HCAT

First Aid Policy

EDUCATE. EMPOWER. INSPIRE.

Contents

HCAT First Aid Policy 2

1. Introduction 2
2. Legal Framework 2
3. Aims 2
4. First Aiders 3
5. Automated External Defibrillators (AEDs) 3
6. Emergency Procedures 3
7. Reporting to Parents 4
8. Offsite Visits and Events 4
9. Storage of Medication 4
10. Illness 5
11. Allergens 5
12. Consent 5

Version Number	Version Description	Date of Revision
1	Original	July 2023
2	Reviewed and Rebranded Section 2: legal framework – DfE guidance dates updated. Various: minor changes to spelling/grammar, using the in-built editor.	June 2024

HCAT First Aid Policy

1. Introduction

HCAT is committed to providing emergency first aid provision to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by each HCAT School regarding the staff, pupils and visitors.

HCAT schools will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Lone Working Policy
- Supporting Pupils with Medical Conditions Policy

Each School has an appointed lead first aider who has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and first aid trained staff and for ensuring that the correct first aid procedures are followed. This is documented in the first aid needs risk assessment.

The Trust also recognises an external provider who will be consulted for advice on recommendations for improvement.

The Board of Trustees will agree a policy that ensures it fulfils its statutory responsibilities in respect of First Aid provision.

This policy will be reviewed biennially by the Board and adopted by the local committee.

2. 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 Management of Health and Safety at Work Regulations 1999
- DfE 'Supporting pupils at school with medical conditions'
- DfE 'Guidance on First Aid for Schools'
- DfE 'Automated external defibrillators (AEDs)'

3. Aims

All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed. Staff will always use their best endeavours to secure the welfare of pupils.

Everyone on the premises is expected to take reasonable care for their own safety, as well as that of others.

The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, 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 pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school 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 School site.

To achieve the aims of this policy, the school 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
- 4 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
- 1 pair of disposable gloves
- Equivalent or additional items are acceptable
- All first aid containers will be identified by a white cross on a green background

The lead first aider is responsible for examining 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.

4. First Aiders

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

First aiders will ensure that their first aid certificates remain up to date through liaison with the lead first aider/relevant person.

There are staff trained in Paediatric First Aid and they usually work within the Early Years Foundation Stage (EYFS) setting.

5. Automated External Defibrillators (AEDs)

Where a school has procured an AED, the location will be clearly marked and communicated to all staff.
If 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.

6. Emergency Procedures

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.

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 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 victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
- Call an ambulance or a doctor if this is appropriate. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
- Ensure 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.
- Take the necessary action(s) to support pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

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

- The Principal / Head of School.
- The injured party/victim(s) parents / next of kin.
- If a serious injury requiring hospital treatment has been sustained by a pupil, member of staff or visitor the Trust's Central Team should also be informed.

7. Reporting to Parents

In the event of incident or injury to a pupil, at least one of the pupil's parents 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 school will telephone the pupil's parents as soon as possible.

A list of emergency contacts will be kept on the school database.

8. Offsite Visits and Events

Prior to any offsite visits or events taking place, 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 visit or event and the persons involved.

9. Storage of Medication

Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them (asthma inhalers)
All 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.

At the end of the academic year all medication will be returned to parents for safe disposal. Any uncollected medication will be disposed of using appropriate channels.

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

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Health Plan 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.

10. Illness

When a pupil becomes ill during the school day (e.g. they have been sick or repeatedly complain of feeling unwell), 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 pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

11. Allergens

Where a pupil has an allergy, this will be managed via their Individual Healthcare Plan (IHP).

12. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.
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 pupil in mind.