



Policy Name: First Aid
Written by: Jennifer Parry

Review history date	Review Date	First Aiders	Head of Education
1st February 2023	1st February 2024	Ben Elwell Sian Jones	Declan Tuer

Mission Statement

Preparing learners for the future by providing a sustainable outstanding educational experience where all students realise pursue and achieve their full potential, enabling them to thrive as adults.

It is Greenfields School's responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed annually.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those students travelling in school arranged transport.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school both on and off site.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents (via the prospectus) of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Duties and Responsibilities

The Headteacher is responsible for the health and safety of their employees and anyone else on the premises. This includes the teachers, non-teaching staff, students and visitors (including contractors).

The Health and Safety Co-ordinator must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The Health and Safety Co-ordinator should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures. The policy and information on the School's arrangements for first aid are communicated to all staff and students.

New staff are to be informed of procedures as part of their induction programme, the First Aid room has any important first aid details displayed in it and staff training is given in response to need.
All staff are expected to do all they can to secure the welfare of the students.

First Aiders

This section must be updated as necessary.

Name	Qualification	Provider	Date for renewal
Ben Elwell	First Aid	Caretech	13/07/2025
Sian Jones	First Aid	Caretech	13/07/2025

The Appointed Person /First Aider must have completed a training course approved by the HSE, and will be updated every three years. They will:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- All incidents are to be recorded either in the Accident Book or Minor Incident Book, as appropriate. .
- Where possible constant supervision will be provided for poorly or injured students.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a student they will be sent home.
- If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions.
- ensures that an ambulance or other professional medical help is summoned when appropriate.
- First aiders must complete a training course approved by the Health and Safety Executive. Updates are required every three years.
- At school, the main duties of a first aider 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.
- A full accident form must be completed for any serious injuries.

Reporting

- The Headteacher or most senior teacher on site will be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are to be reported in the Accident Book or Minor Incident Book kept with the headteacher/deputy headteacher.
- Care staff/registered managers are to be informed of a head injury.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported by the Headteacher to the HSE.

1. Involving employees or self employed people working on the premises.
2. Involving students and visitors

Record Keeping

The Head or their nominated representative must ensure that a record is kept of any first aid treatment given. The First Aid book is completed located in First Aid room & then uploaded onto BehaviourWatch for electronic record keeping, paper based copy gets sent home with learners for guardians or given to staff.

The report will include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident

Accident and first aid treatment records can be used to help to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes. Records should also be scanned onto the system and uploaded to behaviour watch and paper copies stored with the headteacher.

Administration of drugs and medicines

Medicines should not normally be brought into school, but consideration has been given to the facts that some students do not live locally. Care staff we will therefore supervise students who need to take antibiotics or similar medication prescribed by a doctor, provided the dosage and name of the student are clearly stated. Medicine which is found by staff to be out of date will not be administered. A record will be kept in the medicine book as the type of medication and the name of the care staff responsible for administering said medicine it should be recorded in the schools medicine book giving the time the medicine was taken.

Homeopathic remedies will not be administered.

The school will not administer any form of pain relief as some young people may be taking other regular medications. If pain relief is therefore required the Registered Managers will oversee this provision as they have knowledge of other regular medication prescribed and have sought advice from GP as to the suitability of the pain relief.

Care Staff supporting students with specific needs should always ensure the students carry (blue) asthma pumps and epi-pens in their bags etc, so they are ready to use if required.

Prior to any trips try to check that the medication is in date and that you know where to find it.

It is the responsibility of the Registered Managers to ensure that medication young people in their care are using (asthma and epi-pens) are in date and are suitable for use.

If a child has a serious condition requiring regular medication the student will have a medical support plan which clearly details medication required, dosage and storage.

First Aid Boxes are located in:

- First Aid room
- Kitchen
- Science classroom
- Art/Design classroom

Your Class First Aid kit should contain:

- An information leaflet
- Disposable gloves
- Individually wrapped anti-septic wipes,
- Individually wrapped sterile adhesive dressings (plasters can be used check that the student isn't allergic and they will hold dressings in place),
- A triangular bandage (can be used for head wounds),
- A support bandage for sprains,
- A cool pack to reduce swelling.

No medicine/tablets are to be kept in the first aid boxes

You must ensure before you administer First Aid PPE is in place.

Reportable major injuries are:

1. Fracture, other than to fingers, thumbs and toes;
2. Amputation;
3. Dislocation of the shoulder, hip, knee or spine;
4. Loss of sight (temporary or permanent);
5. Chemical or hot metal burn to the eye or any penetrating injury to the eye;
6. Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
7. Any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
8. Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
9. Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
10. Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
11. Sporting injuries are reportable only if they were due to defective equipment or failings in the organisation and management of an event.

All staff will receive ligature training, in the case of such an event occurring, the tool to cut the ligature is located in the medical cabinet of the staff room. To access this cabinet, a staff member will need to get the key from the Key safe located in the locked cupboard at the back of reception.

Minor injuries (small cuts, grazed knees) should be logged. Always record the name of the student, the injury, cause and location, date and your name. Parents/carers/Registered Managers or Deputy should be emailed to ensure the flow of information and pastoral care is of the highest quality.

When a minor bump to the head occurs a letter should be written, parents/carers/Registered Managers or Deputies should be telephoned directly in case the student becomes unwell that evening. This is especially important in an organisation such as Greenfields when staff work on a rotational shift system.

If you suspect self-harming or non-accidental injury, **do not** confront the student, immediately seek advice from the Child Protection Officer, Mrs J Parry and/or Mr G Brenton as in line with the school [Safeguarding Policy](#).

The role of teachers and other staff

All staff have a duty to prevent accidents, if you see a potential hazard take action if safe to do so, and inform the Headteacher and they should then take action taken to remove the hazard/safety issue and report to maintenance or Head of Service if needed.

Jennifer Parry is responsible for restocking/ordering items to replenish the first aid kit. First aiders are required to inform her of items that have been used and that need to be restocked. It is the responsibility of the person administering first aid to ensure that Headteacher is aware of stock for reorder and it is noted in the book kept in reception. Visit first aid kits are should be restocked following the same protocol. Trip leaders must complete a risk assessment form prior to any visit and ensure that the first aid kit is appropriate to the activity. The designated EVC person should carry the students' medical forms with contact details. The trip leader should be able to give directions to the ambulance service: it may be useful to have the Postcode for reference.

Specific hazards

Most of the school is designated a low risk area, in line with offices. However, certain activities in science and DT are of a more moderate risk (cuts from saws, using a laser or glue gun). Students should be given a safety briefing and asked to wear protective clothing or equipment to prevent accidents. Science and DT classrooms should have eyewash available in the first aid kit. As part of their planning, teachers of science should note any specific hazards and what to do in relation to any chemical spills as raised in the room & COSHH specific risk assessments.

Guidance of the safe disposal of Bodily Fluids (Blood Vomit etc.)

- PPE must be used when clearing up such fluids.
- There are packs of gel in school specifically designed to clear up bodily fluids in a safe and practical manner. Follow the instructions on the pack to ensure manufacturers guidance on the effective use of the product
- Once the fluids have been absorbed (you may need to use more than one pack of gel)
- Scoop the used gel (with a small plastic tool) avoiding contact with your hands in the designated clinic waste bag. Secure to ensure no material can escape and place in the clinical waste bin.
- Used PPE should also be placed in the appropriate bag and placed in the clinical waste bin.
- The bin will be collected by the companies designated supplier and will be disposed of in accordance with clinical waste protocols.

The area where the bodily fluids were present should be cleaned thoroughly with an appropriate disinfectant or steam cleaned to kill any bacteria that may be present. (PPE must be worn to ensure that Bacteria is not transferred).

Linked Policies

<ul style="list-style-type: none">• Critical Incident• Safeguarding• Health and Safety• Drugs & Alcohol misuse	<ul style="list-style-type: none">• Positive Handling• Administering Medicines• Working Procedures• Educational Visits
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Headteacher:	Jennifer Parry	Date:	1 st February 2023
Head of Education	Declan Tuer	Date:	1 st February 2023