

First Aid Policy

The Sittingbourne School



Approved by: Lynn Lawrence
(Chair of Governors)

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1. Aims

The first aid procedure at The Sittingbourne School is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the team consists of qualified first aiders and NOT trained doctors or nurses.

A list of qualified first aiders and their contact details is posted in the following areas:

- Main reception
- Staff room
- Safeguarding office

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the policy is therefore:

- To provide effective, safe first aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of health and safety issues within school to prevent, where possible, potential dangers or accidents.

NB: The term FIRST AIDER refers to those members of the school community who are in possession of a **valid First Aid at Work Certificate or equivalent**.

2. Roles and Responsibilities

FIRST AIDERS WILL:

- Ensure that their qualification is always up to date and remind the Headteacher when a renewal date is approaching
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other first aiders or emergency services.
- Help fellow first aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance at the request of paramedics
 - Followed to a hospital by a member of staff to act in loco-parentis if a relative cannot be contacted or await arrival of parents
- The first aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

- Keep a record of each student attended to, the nature of the injury and any treatment given using Meditracker. In the case of an accident, the Accident Book/Meditracker must be completed by the appropriate person.
- Mrs Oxby-Parker (Healthcare Manager) to report serious accidents/incidents to RIDDOR.

THE HEAD OF SCHOOL WILL:

- Provide adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations 1992 (amended) 2013).
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.
- Ensure that first aid cover is available throughout the working hours of the school week.

THE PASTORAL SUPPORT TEAM WILL:

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that, in the event that an injury has caused a problem, the student is referred to the First Aider for examination.
- Ensure that parents/carers are informed as early as possible whenever a child has needed to receive first aid, no matter how minor the injury appears to be

THE DDSL (WITH RESPONSIBILITY FOR FIRST AID) WILL:

- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school visits/outings.
- Be responsible for the day to day management of first aid issues.

TEACHERS WILL:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current first aiders are.
- Be aware of specific medical details of individual students when publicised by the SENCO / Healthcare Manager.
- Ensure that their students are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified first aider unless the casualty is in immediate danger.
- Send for help to the pastoral support team as soon as possible either by a person or telephone or by logging a welfare call on Bromcom, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat, a casualty unless staff are in possession of a valid First Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a first aider arrives at the scene or instigate simple airway measures if clearly needed.
- Ensure that they have a current medical consent form for every student that they take out on a school visit which indicates any specific conditions or medications of which they should be aware.
- Have regard to personal safety.

OFFICE STAFF WILL:

- Call for a qualified first aider, unless they are one themselves, to treat any injured student.

- Support the first aiders in calling for an ambulance or contacting relatives in an emergency.
- Call for Pastoral Support Manager when students who simply do not feel well
- NOT administer medications without parental permission.

The implementation of this policy will be monitored by the Executive Headteacher, Head of School, First Aid Team and the Governing Body/Challenge Committee.

3. Monitoring Arrangements

This policy and information report will be reviewed by the DSL (with responsibility for first aid) and Deputy Headteacher every year. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

4. Links with other policies

This policy links to our policies on:

The Sittingbourne School:

- TSS Accessibility plan
- TSS Child Protection and Safeguarding Policy and Procedure
- TSS Children with health needs who cannot attend school policy
- TSS Health and Safety Policy
- TSS Supporting Students with Medical Conditions

The Swale Academies Trust:

- SAT Supporting Students with Medical Conditions