



**The John Roan School**  
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## First Aid Policy

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Approved by Governing Body:  
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## **First Aid Policy Statement**

### **1. Purpose**

*Purpose – what constitutes First Aid?*

First Aid is always carried out by qualified First Aiders across the school to ensure well-being of students and staff. There are permanent staff based on site trained to deal with first aid related incidents. Accidents that occur in classrooms or the playground will be dealt with quickly and effectively. First Aid protects students and staff by creating a safe, learning environment. It is the school policy to provide a basic level of first aid to all those who come on to site.

*What constitutes First Aid?*

The following areas are problems that is considered should be dealt with only by First Aiders. First Aid is considered the first port of call after an accident, or seizure:

Bleeding/cuts/grazes

Burns

Fainting

Head injuries—always dealt with very seriously—all head injuries, however minor, lead to parents being informed, the student being sent home with a letter or sent straight to hospital.

Epilepsy

Asthma

Medical illnesses that First Aiders are aware of (Sickle Cell Disease, etc.). These can all be found on Arbor under medical needs of students. They can also be found in the Medical-Alert booklets.

Minor health issues that First Aiders cannot deal with:

Period pains

Headaches

Students complaining of feeling sick, fever, etc.

Sore throat

Existing problems such as backache, previous accidents that may have happened at the weekend or outside of school hours are deemed the responsibility of the parents. Further treatment from First Aiders in school is unnecessary.

Paracetamol or Ibuprofen tablets cannot be issued at school for these ailments.

## **2. First Aid Provision**

The Principal is responsible for ensuring that there is an adequate number of qualified First Aiders. First Aid training occurs annually. A list of First Aiders is located with every First Aid box across the building. The list also contains information on which First Aider is AED trained.

Portable AED devices are located in receptions at Westcombe Park and also Maze Hill.

Portable First Aid kit is stored at Reception. There is a secure cupboard in the First Aid room for diabetic students to store their medical equipment. Access is controlled by reception staff and First Aiders. The Cluster Facilities Manager will ensure the maintenance of the contents of the first aid boxes in general areas and other supplies on a monthly basis. Subjects such as Science, DT & PE will manage their own first aid boxes. All necessary supplies can be obtained by the FM team.

All First Aid staff, and where appropriate, some Learning Coaches and Inclusion Personnel will be trained in aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen, etc. to meet the individual needs of students.

## **3. First Aid Boxes**

<b>Westcombe Park</b>	<b>Maze Hill</b>
Reception	Reception
Medical Room	Science Prep Room
First Aid Room	DFL Reception
Science Prep Room	DT Office (DT Block)
FM Office	Medical Room

### **First Aid boxes should contain**

First Aid Inspection form

List of first aiders

Basic advice on first aid

Wrapped sterile adhesive

Dressings Sterile eye pads

Wrapped triangular bandages

Safety pins

12 x 12 wrapped wound dressings

18 x 18 wrapped wound dressings

Disposable gloves

Maze Hill & Westcombe Park holds personal medications that are stored in both receptions, in a secure cabinet.

#### **4. Procedures**

*In school*

In the event of injury or medical emergency, phone the school reception to call for a first aider. If you do not have access to a phone in your classroom you must send a reliable student with a note straight to reception to call a First Aider.

**Students are not allowed out of lessons without a valid note**

Any pupil complaining of illness or who has been injured will be assessed by the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided, and the student may be taken to the First Aid Room. Head injuries must always be reported to parents with a recommendation to seek further medical attention.

Parents should be contacted as soon as possible so that the child can be collected and taken home. SLT must authorise this, if a student has been sick.

Parents are contacted if there are any doubts over the health or welfare of a pupil, concerning existing medical problems.

**If the situation is life threatening, then an ambulance should be called at the earliest opportunity. The school's 999 policy should be adopted.**

For their own protection and protection of the patient, staff who administer first aid should take the following precautions:

Exposed cuts and abrasions should be cleaned using sterile antibacterial dressings/wipes

Hands should be washed before and after administering first aid

Disposable gloves should be worn at all times when dealing with blood.

All serious accidents should be reported to the Principal or First Aider who should call

an ambulance and the child's parents ASAP (numbers located on Arbor). In the event of a loss of life or 'near-miss' due to an accident the Cluster Facilities Manager must be informed, who in due course will inform the ULT Health & safety Executive.

In the event of a serious incident an ambulance is called (the school's 999 policy should be implemented here) and a member of staff accompanies the pupil to hospital in the ambulance. Parents are asked to go immediately to the hospital. It is the responsibility of parents to stop with their children at a hospital or medical centre.

#### *Out of school*

Whenever possible take a **mobile telephone** on trips out of school. Teachers to check that pupils who have asthma take their inhalers or any other medication required.

If the trip is via minibus or coach, teachers must take a first aid kit.

#### *Educational visits*

The Principal has responsibility for ensuring staff have adhered to the school's 'School Visits and Journeys Policy' when organising a visit. All staff should have a copy.

A risk assessment will need to be carried out as part of an educational trip.

Particular attention needs to be paid to:

Outdoor educational visits

Hazardous activities

Class visits

#### **5. Actions at an Emergency (only to be undertaken by trained First Aider)**

Assess the situation:

Are there dangers to the First Aider or the casualty?

Make the area safe, look at the injury: is there likely to be a neck injury? If this is the case, do not attempt to move the patient.

Assess the casualty for responsiveness. Does the casualty respond?

**If there is no response:**

Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin.

Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and give two rescue breaths, making five attempts at least.

Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent, begin cardio---pulmonary resuscitation (CPR).

## **6. Incident Reporting**

As part of the school and local authority health and safety reporting and record keeping procedures it is essential that all incidents and accidents are recorded promptly and accurately.

All incidents, injuries and treatment are to be reported on the **first aid casualty report form** by the first aider who attended and forwarded to the Cluster Facilities Manager within 24 hours, as much relevant detail as possible must be included. A brief, but comprehensive, record must also be recorded against the student profile on Arbor and a letter sent home on the same day confirming details of the incident/accident and any treatment given as a precaution. The first aid report will then go the Cluster H&S Officer who will upload relevant reports to ARMS (the ULT online First Aid Reporting Portal).

In the event of an incident occurring through insufficient training, supervision or faulty equipment/facilities the Cluster Facilities Manager/Deputy Facilities Manager will investigate and complete the school incident/accident report form. This may include collecting witness statements and notifying external agencies including the police, HSE/RIDDOR and local authority. The Cluster Facilities Manager will also undertake any necessary risk assessments in order to prevent a similar incident in the future. Once the CFM has all the necessary information they will complete the on-line ULT incident/accident report form.

## **7. Guidance for First Aiders**

It is essential when writing up the first aid casualty report form to complete as much of the form as possible. It is also important when describing the events leading to the incident, unless observed directly, to say that you were '**informed**' as to the nature of the injury. It is also very important to describe any treatment given as a '**precaution**'.

The Cluster Facilities Manager is the first point of contact should further information on any aspect of first aid arrangements and incident reporting be required.

## **8. Administration of Medicines**

Our trained First Aiders administer medicines in an emergency and only for the individual cases of epilepsy and anaphylaxis only and will adhere to the school's rectal diazepam policy and administration of adrenaline via the EpiPen policy where appropriate. A record will be kept of any medicine administered under these circumstances, and parents will be informed. Before any of these medications are given, written permission from parents must be given.

Other prescribed medicines are not stored or administered by the school. If any medications (such as, asthma inhalers) are brought into the school it is a parent's responsibility to ensure that they inform the school, and that they understand that their child will take responsibility for it. If there are any doubts about a child's ability to take responsibility for their own medication, then a parent should be advised to maintain that responsibility and make arrangements to administer the medication themselves. Please refer to Student medical files held on Arbor.

## **9. Body Spillages/HIV**

No person must treat a pupil who is bleeding, without protective gloves. Protective gloves are stored in the First Aid Boxes. Sponges and water buckets must never be used for First Aid, to avoid the risk of HIV contamination.

All body fluid spillages (vomit, diarrhoea, and blood) must be cleaned immediately. This is vital for spread of infections to be reduced. Gloves should be worn when contact with blood or body fluid is likely.

Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up. A designated dustpan and brush are available for body spillages and is kept in the cleaning cupboard. Wash the affected area with warm water and detergent and dry. Single use latex gloves should be available for first aid and hygiene care procedures.

## **10. Review**

The First Aid Policy to be reviewed in August 2026