

PENWORTHAM GIRLS' HIGH SCHOOL

FIRST AID POLICY

(June 2023)

Updated: Annually

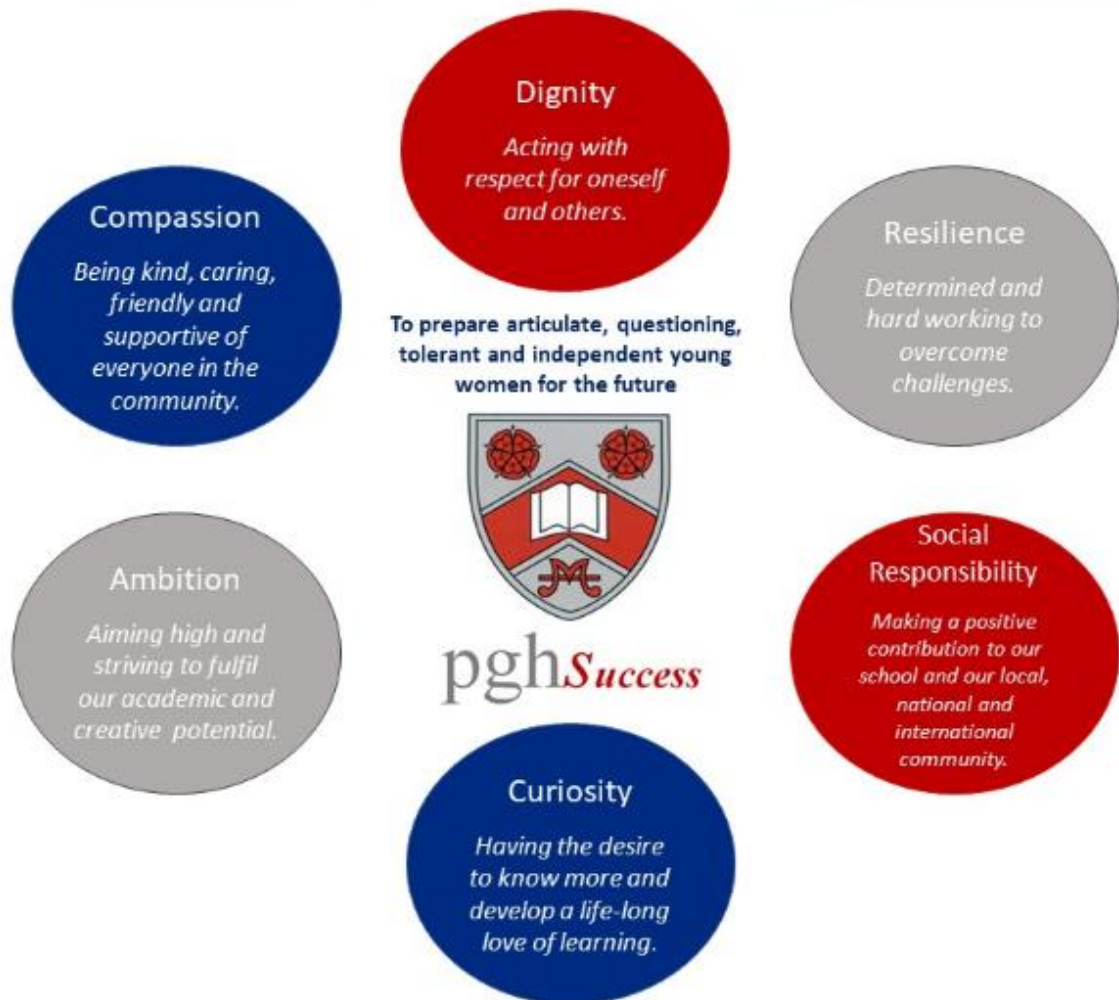
Next Review: Summer 2024

THE MISSION

**To prepare
Articulate, Questioning, Tolerant and Independent Women
for the future.**

Aims and Values of the School

Aims and Values



Statement of Intent

Penwortham Girls' High School (PGHS) 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 school in regard to all staff, students and visitors.

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

This policy aims to:

- Ensure that the school 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 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.

1. Legal Framework

1.1 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
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- DfE (2015) 'Supporting students at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2017) 'Statutory framework for the early years foundation stage'

1.2 The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Administering Medication in School Policy
- Supporting Students with Medical Conditions in School Policy
- Record Management Policy
- Behaviour Policy
- Safeguarding Policy
- Educational Off Site Visits Policy and Guidelines
- Critical Incident Policy
- PGRA04A Covid-19 Risk Assessment

2. Roles and responsibilities

2.1. The governing board 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 school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school 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 school 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 'designated first aider' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

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 school'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 school 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 school.
- 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 governing board.
- 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.

The school has an 'appointed person' to oversee first aid provision. The appointed person is responsible for:

- Overseeing the school'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.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - Cardiopulmonary resuscitation.
 - First aid for the unconscious casualty.
 - First aid for the wounded or bleeding.
- Maintaining injury and illness records as required.

The appointed persons are Linda McLean and Julie Kenyon.

3. First Aid Provision

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

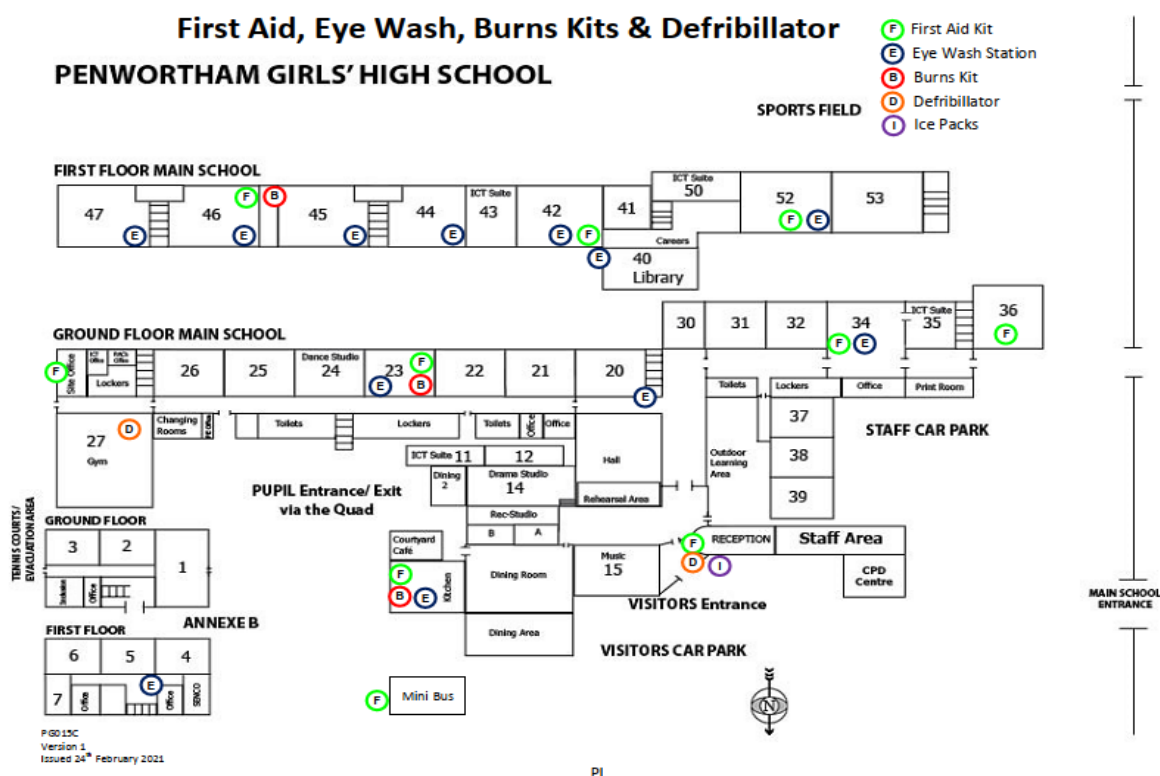
The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 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 kits are in the following areas:



4. First Aiders

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 school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

The school will ensure that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the **Office Manager/Premises Manager**.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that students and staff know who they must contact in the event of illness or injury.

The current first aid appointed person(s) are:

Name	Date of Training	Valid Until
Maryam Shahi	1 st October 2020	30 th September 2023
Annabel Garlick	14 th October 2020	13 th October 2023
Calum Coogan	26 th November 2020	25 th November 2023
Lesley Chohan	2 nd December 2020	1 st December 2023
Gary Bowles	7 th December 2020	6 th December 2023
Dawn Embley	18 th January 2021	17 th January 2024
Alison Cattanach	24 th February 2021	23 rd February 2024
Julie Kenyon	6 th October 2021	5 th October 2024
Gemma Morris	6 th October 2021	5 th October 2024
Rob McVey	17 th November 2021	16 th November 2024
Lisa Gornall	29 th November 2021	28 th November 2024
Carol Woodhouse	29 th November 2021	28 th November 2024
Rachel Freer	8 th December 2021	7 th December 2024
Linda McLean	8 th December 2021	7 th December 2024
Kelly Gill	13 th December 2021	12 th December 2024
Sarah Scott	13 th December 2021	12 th December 2024
Phil Dean	17 th January 2022	16 th January 2025
Michelle Murray	17 th January 2022	16 th January 2025
Lisa Davda	24 th January 2022	23 rd January 2025
Catherine Ingram	24 th January 2022	23 rd January 2025
Laura Gerrard	2 nd February 2022	1 st February 2025
Sarah Parker	2 nd February 2022	1 st February 2025
Louise Avery	10 th February 2022	9 th February 2025
Katie Finnigen	25 th February 2022	24 th February 2025
Steven Herbert	26 th May 2022	25 th May 2025
Isabelle Troup	16 th June 2022	15 th June 2025
Deborah Snowdon	16 th June 2022	15 th June 2025
Gill Tompson	6 th June 2023	5 th June 2023

The school 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 school.

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

When selecting first aiders, the school 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 school will ensure that some staff members are trained in mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Students will be supported in accordance with the school's Emotional Wellbeing Policy.

The Mental Health First Aiders are:

John Ramsdale

Rosie Cahill

Sumayya Ibrahim

Nicola Byard

5. Automated External Defibrillators (AEDs)

The school has procured 2 x AED's through the NHS Supply Chain, which are located in **the school reception and the gymnasium**. The battery packs are replaced every three years or as instructed by NHS.

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, and usually during the first INSET session of the academic year.

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

6. Accommodation

The school's medical room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

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

The medical room will not be used for teaching purposes.

The medical room will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders.

The medical room is situated near to reception near the main entrance.

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 a First aider is needed, a responsible person should be sent to Reception with a request for a first aider or phone 400, 406, 402, 412 with a request for first aider. It is advisable for a teacher who is a first aider to send for help for all incidents.

If in charge of a class and when needed (the student cannot be moved), a member of the Senior Leadership Team (SLT), or the member of staff responsible for cover, should be informed to find a suitable room to move the rest of the class away from the incident. Another teacher may be required to sit with the class.

If called, a first aider will assess the situation and take charge of first aider administration. (It is recommended the first aider take the wireless radio with them, if possible, to communicate with office staff).

If the patient is known to have a medical condition that requires immediate treatment, if their medicine is kept in school (e.g. EpiPen/epilepsy medication), this should be administered either by the patient (if able) or by the first aider.

If the patient is conscious and able to walk to the medical room, they should be taken there, where the first aider will assess their needs and act accordingly.

If the patient can be moved, but is not able to walk, there is a wheelchair that can be used (kept in the medical room).

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.
- Parent/Carer informed. Arrangements should be made for them to come to school.
- Where an ambulance is required, a staff member accompanies the student in the ambulance if the parent/carers does not arrive in time and calls the student's parent/carers 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.

6.12 The school 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 parents/carers of the victim(s).
- The Head of Year (HOY)
- Premises Manager

8. Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, a member of staff will telephone the student's parent as soon as possible. Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts will be kept at the school 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.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The 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 Records Management Policy.

9. Offsite Visits and Events

Before undertaking any offsite visits or events, 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.

The school will take a first aid kit on all offsite visits which contains at 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.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, the school will ensure that all large vehicles and 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 school's educational visit requirements, please see the Educational Offsite Visits Policy and Guidelines

10. Storage of medication

Medicines will 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. 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 pupils 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 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 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.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Medication in School and Supporting Students with Medical Conditions in School.

11. Illnesses and allergies

When a pupil becomes ill during the school day, their parent 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 (usually the medical room) while they wait for their parent to pick them up. Students will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

The school will manage any emergencies relating to illnesses and allergies in accordance with the [Emergency procedures](#) section of this policy.

12. First Aid Facilities and Equipment

- The school's designated medical room is within the administration area. It has a sink with running water and is close to a toilet.
- The school has a wheelchair for moving patients around school. This is kept in the medical room and is readily available if needed.
- The main supply of first aid materials is kept in the medical room. This is the area staff will send for help from in an emergency, and staff are more able to leave their job if needed.
- There are first aid boxes in the areas of school where accidents are more likely to happen: PE Department, Technology and Science Rooms. The main subject teacher in that room or the department technician is responsible for stocking the first aid box.
- An appropriate first aid kit is always taken by the first aider on school trips and visits and the spare EpiPens and other vital medicines are kept in the office.
- There are two defibrillators in school - held at reception and in the PE Department. A first aider should either take this with them to the scene of an emergency or send a member of staff to retrieve/contact reception.
- There is an emergency salbutamol inhaler available for student use when parental consent has been provided (in the medical cupboard in the office).
- There is an emergency Epi-pen/Adrenaline Auto Injector (AAI) available for student use when both medical authorisation and parental consent has been provided (in medical cupboard in the office).

- There is a stocked first aid box available for outside bookings. This is located in reception. All contractors and prospective hirers of the school must have the appropriate public liability insurance to cover all legal liabilities for accidents resulting in injuries to members of the public. The hirer must produce this document before the letting is confirmed.

13. 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 in writing 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 office/reception will telephone the student's parents as soon as possible.

A list of emergency contacts will be kept at the school office.

The designated first aider 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.
- All staff must report their own accidents using the online Oracle accident reporting form.

8.6 The Premises Team should be informed of all accidents as soon as possible.

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 kept for a minimum of ten years in line with the Record Management Policy.

Offsite Visits and Events

Before undertaking any offsite visits or events, 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. For more information about the school's educational visit requirements, please see the Educational Off Site Visits Policy and Guidelines.

14. 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. Where individual students have been given responsibility for keeping medicines or equipment with themselves, parental/carers authorisation must always be confirmed and recorded.

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. EpiPen, inhalers.

School's spare EpiPens/inhalers are for those **ONLY** who are recorded as being prone to anaphylaxis (for EPIPEN) or asthma (for inhaler) **AND** who have consent from parents. These items and the list of students are kept in the first aid runner bag in the office.

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

15. Illnesses and Allergies

When a student becomes ill during the school 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.

Where a student has an allergy, this will be addressed via the school's Medication in School and Supporting Students with Medical Conditions in School Policy and the Allergen and Anaphylaxis Policy.

16. 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, alongside details of allergies and chronic conditions – these forms will be updated at the **start** of each school year.

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 students, staff members and visitors in mind.

17. Monitoring and Review

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

Staff will be required to familiarise themselves with this policy. 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 **Summer 2024**.

This policy has been agreed by the Governing Body	DATE
Reviewed – Curriculum & Standards	April 2015
Reviewed – Curriculum & Standards	Feb 2018
Reviewed – Curriculum & Standards	Feb 2021
Reviewed – Curriculum & Standards	March 2022
Reviewed – Curriculum & Standards	June 2023