



Manor High School

Excellence - Inspiration - Resilience - Respect

First Aid Policy

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Statement of intent

Manor High School is committed to providing emergency First Aid provision in order 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 the school in regard to all staff, pupils and visitors.

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

This policy aims 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.

1. 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
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for schools'
- DfE (2023) 'Automated external defibrillators (AEDs)'
- DfE (2023) 'Statutory framework for the early years foundation stage'

The policy is implemented in conjunction with the following school/Trust policies

- Health and Safety Policy
- Administering Medication Policy
- Supporting Pupils with Medical Conditions Policy
- Special Education Needs and Disability Policy
- Record Management Policy
- Behavioural Policy
- Safeguarding Policy
- Educational Visits and School Trips Policy

2. Roles and responsibilities

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 pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' 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 pupils 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 pupils at school.
- Making pupils 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.
- Taking responsibility for administering First Aid when someone is injured or ill
- Ensuring that an ambulance or other professional medical help is summoned, when appropriate.

Appointed Lead in First Aid is responsible for:

- Overseeing the school's First Aid arrangements.
- Taking charge when someone is seriously injured or becomes very 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.
- Other relevant training, i.e. Diabetes training, EpiPen training

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 pupils 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
- 10 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

All First Aid containers will be identified by a white cross on a green background.

The appointed lead 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 boxes are in the following areas:

- The school office
- First Aid Room
- Reception
- DT
- Food Tech
- Reprographics Room
- Gym
- Minibus
- Sports Hall

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.

The school will ensure that all First Aiders hold a valid certificate of competence, issued by an HSE-approved organisation, and that refresher training and retesting of competence is arranged for First Aiders within the school before certificates expire.

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.

First Aiders will ensure that their First Aid certificates are kept up-to-date through liaison with the Student Services Manager.

The First Aid appointed lead person will be responsible for maintaining supplies.

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

The current First Aid appointed person(s) are:

Name	Job Title	Location
Mrs Gillian Patterson	Senior Administrator – Lead First Aider	Business Support Office
Mr Shaun Tweed	School Business Leader	Business Support Office
Mrs Victoria Hulbert	Administrative Assistant – Admissions	Business Support Office

Mrs Deborah Muggleton	Administrative Assistant – Communications and Marketing	Business Support Office
Mrs Louise Charlesworth	Science Technician	Science Tech Room
Mrs Claire West	DTA Technician	DTA – Food
Mr Ahmed Tafat	DTA Technician	DTA – Resistant Materials
Mrs Vickie Glover	Standards and Progress Leader	Student Support Building
Mrs Diana Naylor	Assistant Standards and Progress Leader	Room 28
Mrs Humera Mahomed	Assistant Standards and Progress Leader	Room 28
Mrs Reena Sumra	Assistant Standards and Progress Leader	Room 28
Baljinder Sangha	Teaching Assistant	Pastoral Building
Rukshana Khan	Teaching Assistant	Pastoral Building
Mrs Janet Bee	Teaching Assistant	Study Centre (Before School)
Mr Ben Martin	Teaching Assistant	Pastoral Building
Mrs Ashita Vora	Teaching Assistant	Pastoral Building
Mr Andrew Gibbs	Site Manager	Premises Office
Mr Alex Nixon-Bell	Premises Officer	Premises Office
Mr Robert Hydon	Premises Officer	Premises Office
Mr Satishkumar Sedani	Premises Officer	Premises Office

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.

5. Automated external defibrillators (AEDs)

The school has two defibrillators within the school. They are located in the following places:

1. Phillips Heartstart Defibrillator is located in the main reception
2. Mediana Heart ON A15 automated external defibrillator (AED) is located in the entrance of the sports hall in an unlocked, alarmed cabinet.

All staff members and pupils will be made aware of the AED's location and what to do in an emergency. A risk assessment regarding the storage and use of AEDs at the school will be carried out and reviewed **annually**.

No training will be needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, staff members will be trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first-aid and AED use.

The emergency services will always be called where an AED is used or requires using.

Maintenance checks will be undertaken on AEDs on a monthly basis by the lead first aider, who will also keep an up-to-date record of all checks and maintenance work

6. 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 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, or the individual 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 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 is a pupil, 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.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed and the pupil is taken to a hospital or doctor in the school mini bus, accompanied by at least **two** staff members – one of whom to drive the bus, and one of whom, a First Aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- 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 pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils 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 of the casualty(ies).

7. 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, the First Aider will telephone the pupil's parents as soon as possible. Parents will be informed via electronic notification 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 are held on the school's Management Information System (MiS) Arbor.

The appointed lead 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.
- What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- Name 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 Record Management Policy.

8. Sporting Events

Sporting events that take place at Manor High School will have a first aid member of staff on duty the school ensures that there is a first aid trained member of staff on duty for all events that occur at the school.

For sporting events taking place away from Manor High School the school ensures a member of staff that is a first aid trained accompanies the group.

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.

For more information about the school's Enrichment & Educational Visit requirements, please speak with the Enrichment & Educational Visits and School Trips appointed person.

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.

Parents are required to complete a [Medicine Consent Form](#), where a pupil is required to have medication during school hours. Medication(s) which have been provided to the school will be returned to the 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.

11. Illnesses and allergies

When a pupil becomes ill during the school day, the student will be assessed and, where necessary, their parent will be contacted and asked to pick their child up as soon as possible.

Pupils will be kept in the reception foyer where they will be monitored during this time.

Allergy medication, eg. hay fever tablets or other medication for any other medical conditions, will not be provided by the school. When a pupil, staff member or visitor has an allergic reaction, parents or next of kin will be contacted and the appropriate action will be taken.

Where a pupil has an allergy, this will be addressed via the school's Medication & Management Procedures Policy.

12. Consent

Parents are required to complete the medical form, via Applica, 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 pupil in mind – guidelines will be issued to staff in this regard.

Please see link to Supporting Pupils with Medical Conditions at www.manorhigh.leics.sch.uk/policies-Management section

13. 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 as part of their induction programme. 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.