



First Aid policy

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1. Aims

1.1. First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. The first aid principles are to; preserve life, prevent worsening, and promote recovery.

1.2. At Rigby Hall School, we are committed to ensuring a high quality first aid provision to deal with emergency illnesses, accidents and injuries of staff, pupils, and visitors. Clear and agreed procedures ensure that all persons receive an equal standard of care within our school.

1.3. All staff, including supply staff, are made aware of this policy, and are required to read it thoroughly to ensure they know who to contact in the event of an illness, accident, or injury. The policy will be reviewed annually, and any alterations made to this policy will be communicated to all staff and volunteers.

1.4. All staff will ensure this policy is followed to in relation to the administration of first aid. Staff are expected to follow health and safety procedures and take sufficient care for their own and others' safety to minimise risks of illnesses, accidents, and injuries.

1.5. The aims of this policy:

- To ensure an effective first aid provision for adequate care of all staff, pupils, and visitors no matter how minor or major the illness or injury.
- To ensure the health and safety of staff, pupils, and visitors.
- To make all staff aware of procedures when first aid treatment is required.
- To make all staff aware of the locations of all first aid kits available in school and the location for the defibrillator on the school's premises.
- To provide first aid kits with correct equipment and materials to carry out first aid treatment.
- To ensure all staff are aware of the requirement to obtain parental permission before administering medication at school.
- To make all staff aware of the location of the medication cabinet and refrigerator, and it is ensured medications are stored appropriately.
- To accurately report and record all accidents and incidents, and first aid administered.

2. Legislation

Health and Safety legislation places an obligation on employers for the health and safety of anyone on the premises. For schools, this includes responsibility for the Headteacher, teaching staff, non-teaching staff, volunteers, pupils, and visitors. At Rigby Hall School, we pride ourselves on providing a first aid service that meets the requirements specified in the

Health and Safety (First Aid) Regulations 1981 (latest edition of Regulations 2018). This legislation gives the standards required for first aid in the workplace and emphasises that all first aid injuries must be treated and reported.

3. Roles and Responsibilities

3.1. All first aiders in school are trained in First Aid at Work. The Office Manager is responsible for ensuring this training is renewed every three years and kept in-date. A list of appointed first aiders is displayed in the school office.

3.2. The school has several first aid persons, a list of which is kept in the school office and at various points around the school.

3.3. First aiders are responsible for:

- Acting as first responders to any incidents; they will assess an ill or injured person and provide immediate and appropriate first aid treatment.
- Requesting the defibrillator from another staff member and performing CPR during major illnesses and injuries, where necessary.
- Ensuring medical help is summoned when appropriate e.g. ambulance.
- Liaising with the Headteacher regarding sending pupils home to recover following first aid treatment, where necessary.
- Informing the pupil's parents of illness or injury as soon as possible. Emergency contact details are found on Arbor.
- Recording first aid treatment on Arbor on the same day, as soon as reasonably practicable.
- Ensuring parents/carers are informed of head bumps, minor or major, via a phone call as soon as reasonable possible. Parents/carers must be provided information in writing regarding guidance on symptoms that may arise from a head bump and action to take if symptoms develop.
- Requesting replacement first aid materials from First Aid Lead following first aid treatment.
- Ensuring first aid training is kept up to date by liaising with the Office Manager.

In addition to first aider responsibilities, First Aid Lead is also responsible for:

- Ensuring there is an adequate supply of medical materials in each first aid kit and replenishing the contents of these kits in line with the guidance given in the LA's Handbook of Safety Information.
- Monitoring stock and ordering first aid supplies.
- Ensuring the defibrillator is regularly checked, in-date and in working order.
- Ensuring head bump letters are up-to-date and available to all staff for pupil parents/carers when required.

3.4. First Aiders can be contacted via phone calls to classrooms in emergencies. There is an adequate number of first aiders in school to call upon.

4. First Aid Equipment

4.1. To provide adequate first aid care, our first aid kits are suitably stocked and regularly replenished in line with LA guidance.

The minimum provision of first aid materials in a first aid kit includes:

- A leaflet containing first aid advice.
- Disposable gloves
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Eye wash fluid
- Adhesive tape
- Antiseptic wipes
- Plasters (assorted sizes)

Cold compresses are available from the fridges in the staff room.

4.2. First aid kits are stored in highlighted areas around school and must remain in the following locations:

- Sports Hall
- Primary (cabinet)
- Staff Room
- Cookery Room
- Post 16
- Gym Pod
- THRIVE/Pastoral Pod
- Bike Maintenance/Mechanics Pod
- Construction Pod
- Training Pod
- Flat
- School minibuses (x2)
- School car
- Portable first aid kits available for trips can be requested from First Aid Lead

4.3. Defibrillator location:

- On Rigby Hall School premises; outside Rowan classroom.

- - In Post 16

4.4. Medication cabinet location:

- Every classroom has a lockable medical cabinet. Key kept in a safe place.

4.5. Medical refrigerator location:

- Staff Room behind a fobbed door. Key kept in the main office.

5. Emergency Procedure in the Event of a Serious Illness or Injury

5.1. In the event of a medical emergency, staff will call 999 for the emergency services before implementing this policy. Staff will liaise clearly with emergency services upon arrival to the school site to ensure the medical needs of the person are met. Office staff are responsible for contacting the pupil's parent/carer as soon as possible.

5.2. When an illness, accident or injury occurs, the teacher or staff member in charge will assess the situation and determine the appropriate course of action, calling for a first aider or immediately calling an ambulance.

5.3. If a first aider is called, they will assess the situation and administer first aid treatment. In the event where a first aider does not feel they can deal with the presenting condition adequately by the administration of first aid, then they should arrange for the ill or injured person to access professional medical treatment as soon as possible.

5.4. The first aider will indicate if a moderate to serious injury has been sustained. The following actions will occur:

- Administration of first aid treatment to all those injured. This will help the injured persons to stay alive and feel comfortable until emergency services can be called.
- Ensure no further injuries can be caused from the accident e.g. making the environment safe or moving the injured persons to a safer environment if they are fit to be moved.
- Ensure any persons who may have witnessed the accident are seen to as they may be worried or traumatised. Parents/carers of pupils who have witnessed an accident must be informed for parental support.

- The incident must be reported to a member of the Senior Leadership Team and the victim's parent/carer must be contacted.

6. Safeguarding

If any concerns are raised that have safeguarding implications e.g. unexplained bruises, marks or scars, while a pupil is being treated for first aid, the First Aider must log a safeguarding concern on MyConcern as soon as practically possible, where the Designated Safeguarding Lead will take appropriate action.

7. Medication

7.1. Consent

When a pupil is admitted to the school, their parent/carer will be asked to complete and sign a medical consent form. This includes emergency contact numbers, any allergies, chronic conditions, and consent for emergency first aid administration for their child. These details can be found on Arbor on the pupil's profile. Long-term medication that is required to be dispensed during school time is administered by trained staff.

In the event where a pupil is ill and requires short-term medication during school hours, medication can be given by trained staff without a Parent/Carer consent form for the first 24 hours to allow time for the consent form to be completed. After 24 hours, a consent form must be completed and signed for this specific medication before it can be administered by trained staff within school.

Pupils have a right to refuse medication. Under no circumstances is a pupil forced to do so. Parents and School Nurse will be informed of the situation and an alternative solution will be mutually agreed between the parent, School Nurse, and staff member.

7.2. Storage of Medication

- Medication is securely stored in accordance with individual product instructions e.g. locked cabinet, locked refrigerator.
- All medication must arrive at school and be stored in the original container in which they were dispensed. The container must include prescriber's instructions for administration, properly labelled including the patient's name, date of the prescription, medication name, strength, dose, and expiry/use by date.
- Medication should only be handled by adults e.g. parent or transport escort to hand medication to a staff member and vice versa. Medication must never be carried by a pupil or put in their school bag, except for inhalers and EpiPens.
- All medication will be signed in and out of school by a staff member. Our School Nurse will transcribe the medication to create a medical recording log for

administering, including pupil's name, medicine name, dosage, time, and signature of trained staff who has administered the medication, plus a witness signature. If necessary, a 'non-transcribe form' can be collected from the main office and must be completed (one for each day) by trained staff if a nurse is unavailable to transcribe. The nurse must be informed so they can transcribe the medication as soon as they are available.

- Medication will be returned to Parent/Carer to for disposal when it is no longer required, including empty boxes/containers.
- An emergency supply of medication should be available in school for pupils who require regular medication for medical conditions.

7.3. Administering Medication

Only trained staff can administer medication. Staff are trained by our School Nurse who will then sign off staff competency to administer medication. Competency assessments occur annually by the nurse. Trained staff can administer medication to pupils who have prescribed medication throughout the school providing they are trained in the correct route of administration e.g. orally, gastrostomy.

8. Emergency Situations

First aiders are trained to recognise and respond to the emergency needs of children with chronic medical conditions, including asthma, epilepsy, severe allergic reactions, and diabetes. A care plan is put in place with support from the school nurse to ensure trained staff can respond to the emergency in an appropriate way.

Asthma

Pupils with Asthma have immediate access to their reliever inhalers whilst in school. Inhalers are stored in the pupil's classroom for quick and easy access. An inhaler is provided and labelled by Parent/Carer.

Epilepsy

Pupils who have epilepsy may have medication such as Buccolam Midazolam for severe epileptic seizures. The medication is stored securely on a member of staff within proximity of the pupil or in a locked medical cabinet nearby. If necessary, first aiders and trained staff will follow the pupil's care plan to administer medication and will follow the pupil's emergency procedure.

Allergic Reactions

First aiders and specifically trained professionals are able to identify signs and symptoms of a severe allergic reaction. Pupils and adults in school who have allergies may have been prescribed an EpiPen for emergencies which first aiders and trained staff are able to administer. EpiPens are named, dated, and stored in a locked cupboard in the pupil's classroom for quick access.

9. Record-keeping and Reporting

At Rigby Hall School, all incidents, accidents, and injuries (minor and major) are reported as soon as it is practicably possible, preferably on the same day.

9.1. All minor accidents or injuries of pupils should be recorded on Arbor by a relevant staff member. All minor accidents or injuries of staff members should be recorded on Cority. As much detail as possible should be supplied.

9.2. All serious accidents, incidents and injuries must be reported to the Headteacher and recorded on Cority by the staff member involved or who witnessed the accident/incident. As much detail as possible should be supplied.

9.3. Parents/Carers should be informed of the accident or injury as soon as necessary.

9.4. Any serious injuries at school that require professional medical treatment should be logged on Cority via RIDDOR (Reportable Injuries, Diseases or Dangerous Occurrences).

9.5. Serious accidents will be reported to the Senior Leadership Team and immediate action taken to ensure the location of the accident is still safe to use. Information will be recorded on Cority. The Headteacher, Deputy Headteacher and School Business Manager will investigate any serious accident.

9.6. Records are retained on the Arbor MIS system.

10. Educational Visits

10.1. Before undertaking off-site events, the teacher leading the trip will assess the venue by undertaking a sufficient risk assessment of the event involving pupils, school staff, and volunteers attending. This will be reviewed by Deputy Headteacher before the trip takes place. The risk assessment minimises risks of accidents and injuries during the trip as dangers have been identified.

10.2. A fully equipped first aid kit must be taken on all off-site visits. Emergency medication such as Buccolam Midazolam must be taken and securely stored on a staff member. Inhalers and EpiPens can be kept with pupils where appropriate.

10.3. A pupil may require prescribed medication during a day trip or residential, therefore, this medication must be stored in a small, lockable container always kept securely on a staff member. Medication will be transcribed by our School Nurse before departure for the trip. If the nurse is unavailable to transcribe, all the medication must be taken on the trip and remain in the original prescribed packaging with patient's name, administration instructions,

dosage, and expiry date. The school nurse can transcribe medication for a residential trip for an extra cost to the school.

10.4. More information regarding the school's education visits can be found on our Educational Visits Policy.