Appleton Academy

First Aid Policy

Approved By	Approval Date	Next Review Date
Appleton Academy LGB	March 2025	2026/27– Term 2

1. Statement of Intent

The health and safety of all members of Appleton Academy - children, young people, staff and visitors - is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the school, pupils and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

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 children, young people, staff and visitors.

Appleton Academy will take every reasonable precaution to ensure the safety and wellbeing of all children, young people, staff and visitors.

The First Aid Policy should be read alongside the following policies:

- Health and Safety Policy
- Intimate Care Policy
- Behaviour for Learning Policy
- Child Protection and Safeguarding Policy
- Medical Treatment of Pupils Policy
- Educational Visits and School Trips Policy

2. Aims

Appleton Academy understands that decisions about first aid are of paramount importance and will endeavour to ensure that any first aid incidents are dealt with appropriately and in accordance with this policy. We are committed to achieving the following objectives:

- to provide an accessible first aid policy.
- to ensure all first aid policies and procedures are based on an up-to-date risk assessment.
- to ensure all first aid equipment and facilities are suitable for purpose.

3. Legal framework

This policy has due regard to statutory legislation including, but not limited to:

- Health and Safety at Work Act (1974); • Health and Safety (First Aid) Regulation (1981 - revised 2013).
- The Management of Health and Safety at Work Regulations (1992 -amended 2006).
- The Education (School Premises) Regulations (1999).
- The Health and Safety (Reporting of Injuries, Diseases and Dangerous Occurrences) Regulations (RIDDOR) (2013).

This policy will also have regard to the following statutory and non-statutory guidance:

- DfE (2022) 'First Aid in Schools'
- DfE (2015) 'Advice on Standards for School Premises";
- Health and Safety Executive (HSE) Incident Reporting in Schools (Accidents, Diseases and Dangerous Occurrences) (2013)

In doing so we will:

- provide for the immediate needs and requirements of staff and pupils who have sustained either a serious or minor injury

- ensure adequate resources and arrangements are in place to deal with injuries and accidents as they arise
- ensure lines of communication with parents/carers are in place if required
- activate a known plan of action with which all staff members are familiar. The school is committed to the procedures for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 2013
- ensure the provision of First Aid within the school will be in accordance with the DfE guidance on First Aid in school
- ensure that staff are aware that the treatment of minor illness by the administration of medicines and tablets falls outside of the definition of First Aid in the Regulations and the school will not permit the presence of any such medication in designated first-aid boxes or to be brought in. Advice was taken from 'Guidance on First Aid for Schools by the DfE booklet 2022'

4. Definitions

'First Aid' means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

'First Aider' means a person who holds a valid First aid at Work Certificate or equivalent qualification.

First Aid is about providing medical attention to pupils and staff at the academy in cases of emergency. It is not a facility to provide on-going medical attention i.e. First Aid is not for pupils feeling unwell it is for pupils/members of staff needing treatment for an accident/injury which occurred on the academy site.

5. Roles and Responsibilities

Board of Trustees

The Board of Trustees is responsible for health and safety matters in the schools, but delegates operational matters and day-to-day tasks to the Headteacher in each school.

Executive Headteacher

The Executive Headteacher is responsible for the implementation of this policy. This includes but is not limited to:

- responsibility for appointing a suitably trained and competent member of staff who will take the lead on matters relating to health and safety
- ensuring that an appropriate number of trained first aid staff and/or appointed persons are present in the school at all times to care for children, young people, staff and visitors in the event of a first aid need and ratios of First Aid trained staff are adhered to (where applicable)
- ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- ensuring all staff are aware of first aid plans and procedures
- ensuring that accidents, incidents and near misses are recorded and monitored
- ensuring appropriate risk assessments are completed and appropriate measures are put in place with regard first aid and specific needs of individuals
- ensuring that adequate space is available for catering to the medical needs children, young people, staff and visitors
- reporting specified incidents to the Exceed Academies Trust and HSE when necessary

First Aiders

First aid and paediatric first aid trained staff have the aptitude and ability to cope with stressful and physically demanding emergency procedures. A designated member of staff will oversee the first aid policy of the school.

The main duties of first aiders include:

- giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school, or on educational visits
- ensuring first aid equipment is in date and topped up when used
- completing accident forms (paper and/or electronic)
- provide completed accident forms and investigations to the health and safety lead as required
- seeking advice from a member of SLT if concerned at any time
- when appropriate, ensure that an ambulance or other professional medical help is called

Appointed Person

Whilst the majority of incidents will be managed by a qualified First Aider, there may be occasions where a first aid risk assessment identifies that a first aider is not required. If this is the case a nominated person(s) will be appointed. The appointed person(s) will take charge when someone is injured or becomes ill, look after first aid equipment and ensures an ambulance or other professional medical help is summoned when appropriate. In the majority of cases, however, this role will be undertaken by the School Healthcare Practitioner.

Health and Safety Lead

Craig Armitage, Executive Services Manager, is the Health and Safety Lead. The Health and Safety Lead is responsible for:

- line management of the School Health Care Practitioner
- ensuring the academy has the requisite number of trained staff, overseeing the training schedule and arranging training for staff related to first aid and medical support
- conducting reviews of procedures following major incidents and near misses reporting 'lessons learned' to the Executive Headteacher.
- maintaining the procedure for managing first aid instances and reporting to the Executive Headteacher
- ensuring there are suitable facilities for treating first aid injuries, including provision for pupils, staff and visitors

School Health Care Practitioner

Liz Rutherford is the Health Care Practitioner.

The First Aid lead 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.

The Health Care Practitioner is responsible for assisting the appointed person(s) with:

- carrying out first aid risk assessments for pupils with medical needs
- ensuring first aid boxes are stocked and located in specific locations and classroom areas as per school requirements
- taking the lead in the event of a serious injury to children, young people, staff or visitors
- liaising with parents regarding first aid incidents, and the ongoing follow up from more serious incidents
- keeping up to date with latest developments and informing the leadership team where appropriate.

Staff

School staff are responsible for:

- ensuring they follow first aid procedures
- ensuring they know who the first aiders or appointed person(s) are in the school and where to locate them
- assisting with completion of accident, incident and near miss reporting for all incidents they attend or witness

- informing the Executive Headteacher, Health and Safety Lead or their line manager of any specific health conditions or first aid needs

6. Advice on First Aid Referrals

First Aid is about providing medical attention to pupils and staff at the academy in cases of emergency. It is not a facility to provide on-going medical attention i.e. First Aid is not for pupils feeling unwell it is for pupils/members of staff needing treatment for an accident/injury which occurred on the academy site.

When a pupil has a 'serious' accident in the academy, it is essential that efforts are made to contact the pupil's parents/carers so that a parent/carer is able to attend and give consent to emergency medical treatment if treatment is deemed necessary. The academy will endeavour to ensure they have emergency contact numbers for the parents/carers and that these are up to date. If the parents/carers cannot be reached, any other person whose name the parent/carer have given as an emergency contact may act in their place.

Pupils should not 'self-refer' and if they do will be returned to class to obtain appropriate permission.

If a pupil requires emergency medical attention during lesson time:

- Pupils should only be referred to First Aid for accidents/incidents that have just occurred on the school premises.
- Pupils must have a 'permission to be out of lesson to attend First Aid' note signed by the teacher.
- Pupils should leave their bag and coat in the classroom (unless incident is near the end of a lesson and the likelihood is that the lesson will end before the pupil returns from First Aid.)
- Pupils should attend First Aid on their own unless this presents a further risk to them.
- If moving the pupil will increase the risk of further or worsening injury, a request for the First Aider to attend the incident should be made.
- Appleton Academy employs a Health Care Professional to manage the First Aid team and provide additional support

It is understood the delivery of First Aid for incidents that happen during break and lunchtime will not always be preceded by a signed note from a teacher or equivalent.

Common-sense judgement should be used on what is a medical emergency however emergencies should be referred to the Health Care Practitioner who will contact and liaise with emergency services.

Staff are advised to err on the side of caution and always seek and act upon professional medical advice where pupils are deemed to be in need of urgent medical attention.

Staff should seek a second opinion if unsure and communicate with parents.

First Aid treatment is not appropriate for ongoing complaints and, in these cases, the First Aider will inform the teacher, by way of written communication, that treatment has been sought but that treatment has not been administered. The reason for this will be stated. This will be referred to the Health Care Practitioner who will follow this up with the pupil and/or parents/carers as appropriate.

Pupils who have known specific ongoing medical conditions where additional support and attention is required will be provided for accordingly.

Minor ailments should not be referred to First Aider.

All First Aid incidents must be logged in the First Aid Recording Log.

Accidents which necessitated First Aid should be recorded using the 'Accident at School Form' which should be completed with or submitted to the Healthcare Practitioner or Craig Armitage.

Pupils who are in need of further medical support must not be allowed to leave site on their own. If, following assessment, a pupil is unable to remain in school a parent must be contacted to collect them.

7. First Aid Incidents

Minor incidents

In the event of a minor incident, such as a splinter, bump, bruise, cut or graze on the school premises:

- the closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- relevant first aid will be given that includes cleaning the injury and covering it if the injury is bleeding or weeping
- cold packs will be applied as a result of a bump or bruise or red mark
- treatment will be in accordance with First Aid training and update provided by the School Healthcare Practitioner
- in the event of a pupil's condition deteriorating during assessment, the first aider should make the School Health Care Practitioner aware, contact parents/carers or call 999 or 111 for emergency help if the casualty shows signs of a requiring urgent medical support

Major Incidents

In the event of a major incident, such as a broken bone, head injury, burn or dislocation on the school premises:

- the first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services
- Routinely, it will usually be necessary to alert the Healthcare Practitioner to the incident and ask them to attend the scene to manage the response
- if emergency services are called, the first aider will remain with the patient unless relieved by the Healthcare Practitioner or a senior member of staff
- Parents/carers need to be contacted and asked to attend school or meet emergency services at the hospital
- if a broken bone is suspected and the break is an open fracture (the bone has pierced the skin causing bruising or bleeding or protruding from the skin), severely deformed and/or there are signs of shock emergency services must be called immediately
- patients should not be moved unless advised by the emergency services or in exceptional circumstances (i.e. leaving them in situ would cause a danger to life or puts them at further risk). In the situation where a Parent/Carer arrives, further action is at their discretion
- in the event of a major incident, the School Health Care Practitioner will take the lead and SLT must be notified including Craig Armitage, Head of School and Executive Headteacher
- All major incidents must be logged using the Accident at School Form at the earliest opportunity after the incident and the form submitted to Craig Armitage

Head Injuries

Whilst head injuries can be minor, they can have the potential to be serious. All head injuries should be treated with caution. No person should be allowed to go and seek first aid unaccompanied after complaining of a head injury and treatment/assessment by a trained first aider should not be delayed. Please ask first aiders to attend at the scene of the accident/report or accompany the injured party to the first aider.

- Signs and symptoms of minor head injuries: a bump or bruise to the head
- possible head wound - dizziness or vomiting
- a short period of unresponsiveness.
- where a minor head injury is suspected first aiders will apply a cold pack, treat any bleeding/wound alongside assessing how alert the child is using AVPU:
    - Alert -are they alert? Are their eyes open?
    - Voice - can they respond if you talk to them?
    - Pressure- do they respond to pressure of touch on their shoulders?
    - Unresponsive- are they unresponsive to the above?

- treat any wounds

Signs and symptoms of major head injuries include:

- drowsiness
- headache
- vomiting
- suffering a seizure and fit
- unequal pupil size
- blood- or blood-stained watery fluid coming from the ear or nose
- unresponsiveness.

Where a major head injury is suspected, first aiders will apply a cold pack, treat any bleeding and wound alongside assessing how alert the child is using AVPU. 999 will be called as well as Parents/Carers.

If Parents/Carers are unable to attend, a member of staff will accompany the child to hospital. For all head injuries and head bumps, Parents/Carers will be contacted to make them aware their child has bumped their head and that school will monitor them. Children will be monitored, and Parents/Carers will be contacted again if the first aider or school staff have any concerns the child is beginning to deteriorate.

999 or 111 will be phoned if first aiders have any concerns or the child's condition worsens according to AVPU.

The School Healthcare Practitioner will liaise with emergency services, parents and SLT during and after the event.

Concussion

Concussion is caused by a bump, jolt or blow to the head. Concussions can also occur from a fall or blow to the head that causes the head and brain to move rapidly back or forth. If a child shows confusion, is sluggish or slow, cannot recall events prior to or after the incident, is sick or behaves unusually they need to be seen by a medical professional.

If a child has a head injury and shows one or more of these danger signs 999 will be called immediately:

- one pupil is larger than the other
- drowsiness or cannot be woken
- a headache that gets worse and does not go away
- weakness, numbness or decreased coordination
- repeated vomiting or nausea
- slurred speech
- convulsions or seizures
- difficulty recognising people or places
- unusual behaviour
- loss of consciousness (even a brief loss of consciousness should be taken seriously)

Mental Health / Wellbeing Emergency First Aid

Appleton Academy is committed to building awareness of the importance of social-emotional health and wellbeing to learning. A core value of the school is nurture which can be seen in the learning environment and culture that supports mental health and wellbeing and prevents discrimination.

Designated staff (first aiders / pastoral staff / Mental Health Champion) would be the first responder in the event of a mental health first aid emergency.

Pupils who require further support would be referred via the weekly Inclusion Meeting and triaged to the relevant pathway such as internal mentoring, counselling or to agencies via the Mental Health Support Team (MHST).

All incidents are recorded and reported according to this policy.

The Employee Assistance Programme (EAP) offers a range of support for staff including counselling for Appleton Academy and Exceed Academies Trust Staff. The contact information is available in the staffroom or can be requested from school leaders and is provided during induction. An occupational health referral can be initiated on a case-by-case basis.

Off Site Visits and Activity

When planning an off-site visit or activity, the group leader is responsible for understanding and undertaking an assessment of the health needs of pupils and will liaise with specific staff to write a risk assessment taking into consideration the support and additional resources required to enable the individual pupils to participate in the visit. This should include meetings with parent/carers.

A nominated first aider must be present on all off-site visits or activity.

In the event of an incident off the school premises that requires first aid, staff will follow the school first aid procedures, as well as seek advice from first aid at educational visit venues if required.

Risk assessments for educational visits will ensure that first aid can be administered sufficiently, and steps are in place should minor and major incidents occur.

When taking pupils off the school premises, staff will ensure that they always have the following:

- a way of communicating in an emergency – e.g. a school mobile
- a portable first aid kit, which is stocked in accordance with the HSE's recommendations
- Parents' contact details when off the school premises or out of school office hours
- when transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box
- for injuries or falls related to outside play equipment such as trim trails and traverse walls, parents/carers will be notified regardless of whether an injury is apparent

Defibrillators

A defibrillator is a machine that is placed externally on the body and is used to give an electric shock when a person is in cardiac arrest i.e. when the heart suddenly stops pumping blood around the body. Cardiac arrest can affect people of any age and without warning.

Defibrillators have the potential to save the lives of children, young people, staff and visitors in schools, with research showing that accessing these devices within 3-5 minutes of a cardiac arrest increases the chance of survival by over 40%.

All proposed defibrillator locations should be subject to a risk assessment considering:

- Availability for timely deployment (including the likely time required to climb stairs, open doors, unlock a cabinet etc)
- Health and safety risks (e.g., slip, trip and fall hazards)
- Safety and security (e.g., is the area well-lit? Does the location render the defibrillator susceptible to tampering or vandalism and, if so, what measures would be proportionate to counter that risk?).
- The school defibrillator will be registered on The Circuit, the national defibrillator network. This will ensure they are visible to local ambulance services and means someone can be directed to the defibrillator location.
- Defibrillators will be maintained in accordance with manufacturers recommendations.

The defibrillator is located in the Main Admin Office.

8. Record keeping and reporting

Appleton Academy will keep a record of all incidents involving children, young people, staff and visitors. This will be either electronically or paper form.

These records will be used to help to identify trends in accidents / incidents and areas for improvement as well as when to review first aid needs assessments.

The following minimum information will be recorded:

- date, time and place of incident
- name of injured or ill person
- details of the injury or illness
- details of what first aid was given
- what happened immediately after the incident (for example, went home, went back to class, went to hospital)
- name and signature of first aider or person dealing with the incident Incidents where external medical assistance is needed, whether on site or off site, should be recorded on the school system

Near Miss

A near miss is something that does not lead to harm but has the potential to cause illness or injury. Near misses should also be reported in accordance with the school accident and incident reporting system (online or paper).

Examples include:

- mishandling of chemicals or hazardous materials
- transportation close call
- equipment malfunctions
- slips, trips, and falls without injury
- signage-related incidents
- narrow escapes from workplace hazards.

RIDDOR

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) is a UK law that requires employers and others in charge of workplaces to report certain accidents, incidents, and illnesses to the Health and Safety Executive (HSE).

The following must be reported under RIDDOR

- work-related fatalities
- work-related injuries
- diagnosed cases of reportable occupational diseases
- certain dangerous occurrences (incidents with the potential to cause harm)
- carcinogens, mutagens, and biological agents
- gas incidents

The Executive Headteacher and Executive Services Manager will ensure that any injury / accident or dangerous occurrence that falls under the RIDDOR obligations is reported immediately to the Exceed Academies Trust Central Team and to the HSE.

Local Advisory Board and Trust Reporting

The Executive Headteacher will provide a report to the Local Advisory Board at each meeting (currently four times a year). This report will detail each accident or incident including the following information;

- date of the incident
- description of the incident itself

- whether the incident was RIDDOR Reportable
- action taken as a result of the incident

9. Training

All school staff are able to undertake first aid training. All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. Appleton Academy will keep a register of all trained first aiders, what training they have received and when this is valid until. 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.

A poster identifying the first aid trained staff is on display in key locations throughout the building.

10. Policy review date

The Local Governing Body will review this policy at least every two years and assess its implementation and effectiveness. First Aid procedures will also be reviewed in the event of a major accident or incident or as part of an investigation into parental/carer concerns. The policy will be promoted and implemented throughout the academy