



**KINGSTONE ACADEMY TRUST  
APPROVED POLICY DOCUMENT**

<b>First Aid Policy</b>	
<b>Relevant School/s:</b>	<b>KHS</b>
<b>Policy Officer:</b>	<b>Sally Spreckley</b>
<b>Approval:</b>	<b>Delegated</b>
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<b>Distribution:</b>	<b>Public, on website</b>

# First Aid Policy

***Kingstone Academy Trust will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for students, staff and visitors and will make sure that procedures are in place to meet that responsibility.***

## **1. Introduction and Context**

Kingstone Academy Trust (KAT) will conform to all statutory legislation and recognises and accepts its responsibility as an employer for providing so far as reasonably practicable, a safe and healthy work place and working environment, both physically and psychologically, for all its employees, volunteers, and other workers.

Kingstone Academy Trust must ensure that first aid provision is available at all times when people are on KAT premises, and also off the premises whilst on School trips and wherever the need has been identified.

Kingstone Academy Trust is required by the Education (School Premises) Regulations 1999 to have nominated medical accommodation.

KAT must appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the School and to maintain current qualifications for those people

KAT must provide relevant training and ensure monitoring of training needs

KAT must provide sufficient and appropriate resources and facilities

KAT must inform staff and parents of the first aid arrangements

KAT must keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Transport Regulations require that the minibuses have on board a first-aid container.

## **2. Definition**

This Policy conforms to the DfE Guidance on First Aid in Schools. Kingstone Academy Trust (KAT) follows Health Protection Agency guidance on health control in schools and other student care settings, and Health and Safety Guidance for Schools - Infection Control Herefordshire Council.

KAT follows the procedures recommended by Herefordshire Council for reporting Accidents and Injuries that occur during school time, and records any reportable incidents using the recommended forms.

## 2.1 Information and Consent

Medical History - upon joining KAT parents are asked to fill in a data collection form that includes medical history and medical conditions. Parents are asked to inform the school if the information needs to be amended or added to. Allergies can also be noted on the form. Permission is sought from parents or carers to administer paracetamol or ibuprofen

Permission is sought from parents for students to participate in activities off site. This includes permission for emergency medical and dental treatment if required.

## 3. Aims

The school recognises that its responsibility for the safety and welfare of all the students at the school is paramount. First Aid matters will be raised at Staff Briefing and staff meetings. First Aid notices will be prominently displayed and all staff/new students will be informed about First Aid arrangements during induction.

### 3.1 FIRST- AID PROVISION AT KINGSTONE ACADEMY TRUST

- A suitably stocked and labelled first-aid container situated in the school office and other relevant points around the school.
- Trained First Aiders to take charge of first-aid arrangements.
- Information for staff, students, parents/carers on first-aid arrangements
- On-going risk assessment carried out periodically.
- First-aid provision available at all times while people are on school premises, and on off-site visits where a risk assessment has indicated this might be necessary (e.g. sports activities) Each mini bus has a stocked first aid box and a portable one is carried on outside visits.
- Students' individual medical containers must be clearly marked on the outside and contain their health care plan (if required) plus up to date medicines provided by the parents.

### 3.2 PROCEDURE IN CASE OF ACCIDENT OR INJURY TO STUDENTS

For all but the most trivial injuries, refer the student to a First Aider.

First Aid should only be administered by a qualified first aider.

If the injuries cannot be treated at the school arrangements should be made for transportation to hospital.

All witnesses must complete an Accident Report; Accident Reports can be found in the Admin Office.

KAT keeps a record of any first aid treatment given by first aiders/appointed persons.

- the date, time and place of incident;
- the name (and form) of the injured or ill person;
- details of the injury/ illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- Name and signature of the first aider or person dealing with the incident.

Except for the most trivial injuries the parent/guardian should be contacted by telephone and a report of the accident/injury and treatment given, explained. If telephone contact cannot be made then an accident report letter should be completed and sent home with the student. In all cases of a head injury, if not hospitalised, the students should be sent home with a 'head injury' letter.

### **3.3 HYGIENE/ INFECTION CONTROL**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment

### **3.4 ILLNESSES AND DISEASE**

When a student is unwell the best place for them is at home with an adult. If a student becomes ill at school the parents/host family should be contacted through the main office and arrangements made for the student to be collected.

Some infectious diseases are notifiable. The student's doctor / Public Health England should inform the school of any precautionary measures to be implemented.

Prescribed medicines can be dispensed provided that a written request, with details of the medicine involved, frequency of administration and dosage, is obtained from the parent. The parent must be responsible for providing the medicine in question in a suitable container, clearly labelled with the student's name and directions for administration, and for replenishing supplies as necessary.

The medicine will be kept locked in the admin office. Kingstone Academy Trust reserves the right not to administer medicines for any reason.

### **3.5 SPECIAL ARRANGEMENTS**

In some cases students with medical needs may be more at risk than other students. Staff may need to take additional steps to safeguard the health and safety of such students. In a few cases individual procedures may be needed and these will be detailed in an individual Risk Assessment. The Heads of Year and Pastoral leads are responsible for making sure that all relevant staff know about and are if necessary trained to provide any additional support these students may require.

- Students with asthma need to have immediate access to their reliever inhalers when they need them, and carry them with them. Spare inhalers must be provided by parents, these are kept in an unlocked grab box in the main office. (see Asthma Guidance).
- Students with epilepsy - concerns about safety should be discussed with the student and parents as part of their health care plan.
- Students with diabetes should be able to manage their own medication. This should be discussed with student and parent as part of their health care plan. Additional

diabetic equipment and resources are kept in labelled containers in the first aid cupboard in the main office.

- Anaphylaxis – Pre-loaded injection devices should be provided by the parents in the correct container, labelled with their student's name and updated medicines. If the school has to give this injection an ambulance must always be called.

We will request an individual health care plan for students with specific medical needs: anaphylaxis, diabetes, asthma, epilepsy etc. and ensure that explicit permission is given for the administration of any medications. Parents have the prime responsibility for their student's health and should provide the school with information about their student's medical condition.

### **3.6 PHYSICAL CONTACT WITH STUDENTS**

The treatment of students for minor injuries, illness or medical conditions may involve members of staff in physical contact with students.

Any treatment should:

- Not involve more contact than necessary
- Be undertaken by staff who have volunteered to be designated to the task
- Be carried out wherever possible, in front of other students or adults
- Be recorded in appropriate methods
- Parents informed

## **4. Actions and Responsibilities**

There will be enough trained staff to meet the statutory requirements and assessed needs.

Adequate and appropriate training and guidance is given to staff who volunteer to be First Aiders/Appointed Persons. First aiders must complete a training course approved by the Health and Safety Executive (HSE) and ensure they receive refresher training every 3 years.

At least one First Aider will be on site whenever the school is open (including parents' evenings and other out of hours events) and one will accompany off site visits.

The main duties of a first-aider/appointed person are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called. Enter details of injuries and treatment outcome in the appropriate record.
- Administer medication and keep appropriate records.
- Take charge when someone is injured or becomes ill

### **4.1 Logging and Reporting Accidents and Injuries**

First aid reporting is done on SharePoint. All but the most trivial incidents are logged and reported. If a student or member of staff is injured or involved in an incident, they must report the details on the accident reporting form; it must be signed both by the injured party and the Headteacher.

The completed accident report must be forwarded to SLA provider currently Fire and Risk Management Services, although a copy can remain at the School.

There is sometime the need and requirement to investigate accidents more thoroughly. Such investigations can be initiated by the Headteacher or by the Health and Safety SLA provider upon receipt of the completed Accident form.

## **5. Monitoring and Review**

All records are kept for a minimum of 6 years. They will be analysed to look for trends and patterns and may be used for reference in future first-aid needs assessments and for insurance and investigative purposes.

## **6. Notes to the Policy**

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 of trying to assist in an emergency.

All staff are reminded that they are responsible for any defects in the equipment or damage to their classrooms and should report such to the Site Team. Any damage to the building that could be dangerous should also be reported to the Site Team or Headteacher immediately.

If any concerns are raised that have Safeguarding implications (e.g. unexplained marks or scars), whilst a person is being treated for first aid, the First Aider must inform the Designated Safeguarding Lead who will then take appropriate action.

This policy should be read in conjunction with the Health and Safety Policy, Asthma Guidance and Safeguarding Policy.