

Church Lawton School

First Aid Policy

Issue date:	March 2022 to replace existing policy
Ratified by Governors:	Ratified May 2022
Reviewed:	January 2023
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Ethos

Church Lawton School takes its responsibility to safeguard the well being of all school users very seriously. We are aware of the need for high level training and procedures to ensure that everyone on the school site is well cared for, especially in emergency situations. We also believe it is important that our staff and pupils feel they have the competence and confidence to deal with emergencies.

First aid can save lives

Nothing in this policy will affect the ability of any person contacting 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.

Aims of this Policy

- To ensure that the School has adequate, safe and effective procedures for first aid provision in order 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.
- Provide a procedure framework for staff, pupils and visitors in the event of any illness, accident or injury and reporting the outcomes.
- Ensure all medicines are stored appropriately.
- To promote effective infection control.

Section 1

The policy is implemented in conjunction with the following school policies:

- Health and Safety policy
- Managing and administering Medication policy
- Infection Control policy
- Supporting Pupils with Medical Conditions policy
- Risk assessment policy
- Records Management policy
- Positive Behaviour policy
- Safeguarding policy
- Lone Working policy
- Educational Visits and School trips policy
- Data protection and GDPR policy

Section 2

Roles and responsibilities

Responsibility of Liberty Trust Board:

1. To approve the Administration of Medication and First Aid Policy
2. To ensure the policy is consistently implemented across all LIBERTY TRUST schools.

3. Ensure the policy is regularly reviewed and conforms to relevant law and guidance
4. Ratify LIBERTY TRUST schools' adapted policy.
5. Ensuring insurance arrangements provide full cover for any potential claims arising from staff acting within the scope of their employment.

Responsibilities of Governors:

1. To advise the LIBERTY TRUST BOARD of any amendments or developments where necessary and oversee the implementation of this policy and all procedures.
2. To annually review and ratify the policy.
3. To monitor and review accident and incident records and data twice yearly with the Health and Safety Governor, including Local Authority Health and Safety inspection.
4. To review all documents relating to the administration of First Aid.

Responsibilities of the Principal:

1. Ensure that the policy is compliant with all legislation and guidance.
2. Ensure that this policy, procedures and first aid equipment locations are covered during staff induction.
3. Ensure adequate risk assessments are in place and assessments of first aid needs of the school have been conducted.
4. Ensure procedures and arrangements are in place for first aid during off site or out of hours' activities such as adventure learning, educational visits or parents' evenings (Appendix 1).
5. Ensure that the required number of staff across the school have received first aid training.
6. Ensure that all paperwork relating to this policy is rigorously completed and adhered to.

7. To investigate any breaches of this policy or serious incidents and report to the governors and Liberty Trust Health and Safety Officer, Nicola Law.
8. Ensure that secondary pupils receive appropriate first aid training compliant with the curriculum.
9. Ensuring there is designated first aid lead selected to take lead on first aid arrangements and procedures for the school supported by appointed first aiders (Appendix 1).
10. Ensure there is an adequate space available for catering to the medical needs of students.
11. Ensure all staff and parents are made aware of the school's policy and first aid arrangements.

Responsibilities of designated first aid lead (Appendix 1):

1. Review and develop this policy as necessary ensuring correct implementation and related procedures including risk assessment information.
2. Ensure that all staff training is up to date and renewed, PFA and EFW including training for specific actions such as use of epi-pens, emergency inhalers and controlled medication.
3. Ensure adequate equipment and facilities are provided for the school site, regularly check first aid stocks and replenish the main first aid store every half term as required (Appendix 9).
4. Ensure all staff and students are aware of the identities of the school first aiders and how to contact them if necessary.
5. Review first aid records and accident reports – reviewing procedures as necessary (Carol Arthurs - Appendix 1)
6. Report any necessary incidents to the principle (see section 8)
7. Provide information to employees, pupils and parents on the arrangements for first aid including medical needs.

Responsibilities of appointed first aid staff:

1. Appointed staff must complete training and hold a valid certificate of competence to show this training as dictated by the needs of the school. The school will keep a register and copy of certificates for all appointed, trained first aiders, what training was received, valid until dates and any corresponding training (Appendix 3).
2. Ensure they are aware of the content of this policy and procedures to follow in the event of injury, accident or illness (Appendix 10).
3. Take charge in the event of an accident or illness, use appropriate PPE, be comfortable and confident to administer first aid including specific actions such as use of epi-pens or emergency inhalers and contacting emergency services or professional medical help when appropriate.
4. To be rigorous in the completion on the same day, or as reasonably practicable after the incident of all documentation relating to the incident on the online recording system CPOMS.
5. To inform the Delegated Person of any breaches of this policy or procedures.
6. To inform the Designated Person and/or the Principal if they feel unable/unprepared to follow any procedures for a pupil.
7. Ensure the first aid kits are adequately stocked, check and replenish kits each half term (Appendix 1 & 6-8).
8. Secure the welfare of students at school.
9. Liaise with key workers and parents where necessary send pupils home to recover.

Responsibilities of all Staff:

1. Ensuring they have sufficient awareness of this policy and procedures, including making sure they know who to contact in the event of injury, accident or illness.
2. To exercise their duty of care towards students at all times.
3. Ensure students are aware of the procedures to follow in the event of an injury, accident or illness.
4. Inform the designated first aid lead of any medical conditions or needs brought to their attention at any time by other staff, students, parents or carers.

Responsibilities of Pupils:

1. To report all incidents that require first aid or medical attention to a member of staff.

Responsibilities of Parents:

1. To inform the school of any medical conditions that require a healthcare plan and/or the administration of medication.
2. To complete requested documentation regarding health, medication and first aid.

Responsibilities of Visitors, Volunteers and Students on Placement

1. To seek immediate help from a member of staff for anyone in need of first aid

***** Our schools designated first aid lead and appointed first aiders poster will be prominently displayed around the school (Appendix 2) *****

Section 3

First Aid procedures

The purpose of first aid is to provide emergency help to all injured persons. Where necessary to keep the victim alive and, if possible, comfortable until medical professional medical help arrives. Immediate response could prevent the accident from becoming increasingly serious or involving others.

The main duties of first aiders will be to administer immediate first aid to pupils, staff and visitors ensuring that an ambulance or other medical professional help is sought when necessary.

In line with government guidance, the school will consider staff ratios and will ensure that appointed first aiders hold a valid certificate of competence issued by a HSE approved organisation in Paediatric First Aid (EYFS) or Emergency First Aid at work to meet the needs of the school. Staff are aware that agreeing to be a first aider for the school is strictly a voluntary decision. Retraining must be arranged before the certificate expires (Appendix 3).

Notices with appointed first aiders will be visibly displayed around the school to ensure staff, students and visitors know who to contact in the event of illness or injury (Appendix 2).

The school will include first aid training for at least secondary students as part of the PSHE curriculum.

Section 4

Emergency procedures

In the event of an incident, injury, or illness a member of staff will assess the situation and decide the best course of action, this may involve calling 999 for an ambulance immediately and/or calling for a first aider to provide the required treatment.

The first aider will assess the situation establishing the severity of the injury and administer the appropriate first aid, they will decide if the injured person should be moved or placed in the recovery position and if they feel further a serious injury or the patient becomes seriously unwell and medical assistance is required they will arrange this without delay ringing 999 and remain on the scene until medical assistance arrives.

If emergency services are called the appointed person or key worker will contact parents immediately.

The appointed first aider or key worker will contact parents/carers following an incident where necessary, informing them of any illness or injury especially to the head (any injury above the neck is classed as a head injury), send a bump to the head letter (Appendix 5) home if required and complete an accident report the same day or as soon as is reasonably practical after an accident resulting in an injury.

Where the seriously injured or unwell individual requires medical attention the following procedures will be followed:

- A responding first aider (member of staff supporting if needed) calls 999 immediately and follows instructions from the operator - this may include administering emergency first aid.
- Where an ambulance is required, the first aider will accompany the student/individual in the ambulance to the hospital, an appointed person will contact parents/carers/next of kin as soon as possible to inform them of the action taken. The member of staff will remain at the hospital with the student/individual until parent/carer arrives.
- Where an ambulance is not required, but medical attention is needed the student/individual will be taken to the hospital or doctor in a school vehicle. They will be accompanied by 2 members of staff, one to drive the car and a first aider to sit in the back with them attending to their medical needs. An appointed person will contact parents/carers/next of kin as soon as possible to inform them of the action taken. At least 1 member of staff (first aider) will remain at the hospital/doctors with the student/individual until parent/carer arrives.
- Relevant student/individual information, including health care plans and any medication, **must** be taken to the hospital.
- The school will ensure that no further injury can result from any injury that occurs, either by making the scene of the incident safe or (if they are fit to be moved) removing the injured individuals from the scene.
- Responding staff members will tend to any students who witnessed the incident who may be worried or traumatised by the incident even if they were not involved.

Once all the above action has been taken the incident will be recorded promptly to:

- The Principal

- The parents/carers/next of kin
- Recorded on CPOMS

Preventing risk of infection from blood and fluid borne infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable disposable gloves, apron and face mask when dealing with blood or other bodily fluids;
- use suitable eye protection and disposable gloves, apron and face mask where splashing may occur;
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation;
- wash hands after every procedure.

Contamination risk:

If it is suspected that anyone may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water and/or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- take medical advice (if appropriate).

Section 5

Offsite visits and events

Before undertaking any off-site visits/trips, the trip coordinator will assess the visit/trip, assess the level of first aid provision needed and include this in their risk assessment and the online trip booking system.

For further information, see Educational Visits and Trips Policy.

- First aiders will be present with travel first aid kits.
- School mobile phone.
- Student medication and requirements information if needed

Section 6

First aid equipment

First aid kits: are available in all classrooms, an additional eye kit is kept in the Science Lab, kitchen, school office, work shed on MUGA, Site Manager's office, specific Adventure learning packs and school vehicles x3.

- **NO** medication is to be kept in the kit list.

Please see Appendix 6 for First Aid kit list.

Please see Appendix 7-9 for First Aid kit equipment checks and inventory.

Section 7

Automated External Defibrillators (AEDs)

The school has and AED machine which is located on the wall in the front reception area.

Where the use of an AED is required, an individual or a first aider if possible but foremost, efforts should be made to preserve life. The AED is a step by step instruction guided machine. An awareness session briefing session will be held annually. The use of an AED machine will be promoted during PSHE lessons.

Section 8

Reporting accidents and record keeping

In the event of an incident or injury to a student, parents will be informed by the key worker as soon as practicable.

In the event of a serious incident or injury requiring medical treatment and in the case of an emergency, the key worker or first aider will contact the student's parents as soon as possible.

Any injury to the head will be reported to the parent whether minor or major and guidance given on actions to take if symptoms develop, a bump to the head letter will also be sent home with the student (Appendix 5).

A list of emergency contacts are held on the school's online database Bromcom.

The first aider will record the incident or injury on the school's online recording system CPOMS, selecting the correct tabs to categorize the incident or treatment given.

Student incident, injury or illness

Clear, precise details must be recorded.

- Date, time, place of incident.
- Full name of injured/ill student and where the incident happened.
- Details of injury or illness and what first aid was given.
- Who witnessed the incident if applicable.
- Full name of first aider dealing with the incident and any other individuals involved.
- What were the follow up procedures immediately afterwards, e.g. did the student return to class/ go home.

Staff or visitor incident or injury

The Staff Accident book, located in the front office, must be completed by the appointed first aider and witnessed by the individual being treated (anyone else if applicable).

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

Please see link for further information on reportable incidents:

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

All records online or paper records are held and kept in accordance to Data Protection and GDPR Policy guidelines.

Section 9

Storage of medication

Medication will be stored securely and appropriately in accordance with the individual product instructions.

Medicines will be stored in the original container in which they were prescribed, with the administration instructions and properly labelled.

Specific medication may be kept on a student's person where students have been given responsibility and require the medication with them (e.g. inhalers and epi-pens).

Medicine brought into school will be returned to the student's parents/carers for safe disposal where they are no longer required or have expired.

Please see the Managing and Administering Medication policy for further details.

Section 10

Illness and allergies

Parents will advise the school when a student has a medical condition or severe allergy so an IHCP can be implemented and staff can be trained to deal with any emergency situation appropriately. Examples of this may include epilepsy, diabetes and anaphylaxis.

Where a student becomes ill during the day a parent/carer will be contacted and asked to collect the student. A quiet area will be provided for the student where they can be monitored while they wait to be collected.

Please see the Managing and Administering Medication Policy.

Section 11

Consent

Parents will be asked to complete and sign a medical consent form when the student is admitted to the school, including emergency numbers, details of medical conditions including allergies and chronic conditions, these forms will be updated at the start of each school year.

Staff do not act 'in loco parentis' in making decisions as this has non basis in the law. Staff will respond to incidents or illness with the best interests of the student or individual in mind based on what is reasonable under the circumstances.

Section 12

Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

Section 13

Monitoring and review

This policy will be reviewed annually by the Designated First Aid Lead, the Principal and the Local Governors. Any amendments will be communicated to all staff accordingly. Staff will be required to familiarise themselves with this policy and will be informed of arrangements in connection with the first aid provision for the school including the location of equipment and appointed persons.

Appendix 1

List of the Designated First Aid Lead and Appointed First Aiders.

		Additional responsibilities
Designated first aid lead	Kate Whitehead	Mental Health and Well Being Lead

Appointed first aiders	Carol Arthurs	Safety Action Group
	Amanda Condliffe	First aid kit checks - Primary, Middle school, mini buses & AL Adventure Learning and Educational visit co-ordinator.
	Andrea Hughes	First aid kit checks - Secondary and other specific area kits.
	Sally Corrigan	
	Sally Dunne	
	Ian Smith	Tube Feed Team
	Dan Asprey	
	Emma Castle	
	Lucy Richards	
	Belinda Jacques	
	Vikki Nicklin	
	Meg Bowyer	

	Ashley Harrison	
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Appendix 2

Designated first aid lead and appointed first aiders poster (November 2022).



First Aiders



						
Mrs K Whitehead First Aid Lead Paediatric First Aid & First Aid at work Administering meds including controlled.	Mrs C Arthurs First Aid at Work Administering meds including controlled.	Mrs E Castle First Aid at Work Administering meds including controlled.	Miss L Richards Paediatric First Aid	Mrs A Condliffe Paediatric First Aid Administering meds including controlled.	Mrs S Corrigan Paediatric First Aid Administering meds including controlled.	Ms A Hughes Paediatric First Aid & First Aid at work Administering meds including controlled.
						
Mr I Smith First Aid at Work Administering meds including controlled.	Mr D Asprey First Aid at Work Administering meds including controlled.	Mrs L Jacques Paediatric First Aid Administering meds including controlled.	Mrs V Nicklin Paediatric First Aid Administering meds including controlled.	Mrs M Bowyer Paediatric First Aid	Ashley Harrison First Aid at Work	Mrs S Dunne First Aid at Work

In an emergency, please call **999/112** (Defibrillator located in reception.)

Appendix 2a Well Being Team

MENTAL HEALTH & WELL-BEING AT CHURCH LAWTON SCHOOL

Mental Health & Well-being Lead – kate.whitehead@churchlawtonschool.org.uk

Contact telephone number: 01270 877601



Kate Whitehead
Mental Health & Well-being Lead
kate.whitehead@churchlawtonschool.org.uk
Contact telephone number: 01270 877601



Lottie
Therapy Dog
Well-being Team



Sophie Nicholson
Assistant
Educational
Psychologist
Well-being Team



Lorraine Clegg
Deputy Principal,
DSL and Staff
Governor
Well-being Team



Carol Arthurs
HLTA
Well-being Team



Vikki Nicklin
Learning Mentor
Well-being Team



Hannah Lawson
Learning Mentor
Well-being Team



Ian Smith
Learning Mentor
Well-being Team



Rachel McCormick
Teacher
Well-being Team

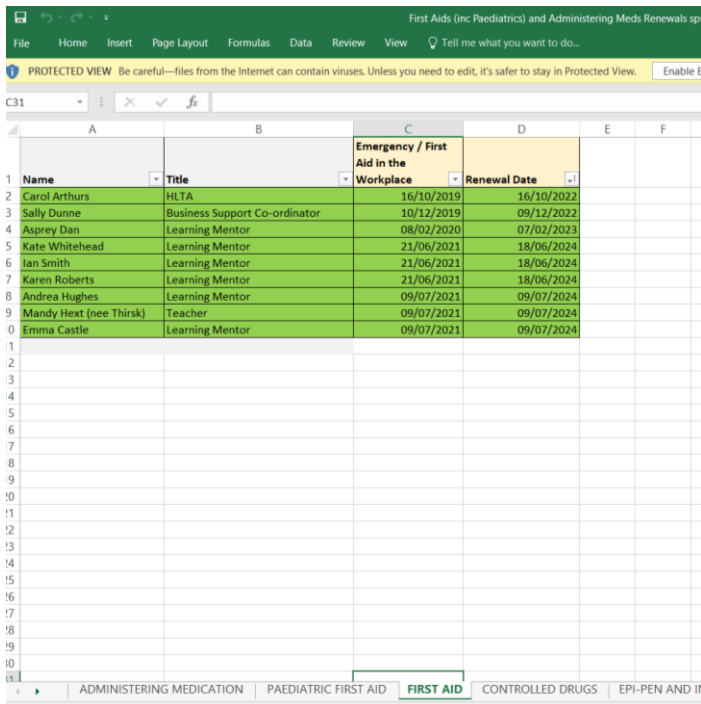


Lyn Jacques
Learning Mentor
Well-being Team



Appendix 3

First Aid training matrix.



Name	Title	Workplace	Emergency / First Aid in the Workplace	Renewal Date
Carol Arthurs	H/LTA			16/10/2019
Sally Dunne	Business Support Co-ordinator			10/12/2019
Asprey Dan	Learning Mentor			08/02/2020
Kate Whitehead	Learning Mentor			21/06/2021
Jan Smith	Learning Mentor			21/06/2021
Karen Roberts	Learning Mentor			21/06/2021
Andrea Hughes	Learning Mentor			09/07/2021
Mandy Hext (nee Thirsk)	Teacher			09/07/2021
Emma Castle	Learning Mentor			09/07/2021

Appendix 4

Legislation and guidance.

Areas of this policy are based on:

Statutory Framework for the Early Years Foundation Stage (Annex A, page 42)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf

First aid in schools: DfE 2022

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

Supporting pupils with medical conditions: DfE 2015

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Health and Safety in schools:

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

The Health and Safety (First Aid) regulations 1981:

<https://www.legislation.gov.uk/uksi/1981/917/made>

Education and Training (Welfare of Children) Act 2021:

<https://www.legislation.gov.uk/en/ukpga/2021/16/enacted>

Automated External Defibrillator (AEDs): DfE 2019

<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>

Reportable accidents to HSE:

<https://www.hse.gov.uk/riddor/>

Academies/independent schools:

<https://www.legislation.gov.uk/uksi/2014/3283/made>

The Management of Health and safety at work regulations 1999, for employers to risk assess:

<https://www.legislation.gov.uk/uksi/1999/3242/contents/made>

Appendix 5

Bump to the head letter.



Principal: Paul Scales
Cherry Tree Avenue, Church Lawton,
Cheshire, ST7 3EL
T: 01270 877601
E: office@churchlawtonschool.org.uk
www.churchlawtonschool.org.uk

Date:-

Time:-

Dear Parent

Your child _____ received a bump on the head today.



Front / Back

We have treated your child with a cold compress and monitored your child throughout the rest of the school day. However, should your child show any of the following symptoms please contact your doctor for further advice.

- Drowsiness that is unexpected.
- Vomiting.
- Any signs of blood or watery fluid coming from the nose or ears.
- Any complaint of a headache.
- Any complaint of 'seeing double' or 'blurred eyesight'.

The injury has been recorded in the school's accident book.

Yours sincerely

Mr Paul Scales
Principal

Appendix 6

First Aid individual kit checklist.

Item	First Aid – stock check		Cupboards/travel bags		Room/Minibus	
	Date checked Autumn 1	Date checked Autumn 2	Date checked Spring 1	Date checked Spring 2	Date checked Summer 1	Date checked Summer 2
Disposable mask						
Disposable gloves						
Disposable Apron						
Plasters						
Medi-wipes						
Eye-wash						
Burn dressing						
Resuscitation shield						
Adhesive tape						
Finger Bandage						
Eye Dressing						
Compression Bandage						
Bandage						
Emergency Foil blanket						
Sterile dressing						
Scissors						
Triangle bandage						
Yellow bag						
Guidance leaflet						
Self-freezing Ice Pack						
Sanitary Ware						
Vomit bag						

Appendix 7

First aid kit checks - Primary, Middle, mini buses and adventure learning.

Checks are completed each half term, items are replaced as needed when used.

First Aid – stock checklist Academic Year

	Date checked Autumn 1		Date checked Autumn 2		Date checked Spring 1		Date checked Spring 2		Date checked Summer 1		Date checked Summer 2	
	Cupboard	Bag	Cupboard	Bag	Cupboard	Bag	Cupboard	Bag	Cupboard	Bag	Cupboard	Bag
EY1												
EY2												
P1												
P2												
P3												
Adventure Learning LR												
Adventure Learning AC												
Site manager												
Work shed on MUGA												
Mini bus Peugeot												
Mini bus Peugeot												
Mini bus Citroen												
Reaseheath												

Appendix 8

First Aid kit checks - Secondary and specific areas.

First Aid – stock checklist Academic Year _____

	Date checked Autumn 1		Date checked Autumn 2		Date checked Spring 1		Date checked Spring 2		Date checked Summer 1		Date checked Summer 2	
	Cupboard	Bag	Cupboard	Bag	Cupboard	Bag	Cupboard	Bag	Cupboard	Bag	Cupboard	Bag
S1												
S2												
S3												
S4												
S5												
Sixth Form												
Science Room												
Front office												
Studio 3												
PE/outside duty bag												

Appendix 9

First aid Stock inventory.

First aid kits in rooms are fully stocked this is additional stock.

First Aid Inventory. Date 08/02/2022

Product description	Catalogue code	Pack size	Expiry	Full packs	Singles	
Medi Wipes		100	12/2022	8		
		100	05/2023	7		
Eye wash pods	YPO 493503	12x 20ml	06/2025	1 (12)	8	
Emergency foil blankets					9	
Face shield					16	
Kool Pak			01/2024		2	
Plastic lined vomit bag	4636	25		3 (75)		
Small paper cups					50	
Scissors					8	
Microporous tape		12		4 (48)	9	
Burns Soothe		25x 3.5g	10/2022	2 (50)	14	
Relipad low adherent dressing pad (sterile)		100x 10x10cm	09/2022		40	
Assorted wash proof plasters	YPO 021181	120	02/2024	1 (120)		
Assorted Blue plasters	YPO 493651	100 (5x20)	12/2022	1 (100)	3x20 (60)	
Relief instant ice pack		10x 100g	02/2025	3 (30)	8	
Finger bandage						
Eye pad dressing bandage Flow Wrapped	321	10	04/2025		2	
Conforming Bandage		10		1 (10)	6	
Bandage						
Triangle bandage					7	
Yellow waste bags						
Gloves						
Masks						
Aprons						
Sanitary ware						

