

St Annes College Grammar School is committed to providing emergency first aid in response to accidents and incidents involving staff, pupils, and visitors.

The arrangements in this policy are based on the results of a suitable and sufficient risk assessment carried out by the school for all staff, pupils, and visitors.

The school will take all reasonable precautions to ensure the safety and well-being of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first-aid provision for every pupil, member of staff and visitor, so that everyone is 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 for any illness, accident or injury.
- Ensure that medicines are administered only 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 any person's ability to contact 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.

Roles and responsibilities

The Head Teacher's responsibilities include:

- The overall development and delivery of this policy and all associated procedures.
- Ensuring that the relevant risk assessments and assessments of the school's first-aid needs have been conducted.
- Ensuring that there are enough appointed first aiders within the school, based on these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-hours site or out-of-hours activities, e.g. educational visits.

Ensure staff receive adequate first aid training and that trained individuals possess the necessary understanding, confidence, and skills to perform first aid duties effectively.

- Ensuring that first-aid provision for staff complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from staff to take the lead in first-aid arrangements and procedures for the school.
- Ensuring that all staff and parents are informed of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first-aid equipment and how it can be accessed, particularly in an emergency.
- Ensuring that all pupils and staff are aware of whom to contact regarding first aid.

Staff are responsible for:

- ✓ Making sure they are aware of this policy and the procedures, including knowing who to contact if they experience illness, an accident, or injury.
- ✓ Endeavouring always to secure the welfare of the pupils at school.
- ✓ Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as directed by the school.
- Ensuring they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and of any procedures for administering first aid, including emergency procedures.

The appointed persons who will oversee first-aid provision are Mrs Andrea Burrell, Mrs Wendy Cottier-Brown and Mrs Harriet Hewertson.

They will:

- Oversee the school's first-aid arrangements.
- Take charge when someone is injured or becomes ill.
- Look after the first-aid equipment, e.g., restocking the first-aid container.

- Ensure that an ambulance or other professional medical assistance is summoned when appropriate.
- Call the emergency services where necessary.
- Maintain injury and illness records as required.
- Partake in emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they know of:
 - What to do in an emergency.
 - How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - First aid for someone who is having a seizure.
 - Maintaining injury and illness records as required

First aid provision

The school will routinely re-evaluate its first aid arrangements at least annually to ensure they remain appropriate for the hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals on site, and the nature and distribution of pupils and staff throughout the school. The school will have suitably stocked first aid boxes in line with the needs assessment.

A minimum provision of first aid items will be as follows:

- 20 individually wrapped sterile adhesive dressings of assorted sizes.
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile.
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings.
- 2 large-sized individually wrapped sterile unmedicated wound dressings.
- 3 pairs of disposable gloves

All first-aid containers will be identified by a white cross on a green background.

The designated individual will regularly inspect the contents of first aid boxes, including mobile units for off-site use, and will promptly check and restock them after use. Expired items will be disposed of safely.

A first aid box is available on each floor. First aid boxes are located in the following areas:

- Nursery (opposite toilets)
- Dining hall (on top of piano)
- Office- One to stay in school, one to take for offsite visits
- Staff room
- Chemistry lab
- Woodland outdoor classroom shed
- Minibuses

First aiders

First aiders are responsible for providing immediate assistance to pupils, staff, or visitors and must call an ambulance or other medical professionals when needed.

The school will ensure that all first aiders hold a valid certificate of competence issued by Centaur Training and that refresher training is arranged for them before their certificates expire.

First-aid notices will be prominently posted throughout the school, showing the names and locations of first aiders so that pupils and staff know who to contact in case of illness or injury.

The current first aid appointed person(s) are:

Name: Date of first aid qualification for staff

- **Harriet Hewertson- Level 3 Paediatric and Forest School First Aid- Expiry 24/11/2028**
- **Wendy Cottier-Brown – Level 3 Paediatric First Aid – Expiry 14/01/2029**
- **Andrea Burrell – Level 3 Paediatric First Aid – Expiry 14/05/2028**

The school will ensure that there are always sufficient first-aid personnel on site to provide adequate cover across all areas of the school.

Automated external defibrillators (AEDs)

The nearest AED is in the SCHOOL OFFICE.

When an AED is required, first aiders will follow the step-by-step instructions displayed on the device. Staff have been trained in AED use during their First Aid training.

Accommodation

The school's sick room is the SENCO ROOM. It is available for use as and when needed. Any additional medical accommodation will be provided in line with the school's first aid needs assessment.

The room will be used for medical examinations and treatment of pupils, as well as for short-term care of sick or injured pupils. It includes a wash basin and is located near a toilet. *The WELLBEING ROOM is available should an additional room be required.*

Emergency procedures

If an incident, illness, or injury occurs, the staff member responsible will evaluate the situation and determine the appropriate response, which might involve calling an ambulance right away or summoning a first aider.

If called upon, a first aider will evaluate the situation and provide initial treatment. If they determine they cannot adequately handle the condition, they will promptly arrange for the injured person to receive appropriate medical care.

If the first aider's initial assessment shows a moderate to serious injury or that the person has become critically unwell, a staff member will contact 999 right away.

A trained staff member will provide emergency assistance and first aid to anyone who is injured, as needed.

In the case of a seriously injured or unwell individual

✓ A responding staff member calls 999 immediately and follows the operator's instructions – this may include administering emergency first aid.

✓ Where an ambulance is required, a staff member accompanies the pupil in the ambulance and, as soon as possible, calls the pupil's parent to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.

✓ Where an ambulance is not required but medical attention is needed, the pupil is taken to a hospital in a school minibus, accompanied by at least two staff members – one to drive the minibus and another, a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and staff will remain with the pupil at the hospital until a parent arrives.

Reporting accidents and record keeping

If a pupil experiences an incident or injury, parents will be notified promptly. For serious injuries or emergencies needing medical attention, the class teacher will call the parents immediately. Additionally, parents will receive written notice of any head injury, regardless of severity, along with guidance on necessary steps if symptoms arise.

A list of emergency contacts will be kept at the school office.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment administered – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- Name and signature of the first aider or person dealing with the incident.

The Head Teacher will ensure that any injury or accident that must be reported under HSE obligations is reported promptly and in detail.

Offsite visits and events

Before planning any off-site visits or events, the teacher responsible will evaluate the necessary first-aid provisions by conducting an appropriate risk assessment of the visit or event and the participants.

The school will take a first-aid kit on all off-site visits.

Additionally, the school will ensure that the minibus has a readily available first-aid box, which contains:

- 10 antiseptic wipes, foil-packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

Storage of medication

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

Medicines will be kept in their original containers, along with the prescriber's instructions, and clearly labelled with the patient's name, prescription date, and expiration date.

Medicine brought in by pupils will be returned to their parents for safe disposal, or, if agreed by the parent and the school, safely disposed of by the school when it is no longer required or has expired.

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.

Parents should notify the school if their child has a chronic medical condition or severe allergy, allowing for a Care Plan to be put in place and staff to be trained for proper emergency response. Examples include epilepsy, diabetes, and anaphylaxis.

A disclaimer will be signed by the parents in this regard.

Illnesses and allergies

If a pupil becomes ill during the school day, their parent will be contacted and asked to collect them as soon as possible. A quiet area will be set aside for withdrawal and for pupils to rest while awaiting collection by their parents. Pupils will be monitored during this time. Where a pupil has an allergy, this will be addressed in accordance with their Care Plan.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school. The form includes emergency contact numbers and details of allergies and chronic conditions. These forms will be updated at the start of each school year.

Monitoring and review

This policy will be reviewed annually by the Head Teacher, and any changes will be communicated to all staff. Staff will be required to familiarise themselves with this policy as part of their induction programme.

Staff will receive information about first aid procedures, including where equipment, facilities, and personnel are located.