



Launceston College

A Multi Academy Trust

First aid in schools

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Statement of intent

Launceston College 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. Details of such precautions are noted in Trust policies.

The school's Lead First Aider has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

1. Legal framework

1.1. 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
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'

2. Aims

All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

Staff will always use their best endeavours to secure the welfare of pupils.

Anyone on the school premises is expected to take reasonable care for their own and other's safety.

The aims of this policy are 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.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs.

The lead first aider is responsible for examining 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.

Locations of all First Aid boxes are listed in the First Aid room and staff rooms

3. 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.

First aiders will ensure that their first aid certificates are kept up-to-date.

4. Staff training and support

Any staff member providing support to a pupil with medical conditions receives suitable training and guidance.

The first aider confirms the proficiency of First Aid trained staff in performing medical procedures or providing medication.

A first-aid certificate does not constitute appropriate training for supporting pupils with medical conditions.

The first aider identifies suitable training opportunities that ensure all medical conditions affecting pupils in the school are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.

Parents/carers of pupils with medical conditions are consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer

The first aider sends out a list of students with medical conditions to all staff.

5. Automated external defibrillators (AEDs)

The school has procured an AED, which is located around the reception. In the case that the sports fields are on a different site to the main school, a second AED is fitted.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

A general awareness briefing session, to promote the use of AEDs, will be provided to staff on request. A training pack is available for practise.

6. Emergency procedures

If an accident, 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, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate, using the first aid mobile phone, where available, while staying with the patient.
- Ask another member of staff to contact a parent and to let the first aider know when it has been done. Ask reception to find someone to watch for the ambulance and then escort to the scene.
- If the student is required to be taken to hospital follow the advice from the parent whether they want you to go as well or not.

- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene. Patient not to moved if there is any doubt about the extent of injury.
- Deal with any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, the incident will be reported promptly to:

- The Principal.
- The victim(s)'s parents.

7. Reporting to parents

In the event of incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable.

Parents will be informed by telephone of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

In the event of a serious injury or an incident requiring emergency medical treatment, the first aider or a delegated member of staff will telephone the pupil's parents as soon as possible.

A list of emergency contacts will be kept on SIMS.

8. 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.

9. Storage of medication

Medicines will always 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.

All medicines will be stored in the original packaging 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.

All medicines will be returned to the parent for safe disposal when they are no longer required or have expired. Any medication that cannot be returned will be disposed of in the correct manner by the first aider on duty.

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. These are kept in the first aid room.

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.

10. Illnesses

- 10.1. When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.
- 10.2. Students will rest in first aid while they wait for their parents to pick them up. Pupils will be monitored during this time.

11. Allergens

Where a pupil has an allergy, this will be addressed via the first aiders and parents to assess the best way to manage it with each student.

12. Adrenaline auto-injectors (AAIs)

The administration of AAIs and the treatment of anaphylaxis will be carried out in accordance with the school's first aid policy

Where a pupil has been prescribed an AAI, this will be written into their IHP.

Pupils who have prescribed AAI devices are able to keep their device in their possession.

Designated staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so.

In the event of anaphylaxis, a designated staff member will be contacted via a mobile phone.

Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI.

Training is provided for all staff by the first aider.

If necessary, other staff members may assist the designated staff members with administering AAI's, such as where the pupil needs restraining.

The school will keep a spare AAI for use in the event of an emergency, which will be provided by the parents and kept in the first aid room.

The spare AAI will only be administered to pupils at risk of anaphylaxis and where written parental consent has been gained.

Where a pupil who does not have a prescribed AAI appears to be having a severe allergic reaction, the emergency services will be contacted.

Where a pupil appears to be having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered. The used AAI device to be handed to the paramedics.

13. Managing medicines

- 13.1. Medicines are only administered at school when it would be detrimental to a pupil's health or school attendance not to do so.
- 13.2. Students may carry Creon capsules (cystic fibrosis), insulin, inhaler, EpiPen's, travel sickness tablets and antihistamine tablets. All other medication to be kept in the first aid room.

- 13.3. Pupils under 16 years of age are not given prescription or non-prescription medicines without their parent/carer's written or verbal consent – except where the medicine has been prescribed to the pupil without the parent/carer's knowledge. In such cases, the school encourages the pupil to involve their parents/carers, while respecting their right to confidentiality.
- 13.4. No pupil under 16 years of age is given medicine containing aspirin unless prescribed by a doctor.
- 13.5. Pain relief medicines are never administered without first checking when the previous dose was taken and the maximum dosage allowed.
- 13.6. The school only accepts medicines that are in-date, labelled, in their original container, and that contain instructions for administration, dosage and storage. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.
- 13.7. When medicines are no longer required, they are returned to parents/carers for safe disposal. Sharps boxes are always used for the disposal of needles and other sharps. Students are expected to dispose of sharps at home.
- 13.8. Controlled drugs are stored in a non-portable container and only named staff members have access; however, these drugs are easily accessed in an emergency. A record is kept of the amount of controlled drugs held and any doses administered.
- 13.9. The school holds asthma inhalers for emergency use. The inhalers are stored in the first aid room and their use is recorded. School inhalers can only be used where there is consent from a parent to confirm the student has asthma.
- 13.10. Staff may administer a controlled drug to a pupil for whom it has been prescribed. They must do so in accordance with the prescriber's instructions.
- 13.11. Records are kept of all medicines administered to individual pupils – stating what, how and how much was administered, when and by whom. A record of side effects presented is also held.

14. Consent

- 14.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions. Parents are responsible for informing the school first aider if any changes in medical condition or treatment.
- 14.2. 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.
- 14.3. Students over the age of 16 are regarded as adults and able to give their own consent.

15. Monitoring and review

- 15.1. This policy is 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.

The next scheduled review date for this policy is 01/09/2021

First Aid Procedures During the Coronavirus (COVID-19) Pandemic

Statement of intent

The school aims to act in accordance with the First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes social distancing and infection control guidelines. This appendix sets out what additional actions the school will take once phased reopening begins.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

1. Enforcing new procedures

- 1.1 The school carries out a risk assessment which is used to help inform any changes to first aid provision, including the number of first aiders needed on site.
- 1.2 The school ensures that additional first aid procedures are communicated effectively to all pupils.
- 1.3 Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.
- 1.4 The school informs parents of any changes to provision outlined in this policy.
- 1.5 The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in [section 1](#) of this policy must be followed.

2. Social distancing and infection control measures

- 2.1 When administering first aid, the relevant staff are advised to:
 - Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.
 - Where possible the student will treat themselves under first aid guidance.
 - Dispose of any waste in a suitable bin.
 - Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
 - Keep at least two metres away from others, where practicable.
 - Interact side-by-side where administering first aid requires interaction within a two-metre range.
 - Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
 - Limit the number of people administering first aid in each incident.
 - Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.

- Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.
- 2.2 The school acknowledges that the use of PPE is **not** required to administer first aid in most circumstances, with the exception of paragraph [6.3](#) or if required to do so in accordance with the Infection Control Policy.

3. First aiders

- 3.1 The school ensures that there is a minimum of two trained first aiders on site during school hours.
- 3.2 The school ensures that there is a minimum of two trained first aiders on site for the duration of any wrap-around care provision, e.g. Homework.
- 3.3 Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.
- 3.4 Where cover must be arranged, the school ensures that:
- Adequate cover is in place before the member of staff leaves the premises.
 - In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
 - Symptomatic individuals strictly do not administer first aid.
 - Alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, e.g. high-risk activities are suspended.

4. First aid training

- 4.1 First aiders' training is kept up-to-date.
- 4.2 Where a first aider is unable to renew their training due to the coronavirus pandemic, they are instructed to:
- Check if they are eligible for an extension.
 - Ensure they requalify before 30 September 2020.
 - Undertake any training that can be done online where face-to-face training is not required or available.

5. Administering and handling medication

- 5.1 When administering medication, staff are expected to:
- Adhere to the school's social distancing and infection control measures as much as possible.
 - Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.

- Minimise face-to-face contact where side-by-side interaction is not practical.
- 5.2 The school acknowledges that the use of PPE is **not** required to administer medication in most circumstances.
- 5.3 When handling and storing medication, staff are advised to:
- Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
 - Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
 - Minimise the number of people handling medication.
 - Ensure that medication or medical equipment brought in from home is safe to be taken home again.

6. Ill health and infection

- 6.1 Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:
- A suitably trained member of staff administers medication to help manage the individual's symptoms, where required, e.g. paracetamol to combat a high temperature.
 - The individual is isolated in a cool, well-ventilated, designated area.
 - They adhere to the school's social distancing and infection control measures.
 - Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets.
- 6.2 Staff wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs.
- 6.3 If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.

7. Emergencies

- 7.1 Accidents and emergencies are managed in line with [section 5](#) of this policy.
- 7.2 When administering emergency first aid, social distancing restrictions do not apply.
- 7.3 A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.
- 7.4 Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

8. Monitoring and review

- 8.1. This appendix is reviewed by the Principal in reaction to any new government advice.

- 8.3. Once the school resumes regular activity, and if deemed appropriate by the Principal, all sections within this appendix will expire.