



First Aid Policy

Date written: Click or tap to enter a date.

Written by: Rachael Thompson Director, Head of Therapy, Health and Safety Officer

Date agreed and ratified by: [Governing Body/management committee](#): Click or tap to enter a date.

Date of next review: Click or tap to enter a date.

Version: 1

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Key Contacts

| Name | Role | Cairn Education contact information |
|-------------------------|--|--|
| Rachael Thompson | Director Head of Therapy Health and Safety Officer | rachaelthompson@cairneducation.co.uk |

Contents

| | |
|--|---|
| Contents | 2 |
| Introduction | 3 |
| Legal Framework..... | 3 |
| Aims..... | 3 |
| RECORDS OF FIRST AID TREATMENT | 4 |
| FIRST AID TRAINING | 4 |
| Roles and Responsibilities..... | 5 |
| All Managers | 5 |
| First Aiders | 5 |
| Colleague responsibilities: | 5 |
| Visitors..... | 6 |
| Emergency procedure in the event of an accident, illness or injury | 6 |
| Reporting to parents..... | 7 |
| Illness..... | 7 |
| Consent | 8 |
| Monitoring and review | 8 |

Introduction

Cairn Education 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 Cairn Education in regards to all staff, students and visitors activities and individual students presentations.

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

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Food Hygiene Policy and Procedures
- Educational Visits and offsite activities Policy

The Directors alongside the Lead First Aiders have overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed. This document is for your guidance only and should not be regarded as a substitute for taking professional advice.

Legal Framework

This policy has due regard to statutory legislation, including, but not limited to the following: The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

Aims

This policy aims to:

- Ensure students, staff and visitors will be treated for injury or sudden illness promptly and safely until, where necessary, being placed in the care of a professional or transferred to hospital.
- Ensure that all 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 should 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 for the emergency services 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 site.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes.

First aid boxes are located in the following areas:

- Office

- Kitchen
- All school vehicles

RECORDS OF FIRST AID TREATMENT

1. An incident record on the Cairn Education Incident Reporting System will need to be completed by the relevant manager for colleagues experiencing an injury at work.
2. Any accidents which result in specified major injuries, result in more than seven days sickness absence to a colleague, or involve certain more serious injuries and/or attendance at a hospital, to members of the public, are reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR). Details of the reporting arrangements are given in the appendix.

FIRST AID TRAINING

3. Student facing staff in Cairn Education will be trained on a three yearly basis in Emergency First Aid at Work and undertake refresher training on an annual basis.
4. There are two levels of first aid training available:
5. Emergency First Aid at Work (EFAW): A One Day Course that covers the following:
 - a) Understanding the role of the first aider including reference to cross infection, the need for recording accidents and incidents and the use of available equipment
 - b) Assessing the situation and circumstances in order to act safely, promptly and effectively in an emergency
 - c) Administering first aid to a casualty who is unconscious (including seizure)
 - d) Administering cardiopulmonary resuscitation and the use of an Automated External De-fibrillator (AED)
 - e) Administering first aid to a casualty who is choking, wounded and bleeding or suffering from shock
 - e) Providing appropriate first aid for minor injuries
 - f) Face to face training on a three yearly basis with annual on-line refresher training (years two and three).
6. First Aid at Work (FAW): A Three Day Course that because of its specialist nature is only available to specific colleagues. It covers the following:
 - (a) Understanding the role of the first aider including reference to cross infection, the need for recording accidents and incidents and the use of available equipment
 - (b) Assessing the situation and circumstances in order to act safely, promptly and effectively in an emergency
 - (c) Administering
 - (d) First aid to a casualty who is unconscious (including seizure)
 - (e) Administering cardiopulmonary resuscitation and the use of an AED
 - (f) Administering first aid to a casualty who is choking, wounded and bleeding or suffering from shock
 - (g) Administering first aid to a casualty with injuries to bones, muscles and joints, including suspected spinal injuries
 - (h) Administering first aid to a casualty with chest injuries, burns and scalds, eye injuries, sudden poisoning or anaphylactic shock

- (i) Recognition of the presence of major illness and providing appropriate first aid.

Roles and Responsibilities

All Managers

All Managers are responsible for ensuring that:

- 7. All colleagues for whom they have responsibility know how to obtain first aid assistance for both service users and colleagues, how to call a first aider and the location of any first aid and emergency equipment.
- 8. Any special first aid requirements within their area of responsibility (e.g. for specific chemical or biological hazards) are identified and adequate first aid arrangements are put in place (including the provision of appropriate and adequately maintained and sited specialist equipment).
- 9. Where special hazards are identified, their colleagues are made aware of the local procedures and equipment for dealing with them.

First Aiders

- 10. First Aiders who have accepted an appointment to provide first aid, are responsible for:
- 11. Providing immediate first aid assistance, as required within their level of competency.
- 12. Attending any training arranged to maintain their competency/registration.
- 13. Raising any concerns about their level of knowledge and training, in relation to their ability to undertake first aid duties for which they have been appointed.
- 14. Ensuring that any first aid containers/supplies for which they have been allocated responsibility, are adequately stocked and maintained.
- 15. Completing relevant records of treatment (e.g. in the accident book) after first aid has been administered and, where relevant, ensuring that accident reporting procedures have been followed.
- 16. The lead first aider is responsible for frequently examining the contents of first aid boxes and after any incident logged. These should be restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

Colleague responsibilities:

- 17. In an emergency, access first aid materials whilst waiting for a first aider, nurse or doctor, but must not otherwise remove items from the first aid boxes.

18. Ensure that they know who their local first aiders are, how to call them and the location of first aid equipment.
19. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
20. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

Visitors

21. Anyone on the school premises is expected to take reasonable care for their own and others' safety.

Emergency procedure in the event of an accident, illness or injury

22. 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.
23. If called, a first aider will assess the situation and take charge of first aid administration.
24. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
25. 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:
26. Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
27. Call an ambulance or a doctor, if this is appropriate –after receiving a parent's clear instruction, take the accident victim(s) to a doctor or to a hospital.
28. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
29. Make sure 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.
30. See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from

the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.

31. When the above action has been taken, the incident must be reported to:

- The Cairn Education Director
- The parents/carer of the injured victim

Reporting to parents

32. In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.

33. In the event of serious injury, head injury or any incident requiring emergency medical treatment, the First aider will telephone or text by prior arrangement the pupil's parents as soon as possible.

34. A medical form is to be completed fully.

35. A list of emergency contact details is kept in the office.

36. Visits and events off-site:

37. Before undertaking any off-site events, the teaching staff organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Cairn Education Director before the event is organised.

38. Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements. Storage of medication:

39. All medicines shall 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.

40. All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.

41. Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

Illness

42. When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible. If the parent/carer is unable to collect their child, they will be taken home by a staff member.

43. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

Consent

44. 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.
45. Staff do not act ‘in loco parentis’ in making medical decision as this has no basis in law–staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

Monitoring and review

46. This policy is reviewed annually by the Cairn Education Director in conjunction with the Senior Leadership Team; any changes made to this policy will be communicated to all members of staff.
47. All members of staff are required to familiarise themselves with this policy as part of their induction programme.