



Montgomery High School

First Aid Policy

Approved by the Personnel Committee under the powers delegated by the Governing Body
20/11/13

Review Period 1 year

Introduction

Health & safety legislation places duties on employers of staff in schools to protect the health and safety of their staff, students and visitors to the premises, including the responsibility to ensure that the school has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the school, and should cover:

- qualified first-aiders/appointed persons
- locations of first-aid containers
- arrangements for off-site activities and visits
- out of school hours arrangements, e.g. lettings, parents' evenings etc

The Headteacher is responsible for implementing the governing body's policy and for developing detailed procedures. The Headteacher should also make sure that parents are aware of the school's arrangements for first aid. This is made available to all parents through the school brochure on entry.

The governing body and Headteacher should regularly review the school's first-aid needs (at least annually) and particularly after any changes, to ensure the provision is adequate.

SECTION ONE - Providing Information

The Headteacher must inform all staff of the first-aid arrangements and this information should be included in any staff induction programme/handbook. This should contain the following information:

- location of relevant equipment
- first-aiders/appointed persons
- procedures for monitoring and reviewing the school's first-aid requirements

By Whom: Headteacher

SECTION TWO - Risk Assessment

Considerations for first-aid provision are:

- size of the school and whether on split sites and/or levels.
- any particular features of the location of the school.
- any specific hazards or risks on the site.
- any staff / students with special health needs or disabilities.
- whether accident statistics provide any information about specific areas and/or times of greater than average risk
- the number of first-aid personnel required.

By Whom: Headteacher and Health & Safety Officer (Assistant Headteacher – Curriculum and Timetable)

SECTION 3 - First-Aiders

First-aiders must complete a training course approved by the Health & Safety Executive to include mandatory updates. The main duties of a first aider are :

- to give immediate assistance to casualties with common injuries or illnesses and those arising from specific hazards within the school
- ensure that an ambulance or other professional help is called expediently when required

Due to the increased risk of injuries in sport, all members of the PE staff must have up-to-date first aid qualifications.

The school will provide opportunity for all members of staff to update qualifications on a regular basis.

By Whom: SLT Link, Health & Safety Officer, Administrative Staff, First Aid Officer, Assistant Headteacher – Curriculum and Timetable and Assistant Headteacher Overseeing Professional Development

SECTION 4 - Appointed Persons

An appointed person is not a first aider but someone who:

- takes charge when someone is injured or becomes ill until a suitably qualified person is available
- ensures that an ambulance or other professional medical help is summoned when appropriate
- checks and restocks first aid containers in their allocated areas on a regular basis. (First Aid Officer)

A list of current first-aiders is available from Main Reception, the main staff room and from locations across the site. Reception staff, Curriculum Area Leaders, the Site Team, Behaviour and Attendance Managers, Catering Managers, the QA Manager, Science and Design Technology Technicians and the Examinations Officer are identified as appointed persons. The Headteacher may identify additional appointed persons as required.

The Senior Leadership Team are additionally identified as appointed persons with the exception of the need to check and restock first aid containers.

There are no legal requirements on the exact numbers of first aid personnel required in a school, but the Health and Safety Commission had issued guidance on numbers of first aid personnel based on employee numbers. This is referred to in the DfE Guidance on First Aid in Schools. The Department recommends that for the purpose of assessing first aid personnel numbers, that student numbers as well as employee numbers are taken into account. The minimum requirement is that an appointed person must take charge of the first aid arrangements until a qualified first aider can attend.

In considering the likely risks to students, employees and visitors the Governing Body and Headteacher have decided on a minimum complement of 4 qualified first aiders, one of whom must be on site during the school day.

Due to specific potential dangers within Science, it is the responsibility of the Head of Science to ensure that Science staff have received training in dealing with potential accidents with chemicals, fire and the less usual circumstances where staff/students may be injured and liaise with the First Aid Officer to apply the appropriate treatment.

The PE Department adhere to the following procedures for Curriculum/Out of Hours learning:

Curriculum

Participation:

- The curriculum is supported by the school First Aid procedures.
- Educational/Medical/Social documentation is read and information added to all staff registers at the beginning of the academic year.
- Staff must use professional judgement regarding illness or when assessing injury within a lesson.
- Students who are unwell or injured dependant on the degree of injury can be kept on the field under the supervision of their teacher and their condition monitored. They may be escorted to medical/student reception **by another student** to seek medical advice from qualified staff.
- In case of an emergency a call is made or a student sent in to get help from reception. An injured student must at **no time be left unaccompanied**.
- Qualified staff then administers first aid or call for emergency services. Parents will be called by administration staff.
- Should illness or accident occur whilst in the classroom first aid support is mustered via the nearest possible telephone.

Non – Participation:

- Students that are injured or unable to participate in PE must bring a note from home. They are required to change into PE kit where possible and accompany their class. They may then participate appropriately, coaching or officiating.

By Whom: Staff Involved – P.E. or non-teaching staff

Out of Hours Learning Provision

- When at a fixture whether at home or away a First Aid bag is taken to each venue. This enables staff to administer basic first aid i.e. plaster/antiseptic wipe
- First Aid can be sought up until 4.30pm (4pm on Friday) from the school Main Reception
- Should First Aid not be available (dependant on the degree of injury) parents are contacted and/or emergency services called.
- All staff leading educational visits or sporting fixtures have an emergency contact number.
- Mobile telephones are carried to all fixtures by a member of staff.

- When hosting an event or special fixture where four or more schools are attending First Aid support is agreed and provided by trained staff.
- Visiting schools are primarily responsible for their own first aid however support can be provided.

The key to this policy is preventative rather than reactive measures being taken; Staff must ensure students wear appropriate clothing and Personal Protective Equipment (PPE); make adequate risk assessments of the playing area/equipment and weather conditions; ensure fair play and officiating supervision of students at all times

First Aid Containers

The qualified first aider on duty for the day will have a mobile phone or radio for emergency contacts.

There are first aid boxes located throughout the school.

Contents should be checked by the appointed person for that area every two months as prompted and checked yearly by the designated person. A master list of the minimum contents will be provided.

Locations – A list of first-aid box locations should be displayed around the school.

These transactions should be carried out by the appointed First Aid Officer.

SECTION 5 - Record Keeping

The Headteacher should ensure that records are kept of any first-aid treatment given by first-aiders and appointed persons. A proforma should be completed if any treatment is administered, the original to be held by the school.

Details of accidents are recorded on Accident Forms for students, staff and visitors. All Accident Forms are countersigned by the Headteacher and a full, compiled record is maintained by the Assistant Headteacher, Curriculum and Timetable.

The School must have procedures in place for contacting the child's parent/named contact in an emergency as soon as possible. They should also be informed of any other significant incidents by letter indicating type of injury i.e. head injury – letter attached.

SECTION 6 - Other Considerations

During any school organised sporting activities within the school grounds a first-aid box should be available. For health and safety reasons, staff should not automatically use a wheelchair on the field to transport an injured person but should consider the need for an ambulance depending on the nature of the potential injury.

It is important to be aware that many non-sporting activities take place outside school hours when the presence of a first-aider/appointed person cannot be guaranteed.

First Aid Policy on School Visits Within and Outside the UK

When students are on approved school visits, first-aid arrangements are detailed in the risk assessment. Medical contact and information forms are sent to all parents to supply detailed information on students' medical conditions. The forms accompany the staff in charge of the visit and information can be made available to any medical authority in the country of visit. A first aid box will accompany the staff in charge. These are available from First Aid at Main Reception and will be carried and managed by the Visit Leader.

Trip of less than 24 hours

A designated member of staff should have a suitably equipped first-aid box and accident book and will be issued with a mobile telephone to summon aid if required.

Trips exceeding 24 hours

All students will have completed the appropriate medical form so that all staff are aware of any specific medical conditions and can act appropriately.

If students are ill or injured abroad, medical aid is summoned either at the source of any accident or in local hospital/ medical centre. In Europe, no visit is made without every child's parents providing the current EHIC card for medical/dental assistance. Wherever possible, a trained First Aider will accompany an Educational Visit.

Number	Protected Characteristics	Any Concerns Arising?	Details of Concerns	Recommendations
1	Disability			
	Example: physical disabilities, learning difficulties or medical needs			
	Young carers/carers			
2	Gender			
	Females/Males		Gender specific issue	Sufficient female and male staff trained to offer First Aid
3	Sexual Orientation			
	Example: Gay, lesbian			
4	Gender Reassignment			
	Gender Reassignment			
5	Race/Ethnic Group			
	Example: Black, Asian, Chinese, etc			
6	Pregnancy/Maternity			
	Pregnancy or maternity/paternity			
7	Marriage/Civil partnership			
	Marriage/Civil Partnership			
8	Religion or Beliefs			
	Example: Jewish, Muslim, Christian etc			
9	Age			
	Age			