertaken are all emergency 1<sup>st</sup> aid at work qualified.

### **Dispensing medication**

Medicines should only be administered at the Academy when it would be detrimental to a student's health or school attendance not to do so, the Academy in such cases will administer prescription or non-prescription medicines, however no child under 16 should be issued medicines without their parent's written consent. The Academy Student Services Team assesses and administers all medication and records each interaction.

With the exception of paracetamol, vitamins and antihistamine tablets, we are not able to administer any non-prescription medicines in the Academy. Paracetamol and antihistamines will only be administered where it is deemed necessary and where prior parental consent has been obtained. Any other medication that a pupil may need to take during the school day must be obtained on prescription from a doctor and supplied in the original pharmacist's container, along with clear written and signed instructions about the required dose and time and method of administration.

Where deemed necessary, Arrangements will be made for students to carry and administer their own drugs or medical testing equipment e.g. blood sugar testing kit, epipen, inhalers. The individual health care plan will identify when this is authorised and every effort with parents is made to have a spare available in student services.

The following self-medication may be authorised via IHCP:

Asthmatics must carry with them an inhaler for their own use and parents are asked to request a spare from their GP to be stored in 1<sup>st</sup> aid room. The academy also purchases emergency inhalers which are stored in the 1<sup>st</sup> aid room, parents must complete an emergency inhaler consent form.

### ***Epi-Pens***

Multiple members of staff have Anaphylaxis and Epi Pen training. These include senior leaders, first aiders and the staff working with children who currently have an epi pen. Anyone can administer an Epi-Pen in an emergency if the adult/child is unable to do it themselves. Should a member of staff, who has not received training be required to do this, then the emergency services must be informed at the same time as the Epi-Pen is administered.

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out of-date). The school's spare AAI should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided. The school's spare AAI can be administered to a pupil whose own prescribed

AAI cannot be administered correctly without delay.

***The academy keeps spare auto injectors in the dining hall and student services.***

Students with an allergy and have been prescribed an adrenaline autoinjector device such as an EpiPen must keep one with them at all times for their own use and parents are asked to request a spare from their GP to be stored in 1st aid room.

Diabetics should keep their own supply of glucose with them and the academy also arrange with parents for an emergency supply box for the individual student in student services which includes glucose, sweets, sugary drinks, spare equipment etc. Diabetic pupils may, if required, keep a spare supply of insulin in the refrigerator in the Student Services office.

### **Individual Health Care Plans**

Some pupils with medical needs may require an Individual Healthcare Plan, (IHCP) this enables our students at the academy with a medical conditions be properly supported so that they have full access to education, including school trips and physical education. The Attendance and Family Support Coordinator works closely with the families and external agencies to identify those pupils that require an IHCP. IHCP's are reviewed at least annually or earlier if evidence is presented that a pupil's needs have changed.

An IHCP records the following:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- who in the school needs to be aware of the child's condition and the support required;12
- arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

### **Sharing information about students with medical needs**

Pupil medical information is kept on the Academy Information Management System and parents are asked to review and update this information annually. All staff should familiarise themselves with these and ask the student services team for further advice or information if they need to, particularly if they are taking any of these students out on trips.

All new joiners are asked to complete a medical form to declare any medical issues. Students with significant issues are asked to see the Attendance and Family Support Coordinator to ensure that appropriate actions are taken with regards to their care and that information is shared with staff as appropriate.

### **Recording and reporting**

All accidents to staff and visitors must be recorded, in writing, in the **Staff/Visitor Accident Book** and on the **KESH Accident Reporting Form**. The completed form should be given to the Health & Safety Coordinator (FM Manager)

\*The H & S Coordinator will complete the investigation section of the form and assess whether the incident needs to be reported to the HSE. The form will be passed to the Principal for review and signature. Any actions arising will be passed on to the relevant member of staff

All student accidents that require a first aid assessment and, where appropriate, treatment, should be recorded in the **first aid register** which is kept in the first aid room (opposite Student Services Reception).

Where a student incident/accident involves a visit to a hospital, whether organised by the Academy or the student's family or is as a consequence of the condition of the buildings/equipment or a result of a staff led activity these must be recorded in the Academy **first aid register** (kept in Student Services) and on the **KESH Accident Reporting Form** which is available from the Staff documents section of SharePoint, under the health and safety heading. When completed, the KESH Accident Reporting Form should be given to the H & S Coordinator (see above section marked with \* for the process).

Any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, should be brought to the attention of the Health & Safety Coordinator (FM Manager) so that action can be taken as appropriate.

Certain incidents/accidents must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Health & Safety Coordinator (FM Manager) will make an assessment of the incident and, where appropriate, report to the HSE.

In general, incidents/accidents reportable under RIDDOR are; deaths and major injuries, over three day injuries, disease, dangerous occurrences (near misses) and gas incidents. Any incidents falling into these categories should be reported to the H&S Coordinator

### **List of Certified First Aiders**

See Appendix 1

### **List of EpiPen trained staff**

See Appendix 2 and 3