

## FIRST AID POLICY

REVIEWED: SEPTEMBER 2023 NEXT REVIEW: FEBRUARY 2025

MANAGER: N BOOKER - BUSINESS MANAGER

### **First Aid at Welling School**

This document should be considered in conjunction with Welling School Health & Safety and Safeguarding Policy which provides framework and guidance on policy.

The Health and Safety at Work (etc.) Act 1974 requires that the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety and this requirement is addressed in the Welling School Health & Safety Policy.

The employer recognises its duties under the Health and Safety (First Aid) Regulations 1981 (as amended), and the Approved Code of Practice (L74). Welling School will ensure compliance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, commonly known as RIDDOR.

Welling School Health & Safety Policy contains arrangements for first aid, reporting accidents, injuries and diseases and record keeping. Arrangements specific to First Aid are supplemented with greater detail in this document.

The Governing Body acknowledge the importance of providing first aid for employees, pupils and visitors within the school and are committed to:

- provide adequate First Aid cover and ensure appropriate training is in place
- monitor the First Aid policy and provide support to the school where required
- receive information on serious incidents and 'near' misses
- ensure all new staff are made aware of First Aid procedures in school

### **Organisation**

All employees are expected to have read the school First Aid Policy and understand their role and responsibilities in regards to duty of care. The Head Teacher is accountable for First Aid at Welling School, in operational terms, responsibility and the tasks are delegated to the Business Manager who may delegate tasks to the Senior First Aider (SFA).

The Organisation will be sufficient in ensuring the implementation of the following arrangements:

- Place individual duties on all employees & pupils
- Display the H&S law poster
- Undertake a risk assessment of the first aid requirements: To consider staff, pupils and visitors; site size, age and location.
- Determine the optimum number of first aiders based on statutory requirement, risk assessed needs and allowing for annual leave or sick leave and non-teaching staff for cover outside of term time.
- Provide sufficient provision of training, for example First Aid at Work. Maintain a record of that training and review annually.
- Provide suitable and sufficient equipment and materials to carry out first aid.
- Locate First Aid boxes, with a white cross on a green background, around the site. Inspect the containers at regular intervals to ensure that all first aid kits are kept clean and contain an appropriate level of material
- To report, record and where appropriate investigate all accidents, incidents, injuries and near misses.
- Produce and maintain records of all occasions when first aid is administered to employees, pupils and visitors
- Provide information to employees on the arrangements for First Aid
- Provide Off-site First Aid as determined in the Welling School Trips & Visits Policy
- Assign a designated medical room, equip with the necessary equipment

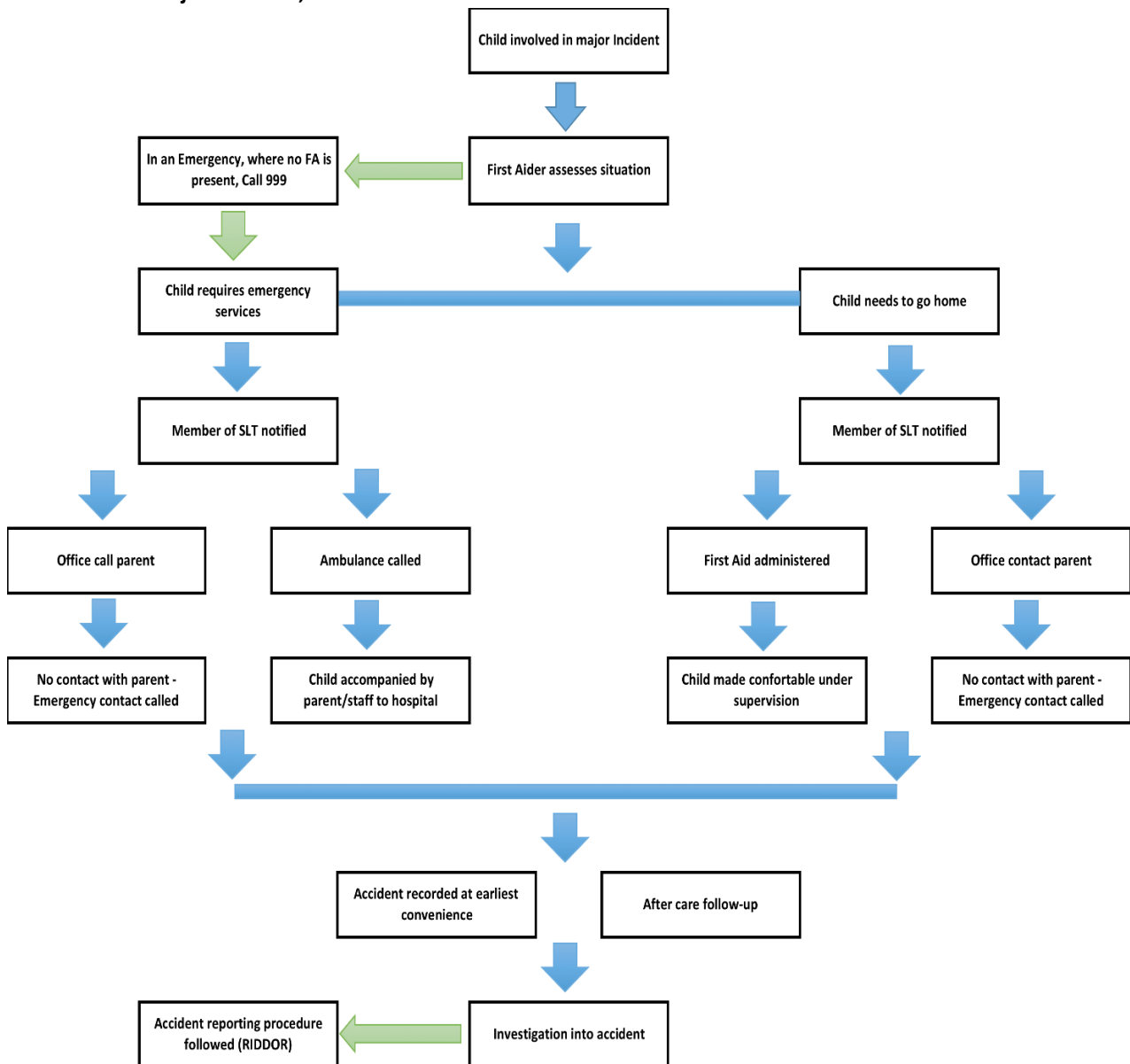
## Emergencies

**In the event of a medical emergency, staff should call 999 immediately (9999 from an internal school telephone)**

The Main Office should then be contacted immediately, **Dialling "0"**. Members of staff at the scene should give clear, precise details to enable the Main Office to advise the first aider, who will then attend as soon as possible.

In any situation where the emergency services are called or a child is sent home following receiving first aid, a member of SLT must be contacted immediately.

### Flow Chart for Major Accident, Incident or Illness



## First Aid for students

In the event of an accident first aid should (where possible) only be administered by a qualified first aider.

- **Illness during Lessons** - When a student is affected by a minor ailment, the member of staff should make an assessment and, where possible, encourage the student to continue with the lesson. If the student is unable to continue, he/she should be sent to Care & Guidance, with an explanatory note in his/her planner. They will make a decision on first aid needs.
- **Accident, incident leading to injury** - When a student is affected by an accident or incident that leads to injury, the member of staff should radio or phone for a first aider; or if the injury allows, assist the student to the Main Office to receive First Aid.

Where there is suspicion of serious illness, injury or distress there must be a proper handover of care to a First Aider; a child must not be left in an unsupported environment.

### Student sent home

If it is decided that a child should go home, it must be established that a parent/carer is there to either receive or collect the child from the school. A child is never to be sent home alone, inside school hours, and if escorted home, be escorted by a member of staff and not another student. Where a child is escorted home, the escort should report to a member of SLT to confirm the child was delivered into the care of the parent/carer.

### First Aid for Employees, Contractors or Visitors

In the event of an accident causing injury to employees, contractors or visitors the injured person must be cared for and a first aider summoned immediately, or if the injured person is able, to make their way to the Main Office.

### Students' medication/Casualty requiring medication

Referenced in '*Medical Conditions at Welling School*'.

### Acid Attack

The following equipment is located at First Aid sites A to C, marked on the school First Aid Box map (attached):

- 5L bottles of water
- Acid/alkali resistant gauntlets (standard gloves are not suitable in an acid attack situation)

In the event of an acid attack, put on gauntlets, and slowly pour water over the affected area. Where the burns are serious, remove the victim's clothes and jewellery (if necessary) and take them to the school shower room and run cool water over the victim for at least 10 minutes. Wrap the affected area in clean sterile cloth and where necessary call 999.

### Nearest Hospitals

The nearest hospitals with Accident and Emergency (A&E) or Urgent Care Centre (UC) are:

Queen Mary's (UC)	Queen Elizabeth (A&E)	Erith & District (UC)
Frognal Avenue Sidcup Kent DA14 6LT	Stadium Road Woolwich London SE18 4QH	Park Crescent Erith Kent DA8 3EE
Tel: 020 8302 2678	Tel: 020 8836 4550	Tel: 020 8308 3131

## Qualified First Aiders

Senior Medical Coordinator (Celia Clark) - The School's Senior Medical Coordinator (SMC) will be responsible for overseeing the school's first aiders. As a first aider, the School's SMC will provide first aid to students and adults at the school and oversee the care of students who are unwell or injured, deciding on appropriate action.

For employees, contractors and visitors Welling School is considered a low risk environment (pre-dominantly office based) which would require as a minimum one first aider for every 100 employed.

For students, based on risk assessment, supervision levels during breaks, site layout and specific faculty requirement; it is considered there should be a minimum of one first aider for every 300 students.

The following employees have qualified in First Aid at Work:

Name	Location/Role	Extension	Cert Expiry date
Celia Clark (SMC)	Admin Block (124)	2728	July 2026
Tracey Burvil	Reception (A25)	2703	July 2026
Caroly Britton	Reception (A25)	2704	July 2026
Kerry Key	Behaviour Administrator	2794	March 2026
Rosemary Myrie	Behaviour Support Assistant	2781	March 2026
Lisa O'Neil	Year 11 Care Team (A53)	2734	March 2026
Lisa Kiernan	Food Technology Technician (T5/T6)	2823	July 2026

Jamie Pallen	Behaviour and Engagement team		
Simone Mahoney	Safeguarding (DDSL)		
Shannon Armer	ACE tutor		

Liam Parmenter	Head of boys PE		
Karen Roberts	Year Care Team		
Rob Steele	Maths Teacher		

Shenelle Darko	Behaviour and Engagement team		
Magda Chudy	PE teacher		
Debbie Davies	Year Care Team		

## First Aid Boxes

There will be sufficient First Aid Boxes around the site. The Approved Code of Practice (ACOP) states that first aid kits should contain a sufficient quantity of first aid material and nothing else. It does not include medication of any kind or cotton wool. All first aid boxes will be marked with a white cross on a green background. Where it is possible, first aid boxes will be kept near to hand washing facilities.

First Aid boxes will be maintained, checked at regular intervals and re-stocked when required by the Senior First-Aider.

First Aid boxes are located as follows (see below for map of school site highlighting First Aid Box locations):

First Aid Box Location	Position in room
Main Office	Near Sink
Medical Room	
T2 – DT	Next to the sink
T5 – Food Tech	Wall next to door
T6 – Food Tech	Wall next to door
Science Prep Room	Near sink
PE Office	Above sink
KS4 YCT	On Wall
ACE Office	On Wall
Berwick Centre	Next to sink



## REQUEST TO HOLD PRESCRIPTION MEDICATION

Parents/Carers have the prime responsibility for their child's health and are responsible for medication. The request form must be signed by parents/carers and handed in to a member of staff in the Main Office **before any medication is accepted**. This form will be retained for reference by The School and shared with relevant members of staff. A separate form will be required for each medication accepted. Please note that there is no legal duty which required school staff to administer medication.

**Before completing this form, please consider whether medication can be administered more effectively at home, before and after school**

### Student Details

Name .....

Date of Birth .....

Tutor Group .....

### Medication Details & Directions for use

Name of Medication		Expiry Date
Amount of medication received		
Dosage		
Method		
Time of Day		
Possible side effects		

## **School trips & visits**

The Health and Safety at Work (etc.) Act 1974 requires that the employer in a school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises. The provision of First Aid on offsite activities is made under the School Trips & Visits Policy.

## **School Vehicles**

All School vehicles will be provided with a suitably stocked First Aid Kit. It will be the responsibility of the supervisors to ensure that all kits are adequately stocked, and the responsibility of employees to inform them for a re-supply.

## **Defibrillator**

Welling School has a defibrillator located at the school office; this piece of equipment should be available to any member of public who requires its use.

Information on the use of a defibrillator can be found on the DfE website:

*Automated external defibrillators (AED). A guide for schools – June 2017.*

## **Reporting & Recording Application of First Aid**

All accidents, incidents and injuries are logged on the 'Every' system by a First Aider. All First Aiders should be trained on how to use the 'Every' system. All records are given a level of severity; Near Miss, Minor, Major and RIDDOR. Any log recorded as a Major incident will automatically notify the DoB via the system. 'Major' severity should always be recorded in situations where a child is sent home, or an ambulance is called.

For any serious 'specified injury' at Welling School, for which treatment is needed and is reportable under statutory regulations, as defined under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), a detailed incident investigation will be produced and reported under arrangements established within the Welling School Health & Safety Policy. In the event of a reportable incident, the DoB will upgrade incidents on Every from Major to RIDDOR.

Accidents must be reported where an employee is incapacitated for more than seven consecutive days as the result of their injury. Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

The arrangements for the above are established within the Welling School Health & Safety Policy.

### Completing an incident form on 'Every':

The following fields are mandatory when completing an incident form: name, severity, date and time, location, action, description and outcome.

Description - completed with details of the incident and information that has been provided by witnesses.

Outcome – completed with details on any risk assessment that has been conducted, any after care that has been provided and an update on the subjects wellbeing.

Documents can be uploaded to the incident form. I.e. photos, risk assessment etc.

Where a student returns to a lesson or back into school a note will be written in the students' planner to inform parents / carers.

Where it is necessary for a student to return home or be transported by ambulance:

- Parents / carers will be contacted for consent.
- No students will leave the premises without appropriate arrangements.
- Only the duty first aider, Senior First Aider, Heads of Year, Key Stage Leads or a member of the Senior Leadership Team are authorised to send students home and a member of the Senior Leadership team must be informed.

- Where the cause of injury is from a 3<sup>rd</sup> party, a member of SLT will co-ordinate communication and where necessary initiate investigation.

### **After Care**

In the event where either the emergency services are called or a child is sent home, as a result of injury or illness, a formal follow up with the parents/carer must occur. The initial follow up will be conducted by the child's HoY who will enquire about their welfare and recovery. C&G will follow up with parents/carer for any subsequent days the child is off school; where a child is off school for longer than 5 days, due to injury, provisions will be made to ensure the child's educational needs are met.

### **For Reference**

DfE: Guidance on First Aid for Schools

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/268803/guidance\\_on\\_first\\_aid\\_for\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268803/guidance_on_first_aid_for_schools.pdf)

HSE: School trips and outdoor learning activities

<http://www.hse.gov.uk/services/education/school-trips.pdf>



Map of school site highlighting First Aid Box locations

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