

# FIRST AID POLICY



## **KING EDWARD VI ASTON SCHOOL**

*Educational excellence for our City*

<b>Responsible Board</b>	<b>Estates Committee</b>
<b>Policy Officer</b>	<b>Martina Voisey</b>
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<b>Reviewed by</b>	<b>Martina Voisey</b>
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# First Aid Policy

## 1. General

The school is required under the Health and Safety at Work Act (1974) to have a First Aid Policy. This policy contains the approaches and procedures to be used in this school. This policy is based on DfE guidance: [First aid in schools, early years and further education - GOV.UK](#)

## 2. Aim

- a) To ensure that the school has adequate and appropriate equipment, facilities and procedures to provide appropriate first aid to staff, students and visitors to the school
- b) To ensure that the First Aid arrangements are based on a risk assessment of the school

## 3. Responsibilities

- a) The Governing body has responsibility for the provision of First Aid in the school.
- b) Internal Management

The internal management responsibility for First Aid is delegated to the Headmaster who is responsible for developing detailed procedures.

The Headmaster must ensure that parents are aware of the School's Health and Safety Policy and First Aid Policy.

The School will appoint First Aid Officers, to be in charge of first aid provision, who will:

- Ensure that the first aid provision is adequate and appropriate
- Carries out appropriate risk assessments in liaison with the Headmaster
- Ensures that the equipment and facilities are fit for purpose
- Regularly keeps the Headmaster informed on the implementation of the policy

All First Aiders Officers will have attended at First Aid at Work Course and undertake a requalification course as appropriate, to retain competency.

Teachers' conditions of employment do not include giving First Aid. Staff may, however, volunteer to undertake First Aid tasks. However, all staff in charge of students, including volunteer staff, must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents would be expected to act towards children. Staff who teach PE & Games or who regularly lead off-site activities will be encouraged and supported by the school to gain a basic first aid qualification.

Trained staff may act beyond the initial management stage. Other staff must provide first aid to the level of qualification or competence that they possess.

All staff on becoming aware of a student in discomfort, distress or pain must seek the support of a first aid officer via the HUB. If able and appropriate to do so the member of staff should bring the student to the HUB and ask the office staff to call for the attendance of a first aid officer. If the nature of the complaint is such that the student should not be moved or cannot move then the member of staff should contact the HUB by the most efficient means available e.g. using another student. In life threatening situations, the member of staff must immediately call the emergency services.

Members of staff should proceed with extreme caution. Even in instances where there is a reasonable possibility that a student may have been injured but does not feel or show any immediate effects and may be making light of the situation, the member of staff must take the student to the HUB for him to be assessed by a first aid officer.

#### **4. Duties of the First Aid Officers**

The First Aid Officer must:

- Hold a current first aid training qualification provided by a competent training organisation
- Give prompt help to casualties as requested and required
- Contact parents to report serious injuries, injuries to the head and those leaving a visible mark to the body
- Contact parents to make arrangements for their son to be collected from school
- Ensure that when necessary an ambulance or other professional medical help is called
- Maintain accurate records of all instances where first aid support is required and given, including any additional medical advice given to the student.

#### **5. Number, location and contents of first aid boxes**

First aid boxes will be kept at the following locations:

- First Aid Room (Douglas House, ground floor, opposite the Recital Hall)
- Biology Prep Room (Douglas House, second floor, next to D6)
- Chemistry Prep Room (Douglas House extension, first floor, between C1 & C2)
- Design Technology workshop (Douglas House, basement, DT workshop)
- Food Technology kitchen (Douglas House, second floor, D5 opposite the stairs)
- School minibuses (Front passenger seat)
- Main staff room (Modern Languages block, ground floor, next to the lockers)
- Sports Hall (In the staff office)
- Trinity Road (In the First Aid Room & staff office)
- Library Office
- The Colin Parker Building Reception

All staff should know where the First Aid boxes are kept.

The First Aid boxes must contain a “sufficient quantity” of First Aid material and nothing else.

Following the guidance of the Health & Safety Executive (HSE) each first aid box should contain the following items (minimum number)

- |   |    |
|---|----|
| • Individually wrapped sterile adhesive dressings | 60 |
| • Triangular bandages                             | 8  |

- Sterile coverings for serious wounds 6
- Medium size, sterile unmedicated dressings 12
- Large size, sterile unmedicated dressings 4
- Pairs of gloves 3
- Sharpie pen 1

The first aid box kept in the minibuses will contain all of the above items.

The First Aid officers will check the contents of each first aid box each term, replacing any out of date items and making good any deficiencies. Staff who use items from a first aid box must inform the First Aid officers.

Instant ice packs are single-use only and for the treatment of sprains, strains and bruises. These are stored in the medical room cupboard.

Precautions when using ice and heat DO NOT USE ICE OR HEAT

- If the casualty is diabetic
- Over areas of skin that are in poor condition
- Over areas of skin with poor sensation to heat or cold
- Areas with known poor circulation
- In the presence of visible or know infection(s)

## 6. Students on crutches or with mobility issues

Students with mobility issues, who will often be using crutches, must be paired with a “buddy” who can assist them moving around the school by carrying their bag and opening doors. These arrangements must be put in place by the form tutor or appropriate year leader as soon as they are aware of the student’s immobility.

These students and their “buddy” must be allowed to leave lessons up to five minutes early although this will be dependent on the location of their next lesson. Wherever possible these students must be allowed to use the lift to access the floors in Douglas House.

During a fire evacuation it is the responsibility of the teacher to ensure that the student safely evacuates the building and reaches the assembly point. During an emergency evacuation the lift in Douglas House must not be used.

## 7. Students who have epipens

- i. Students who have an epipen will be required to have a pen on their person at all times during the school day including when participating in an off-site activity
- ii. The school will keep an epipen together with a care plan for the student in the medical rooms on both the main school site and at Trinity Road.
- iii. The Medical Needs Officer will be responsible for informing parents when their son’s epipen is out of date and needs to be replaced and will inform the Headmaster of any parents who do not replace their son’s out of date pen within a reasonable length of time.
- iv. An Epipen and care plan must be taken by the activity leader when the student participates in an off-site activity.

- v. The school have additional epipens in the First Aid Room in Douglas House and the Simpson Building

## **8. Emergency adrenaline auto – injectors and Asthma salbutamol inhalers**

The school has additional emergency adrenaline auto-injectors and salbutamol inhalers in the First Aid Room, and the Simpson Building. There is also a kit that can be taken on school trips.

This is to be used for pupils who do not have access to their own medication and where both medical authorisation and written parental consent has been provided.

In the event of an asthma attack follow the advice from

<https://www.asthma.org.uk/advice/child/asthma-attacks/>

The Medical Needs policy to be complied with.

## **9. Automated External defibrillators**

If someone is unresponsive and not breathing call 999 immediately and start chest compressions. This is the most important thing to do because their blood already has some oxygen in it and the compressions will keep that blood pumping around their body, taking oxygen to their brain. Chest compressions significantly increase the chance of the person surviving.

Breathing into their mouth or nose tops up the oxygen in their lungs. The combination of continuous cycles of 30 chest compressions followed by two breaths is called CPR (cardiopulmonary resuscitation).

The chance of restarting the heart by chest compressions alone is very small. Usually, a heart needs an electric shock from an automated external defibrillator (AED) to restart.

An AED (automated external defibrillator) is a portable device that automatically diagnoses the life threatening cardiac arrhythmias of ventricular fibrillation (VF) and pulseless ventricular tachycardia and is able to shock the back into normal rhythm.

The school defibrillators (AED) are located in the main reception, in the foyer in Douglas House, the main staffroom and in the Simpson Building at Trinity Road.

### **Using a Defibrillator**

The AED can be used with no training. The machine analyses someone's heart rhythm and then uses visual or voice prompts to guide you through each step.

As soon as you have got an AED, switch it on. It will immediately start to give you a series of visual and verbal prompts informing you of what you need to do. Follow these prompts until the ambulance arrives or someone with more experience than you takes over.

Take the pads out of the sealed pack. Remove or cut through any clothing and wipe away any sweat from the chest.

Remove the backing paper and attach the pads to their chest.

Place the first pad on their upper right side, just below their collarbone as shown on the pad.

Then place the second pad on their left side, just below the armpit. Make sure you position the pad lengthways, with the long side in line with the length of the casualty's body.

Once you have done this, the AED will start checking the heart rhythm. Make sure that no-one is touching the person. Continue to follow the voice and/or visual prompts that the machine gives you until help arrives.

### **Maintaining a Defibrillator**

AED equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

The Lead first Aider shall be responsible for having regular AED maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions. Records should be kept.

Following use of AED, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected.

### **Annual System Assessment:**

Once each calendar year, the Health & Safety Officer shall conduct and document a system readiness review. This review shall include review of the following elements:

- Training records.
- Equipment (AED) operation records and maintenance.

### **Monthly Monitor and System Checks:**

There are monthly checks carried out by the Lead First Aider. This check shall include review of the following elements:

- AED battery life
- AED pads life and use by date
- AED operation and status

## **10. Educational visits & other off-site activities**

- i. Leaders of educational visits will be required to take a first aid box with them on the activity. The school will purchase a range of first aid boxes suitable for use with a given the number of students participating on the visit.
- ii. Visit leaders must contact a First Aid Officer to inform them of their need for a first aid box, at least 48 hours before the visit takes place. First aid boxes will be signed out and must be returned to the First Aid officer within 24 hours of the return of the visit. It is the responsibility of the visit leader, on returning the first aid box to the first aid officer, if any items have been used.
- iii. On an educational visit the visit organiser or one of the accompanying adults must assume the role of First Aid Officers for the duration of the activity and follow the requirements of this policy especially in instances of injuries and those circumstances where parents must be contacted at the earliest possible opportunity (see Section 10: Communication with parents) The person undertaking this role must have received an appropriate level of first aid training given the nature of the activity.
- iv. It is the responsibility of the trip organiser, on the return of the trip, to report to the school's First Aid Officer within 24 hours any incidents during the trip where first aid has been administered.

- v. During lessons at Trinity Road, at away sports fixtures and other venues away from the main site where students undertake sporting activities the member of staff responsible for the activity will assume the role of First Aid Officer for the duration of the activity and follow the requirements of this policy especially in instances of injuries and circumstances where parents must be contacted at the earliest possible opportunity (see Section 10: Communication with parents). Where parents cannot be reached all available contact numbers must be used. All teachers of Games & PE and sports coaches must have received an appropriate level of first aid training.
- vi. Any incidents occurring during a PE or Games lesson or coaching session at Trinity Road or any other venue away from the main school site where the student requires first aid must be reported to the First Aid officers within 24 hours of the incident taking place. It is the responsibility of the member of staff (teacher or coach) in whose session the incident occurred to report the details to a First Aid Officer as well as to the Subject Leader for Games & PE.
- vii. Pupils who have bumped their head will be given an accident report form and a red wristband, which must be worn for the rest of the day.
- viii. All teachers of Games & PE and sports coaches will be required to sign a declaration at the start of the academic year to confirm that they have read and understand their responsibilities under the terms of the policy
- ix. All organisers of an Educational Visit will be reminded of their responsibilities under the terms of this policy in the letter sent to them by the Headmaster following their application for approval of the activity.

## **11. Communication with parents**

The First Aid Officer or member of staff will contact parents in all instances where a student has received

- a blow to the head
- a cut to his head or face
- significant bruising to any part of the body
- a deep cut to any part of the body
- an injury that has resulted in the emergency services being contacted

Parents will also be contacted in instances where a student reports having chest pains.

If a student is not well enough to remain in lessons parents will always be contacted.

In all instance a cautious approach will be adopted.

Parents should inform the school if further medical attention was sought and what if any treatment, medical advice, or guidance given

## **12. Calling the emergency services**

In most instances it will be the decision & judgement of the First Aid Officers whether to call the emergency services however in certain situations, especially during lessons and matches at Trinity Road, it will be necessary for the member of staff first making contact with the injured student to call the emergency services.

Where another member of staff calls the emergency services a First Aid Officer should be informed as soon as is reasonably possible

The Headmaster or their Deputy must be informed if the emergency services are called.

The emergency services will be called when necessary in the following situations

- i. Where the person is struggling to breathe or their breathing is impaired.
- ii. Where the person is showing signs of shock or trauma e.g. slurred & incoherent speech, drowsiness etc.
- iii. Where the person has been unconscious or becomes unconscious for any length of time.
- iv. Where the person is unable to walk or move unaided.
- v. Where the person has suffered a significant cut to any part of their body.
- vi. Where the person has suffered a cut that will not stop bleeding.
- vii. Where the person has inhaled or ingested a harmful substance.
- viii. Where to move the person may cause further injury or exacerbate an existing injury.
- ix. Where the person has suffered a burn the area of which is larger than a fifty pence piece.
- x. When an emergency adrenaline auto-injector (AAI) has been administered.

While the school is mindful that a 999 call should only be made in instances of genuine emergency, a cautious approach will be adopted especially when in the judgement of the First Aid Officer or member of staff the extent of the injury suffered by the student is not obvious and unclear but from which the student could suffer serious consequences.

In all of the above situations, until the arrival of the emergency services, the person will not be left unattended for any length of time.

Parents will always be contacted if the emergency services have been contacted in relation to an incident involving their son.

### **13. Concussion**

Concussion is taken extremely seriously to safeguard the short and long-term health and welfare of students. Our First Aiders & PE staff are trained on how to treat head injuries including Concussion Management Pathway and the Graduated Return to Play (GRTP) and the UK Concussion guidelines <https://www.englandrugby.com/participation/playing/headcase-uk-concussion-guidelines-for-grassroots-non-elite-sport---november-2024-update-061124084139.pdf>

It is important that sports staff and parents acknowledge any head injuries and subsequent concussions, which occur away from School. This could include (but is not limited to):

- During away schools sports fixtures
- Where students are taking part in sports for clubs external to school
- During activities/incidents away from school (i.e. a fall whilst skiing, a head injury following a fainting episode at home for example)

Following such an incident, the responsible adult (i.e. parent/carer or sports staff) should notify the school.

Under no circumstances, should ICE PACKS be applied to head bumps. It will reduce swelling but it can actually do more harm if there is a hairline fracture this could result in the child needing additional emergency hospital treatment.

Emergency First Aiders should be sought if the child:

- becomes unconscious;
- is vomiting or shows signs of drowsiness;
- has a persistent headache;
- complains of blurred or double vision;
- is bleeding from the nose or ear; and/or

- has pale yellow fluid from the nose or ear.

If any of the above symptoms occurs in a child who has had a bang to the head, urgent medical attention is needed. Parents and the emergency services will be contacted.

## **1. Risk Assessments**

The person responsible for First Aid must make suitable and sufficient risk assessments in the school to determine any extra provision required over and above the existing provision.

The risk assessment must also cover the risks to employees and also non-employees who may come into the school.

## **2. Insurance**

The Governing body will ensure that the school's insurance arrangements provide full cover for claims arising from the actions of staff acting within the scope of their employment.

## **3. Training**

The School will provide adequate and appropriate training for the First Aid Officers and appropriate information and training for all staff to enable them to carry out their duty of care.

## **4. Guidance**

National guidance relating to first aid provision in schools is provided in the governments document 'First Aid in Schools' available at <https://www.gov.uk/government/publications/first-aid-in-schools>

## **5. Equal Opportunities**

The School will take particular care with the First Aid provision for disabled staff and students. Appropriate risk assessments will be undertaken as necessary by the First Aid Officers and suitable provision made in liaison with the Headmaster.

## **6. Monitoring and Review**

The Headmaster's termly report to governors will include a First Aid report detailing

- a) The number of incidents reported to the First Aid officers involving both students and staff.
- b) The number of incidents reported to the First Aid officers where the member of staff or student went home.
- c) The number of incidents reported to the First Aid officers, which necessitated support from the emergency services.

This policy will be reviewed biannually at the summer term meeting of the governors' Estates Committee or earlier at the request of the First Aid Officers.

Date of next review: 2026 Summer Term meeting of the Estates Committee.

