



MANOR
MULTI ACADEMY TRUST

First Aid Policy

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Manor Multi Academy Trust

Date adopted by the MAT	12 October 2021
This policy is scheduled for review on	Annually

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Introduction

Manor Multi Academy Trust 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 each Manor school in regard to all staff, pupils and visitors.

Manor schools will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Supporting Pupils with Medical Conditions Policy

In addition to this policy All Manor MAT schools will have an administration of medication policy; Asthma policy; guidance for management of children and young people in education with diabetes that are compliant with their local NHS regional Trust

Each Manor MAT school's lead first aider has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and staff and for ensuring that the correct first aid procedures are followed. At Hateley Heath, the name lead first aider is Rachel Parkes.

Legal Framework

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
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2017) 'Statutory framework for the early years foundation stage'

First aid provision

Schools will routinely re-evaluate its first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

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.

School will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings, of assorted sizes
- sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins

- Medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- Large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- Pair of disposable gloves
- All first aid containers will be identified by a white cross on a green background

The appointed person, at Hateley Heath this is Rachel Parkes, will routinely examine 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.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

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.

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

EYFS only - In line with government guidance, and taking into account staff:child ratios, the school will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.

The school will ensure that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties – a first aider must be able to leave to go immediately to an emergency.

Automated external defibrillators (AEDs)

Where a school has procured an AED, its location will be clearly sign posted and communicated to all staff.

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 an annual basis.

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 indicated a moderate to serious injury has been sustained, or the individual(s) has become seriously unwell, a responding staff member will call 999 immediately.

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. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
- 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.

- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident 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 headteacher.
- The victim(s)'s parents.
- If a serious injury requiring hospital treatment has been sustained by a pupil, member of staff or visitor the Manor Operations Team should also be informed.

Reporting accidents and record keeping

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 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 school will telephone the pupil's parents as soon as possible.

A list of emergency contacts will be kept on the school database.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given.

- The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

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.

Storage of medication

Medicines will always be stored securely and appropriately in accordance with individual product instructions, except where individual pupils have been given responsibility for keeping such equipment with them. Medicines are stored in locked cabinets within the child's classroom store cupboard. There is a medicine fridge within the staff room for storing medicines which require being stored in the fridge.

All medicines will be stored in the original container 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.

At the end of the academic year all medication will be returned to parents for safe disposal. Any uncollected medication will be disposed of using appropriate channels

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, inhalers.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP (Individual Health Plan) 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.

Illness and Allergies

When a pupil becomes ill during the school day (e.g. they have been sick or repeatedly complain of feeling unwell), the parents will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via their IHP.

Where a pupil has asthma families will be requested to sign for their children to be able to receive emergency inhaler.



Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – 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.

Appendix 1

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 during the coronavirus (COVID-19) pandemic. This appendix sets out what additional actions the school is taking.

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

1 Legal framework

1.1 This appendix has due regard to the relevant statutory guidance, including, but not limited to, the following:

- HSE (2020) 'First aid during the coronavirus (COVID-19) pandemic'
- DfE (2020) 'Guidance for full opening: schools'

2 Enforcing new procedures

2.1 The school has carried out a risk assessment specific to the provision of first aid during the coronavirus pandemic, taking into account factors such as the needs of clinically vulnerable individuals.

2.2 The school has also undertaken a needs assessment to inform any changes to first aid provision, including the number of first aiders needed on site.

2.3 The school ensures that additional first aid procedures are communicated effectively to all pupils.

2.4 Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.

2.5 The school informs parents of any changes to provision outlined in this policy.

2.6 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.

2.7 All first aiders shall be informed of the results of the risk assessment to ensure that they are confident with providing the right assistance, including knowing what equipment they can use to minimise the risk of infection transmission.

3 Social distancing and infection control measures

3.1 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.
- 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.

3.2 The school acknowledges that the use of PPE is not required to administer first aid in most circumstances, with the exception of paragraph 7.3 or if required to do so in accordance with the Infection Control Policy.

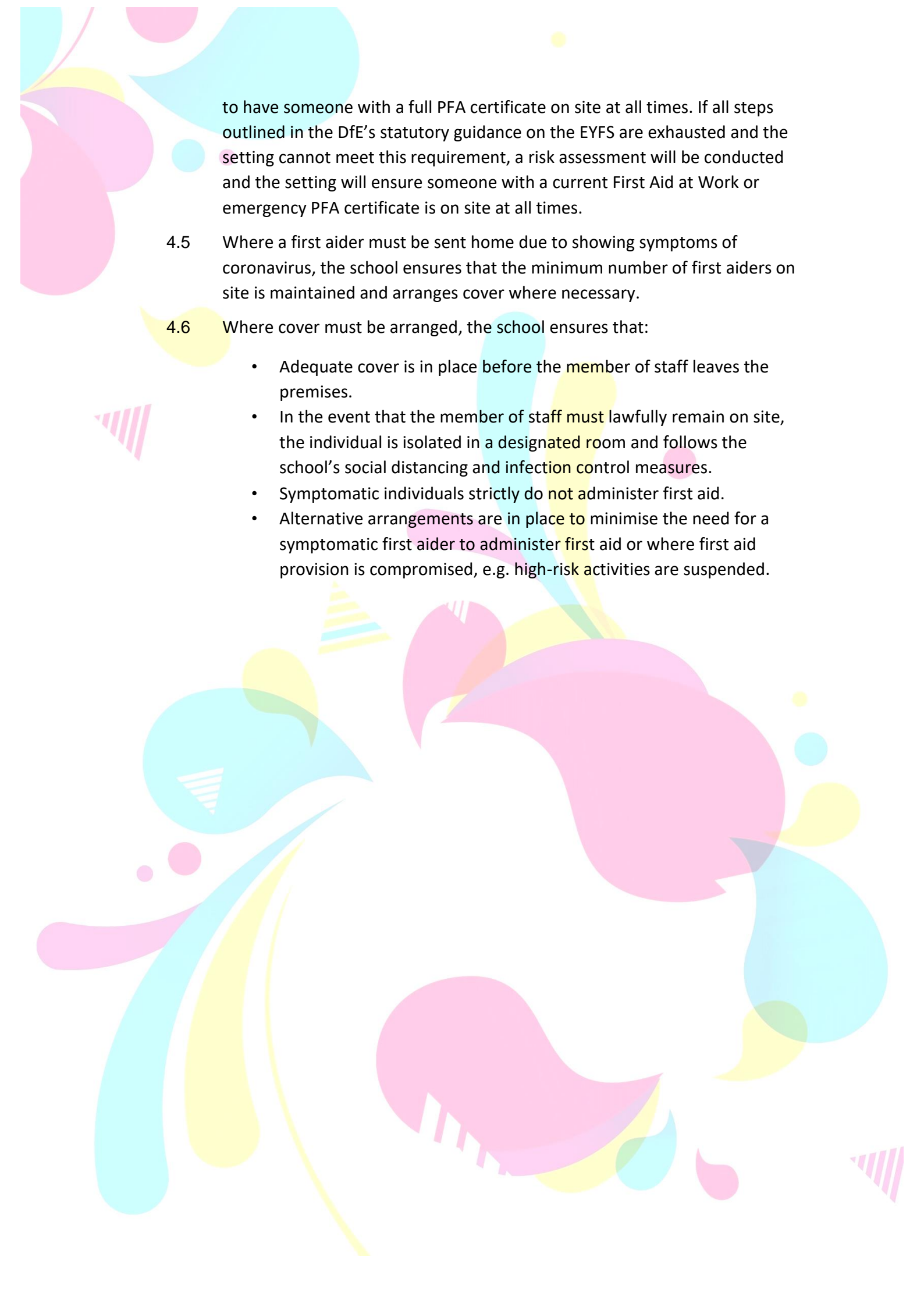
4 First aiders

4.1 The school ensures that there is a minimum of two trained first aiders on site during school hours.

4.2 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. a breakfast club.

4.3 Early years settings - Where children aged 0 to 24 months are on site, the setting ensures at least one person who has a current PFA certificate is on site, available at all times and accompanies children on any outings.

4.4 Early years settings - Where children aged 2 to 5 are on site, with no children aged below 24 months, the setting ensures reasonable endeavours are made



to have someone with a full PFA certificate on site at all times. If all steps outlined in the DfE's statutory guidance on the EYFS are exhausted and the setting cannot meet this requirement, a risk assessment will be conducted and the setting will ensure someone with a current First Aid at Work or emergency PFA certificate is on site at all times.

4.5 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.

4.6 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.

First Aiders

2 Day Trained Level 3 Paediatric First Aiders

Name	Certificate Awarded	Valid Until
Becky Harvey	28/06/2022	27/06/2025
Bindiya Rawji	28/06/2022	27/06/2025
Jackie Lloyd	28/06/2022	27/06/2025
Claire Baker	28/06/2022	27/06/2025
Sharon Hill	28/06/2022	27/06/2025
Rachel Parkes	28/06/2022	27/06/2025
Stacey Adams	28/06/2022	27/06/2025
Natalie Baker	28/06/2022	27/06/2025
Elizabeth Leadbeater	28/06/2022	27/06/2025
Tracey Woodard	28/06/2022	27/06/2025
Melissa Edwards	28/06/2022	27/06/2025
Samantha Talbot	28/06/2022	27/06/2025
Kate Rathbone	04/03/2022	03/03/2025

1 Day Trained Level 3 Paediatric First Aiders

Name	Certificate Awarded	Certificate Expiry
Zarka Masood	28/05/2021	28/05/2024
Carla Hampson	28/05/2021	28/05/2024
Ikleen Kalra	28/05/2021	28/05/2024
Jenna Edwards	07/01/2020	07/01/2023
Jade Berrow	07/01/2020	07/01/2023

Emergency First Aiders At Work

Name	Certificate Awarded	Certificate Expiry
Rachel Parkes	06/09/2021	05/09/2024
Alan Hill	06/09/2021	05/09/2024

5 First aid training

- 5.1 First aiders' training is kept up-to-date.
- 5.2 The school will ensure that any first aider whose First Aid at Work or Emergency First Aid at Work certificate expired after 16 March 2020 receives requalification training as soon as possible and no later than 31 March 2021.
- 5.3 Where a first aider is unable to complete refresher training due to the coronavirus pandemic, they are instructed to:
- Check if they are eligible for an extension.
 - Undertake any training that can be done online where face-to-face training is not required or available.
- 5.4 Early years settings - If PFA certificate requalification training is prevented due to the coronavirus pandemic, and all reasonable steps have been taken to access the training, staff may be eligible to have the validity of their current certificates extended for up to three months. The setting will use its best endeavours to arrange requalification training at the earliest opportunity.

6 Administering and handling medication

- 6.1 When administering medication, staff will be expected to:
- Follow the procedures set out in the Administering Medication Policy.
 - 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.
- 6.2 The school acknowledges that the use of PPE is not required to administer medication in most circumstances, with the exception of paragraph 7.3 or if required to do so in accordance with the Infection Control Policy.
- 6.3 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.

7 Ill health and infection

- 7.1 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.
- 7.2 In the event that a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in section 3 of this appendix.
- 7.3 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.
- 7.4 If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.
- 7.5 In the event that a first aider develops coronavirus symptoms, they will be sent home immediately and the headteacher will ensure there remains a
- 7.6 sufficient number of first aiders on the premises.

8 Emergencies

- 8.1 Accidents and emergencies are managed in line with section 7 of the main body of this policy.
- 8.2 When administering emergency first aid, social distancing restrictions do not apply.
- 8.3 A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.
- 8.4 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.
- 8.5 In the case that someone becomes seriously ill and CPR is required, the responding staff member should adhere to the following procedure:
 - Call 999 immediately – tell the call handler if they patient is exhibiting any coronavirus symptoms
 - If a portable defibrillator is available, ensure that it is used by someone who has been trained to operate it
 - Before starting CPR, use a cloth or a towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation
 - Use PPE, including a fluid-repellent face covering, disposable gloves, eye protection and an apron or other suitable covering
 - Deliver CPR by using chest compressions and a defibrillator, if available and appropriate – do not use rescue breaths
 - After delivering first aid, ensure that any disposable items are discarded, and reusable items are thoroughly cleaned
 - Wash hands thoroughly with warm, soapy water

9 Monitoring and review

- 9.1 This appendix is reviewed by the Trust Board in reaction to any new government advice.
- 9.3 Once the school resumes regular activity, and if deemed appropriate by the Trust and the school, all sections within this appendix will expire.