

Newham Community Learning - First Aid Policy

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Applies to: Newham Community Learning

Approved by: Trust Board, March 2023



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Contents

1. Overview of the Policy Management Process	4
1.1. Document history	4
1.2. Review and approval	4
2. Newham Community Learning - First Aid Policy	5
2.1. Introduction and purpose	5
2.2. General Principles	5
2.3. First Aid	6
2.4. Raising Staff awareness	6
2.5. Automated External Defibrillation (AEDs)	6
2.6. Trips and visits	6
2.7. Illness and accidents	7
2.7.1. Illness	7
2.7.2. Administration of medicines/admission to hospital	8
2.7.3. Accidents	8
2.7.3.1. Head injuries	8
2.7.4. Guidance on when to call for an Emergency Ambulance	8
2.7.4.1. How to call for an emergency ambulance	9
2.7.5. Reporting Incidents	9
2.7.6. Linked policies	10



1. Overview of the Policy Management Process

1.1. Document history

Date	Revision	Version number (substantive revisions are allocated a new whole number; minor revisions are designated by the addition of a consecutive decimal point)
Feb 2023	Whilst all schools have detailed health and safety arrangements in place, this is a Trust level statutory policy, approved by the Trust Board and published on the website	v1.0

1.2. Review and approval

The First Aid Policy applies to the whole Trust. It is reviewed by the Executive Team (and/or their delegates) and is then presented to the Trust Board for approval (via a relevant board committee if appropriate).

It is reviewed in line with the Trust Policy Review Schedule.



2. Newham Community Learning - First Aid Policy

Note that detailed arrangements are in place at all our school sites; this is an overarching policy statement applicable across the Trust

2.1. Introduction and purpose

The aim of the policy is to provide clear guidance and information on how Newham Community Learning and all its schools fulfils first aid requirements, manages illness and accidents and ensures that the necessary reporting is completed.

This policy has been devised for use by parents, students and staff. The policy adheres to the principles set out by the Department for Education in Guidance on First Aid in Schools (2014) and Supporting students at school with medical conditions (2017).

The policy covers the following areas:

- First Aid
- Illness and Accidents
- Guidance for dealing with Head injuries
- Guidance on when to call for an ambulance
- Reporting of incidents
- Hygiene procedures for spillage of body fluids 1

This policy should be read in conjunction with the Trust's Health and Safety Statement, the Trust's Supporting Children with Medical Needs Policy, as well as the local health and safety arrangements at all our schools.

2.2. General Principles

In the event of an accident or injury to a student, it is important to remember the responsibilities of the School 'in loco parentis'. Not only must the student receive immediate attention, either at the site of the accident or in the Welfare Room, but it is important to ensure that all necessary follow up action is taken.

When administering any first aid or medical support staff **MUST** wear the following single use PPE: Apron, gloves and face mask. ALL first aiders and teaching assistants must have completed the World Health Organisation training on how to use PPE safely.



Parents should be informed immediately if a student is injured or falls ill on school site. If the student's injury/illness is sufficiently serious that they may have difficulty getting home or has to be referred to hospital then the student's class teacher, form tutor, achievement leader and the Headteacher must also be informed immediately.

If the Welfare Officer, or similarly qualified member of staff is absent for more than a day, appropriate cover will be put in place. In the event of an unplanned absence of a day, school first aiders will be asked to cover.

2.3. First Aid

The arrangements for first aid provision at school will be adequate to cope with all foreseeable major incidents. Supplies of first aid material are held at various locations throughout the School which is documented locally. This includes the provision of First Aid Stations. Signs are posted around the School indicating the location of the nearest First Aid Station and where First Aiders can be found in the case of an emergency, and all staff will be advised of their position. The contents of these First Aid Stations will be checked regularly and any deficiencies made good without delay.

The number of certificated first aiders will not, at any time, be less than the number recommended by HSC (a ratio of 1 first aider per 100 students and staff). Local arrangements are in place to ensure that a current list of first aiders is maintained and made available throughout the school site.

2.4. Raising Staff awareness

Staff will receive training annually on the main medical conditions of children within the school. This training will include the first aid policy, supporting students with medical conditions policy, children with medical needs who cannot attend school policy, where to find medical information, guidance on what to do in an emergency - and any other relevant local information.

2.5. Automated External Defibrillation (AEDs)

Our schools have AEDs available on site. Local arrangements ensure that all staff are aware of their location at school. They can be used by any member of staff who has received the appropriate training.

2.6. Trips and visits



Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities, which are planned using the local school visit planning tools. A first Aider will be assigned to all sports trips and fixtures and in all cases where a student attending the trip or visit has a recognised medical condition and in school medical plan. First Aid Kits are taken on all sports trips and the Qualified First Aider is appointed to be responsible for the kit and for taking charge of the situation (i.e. calling for assistance if a serious injury or illness occurs). Further information about the First Aid arrangements for School Trips and Visits is contained in the Educational Visits Policy.

A record will be made of all occasions that any member of staff, student or other person receives first aid treatment either on the School premises or as a part of a school-related activity. This will be recorded on local school systems in place.

2.7. Illness and accidents

In the event of a student becoming ill or having an accident the following procedures are to be followed.

2.7.1. Illness

When a student feels ill at school, they should be escorted to the Welfare Officer/designated school personnel who will decide on what action should be taken. Staff with First Aid qualifications may be asked to administer aid, but it is the Welfare Officer/designated school personnel who is responsible for deciding whether the pupil should be allowed to go home or be sent to hospital.

In the event of the designated school member of staff not being available for any reason, it is incumbent on staff to act as a reasonable parent would act in the circumstances (i.e. they must fulfil their duties 'in loco parentis'). If the Welfare Officer/designated school member of staff is not available, a student requiring treatment should report to the school's main Reception who will arrange for a First Aider to be called. If the illness is not severe and does not require treatment, the student may be invited to rest in the medical room/the designated school location until they feel better. If it is decided that a pupil should go home, then a parent / carer must be contacted to collect the pupil. The parent/carer will then be given a letter containing details of the aftercare needed for that injury - if applicable. If the pupil is not fit for lessons but can safely return home and there is no one available to collect him/her, they may be allowed home if the parent gives permission (this applies to designated year groups only, as per local arrangements in place at school). In such cases the pupil is to be instructed to ring the school to confirm he/she has returned home safely. In exceptional cases, a member of staff may accompany the pupil home, if requested by school leaders.



2.7.2. Administration of medicines/admission to hospital

If the pupil requires medication, designated members of staff may administer it according to the guidelines within the Trust's Supporting Children with Medical Conditions Policy. If the pupil requires care at a hospital, the parents / carers are informed immediately. If deemed to be a non-emergency, a parent / carer should be asked to collect the student without delay and accompany him to a hospital of their choice. If it is deemed necessary to attend hospital without delay, the pupil is to be accompanied to the hospital by a member of the school staff who will wait with the pupil until a parent arrives and assumes responsibility for their child. In these circumstances, parents must make every effort to attend to their child as quickly as possible. If the student has to be taken to hospital, staff will arrange for the most appropriate transport, under the given circumstances.

2.7.3. Accidents

Victims of accidents should be taken to designated staff where the same procedures as above will apply. However, if the accident is of such a nature that the victim should not or cannot be moved, a qualified First Aider should be contacted immediately. The Headteacher or School Business Manager/member of staff in a similar role or, in their absence, another member of the SLT must be contacted immediately if the injury is of a serious nature.

2.7.3.1. Head injuries

For head injuries and suspected concussion please refer to the Head Injuries and Concussion protocol (see guidance as to decision making process [here from the NHS](#)).

2.7.4. Guidance on when to call for an Emergency Ambulance

An emergency 999 ambulance should be called when a qualified First Aider has assessed a casualty and deemed it necessary to do so based upon the knowledge acquired through their training. Usually this will be for casualties with the following problems:

- any instance in which it would be dangerous to approach and treat a casualty
- unconscious
- not breathing
- not breathing normally and this is not relieved by the casualty's own medication
- severe bleeding
- neck or spinal injury
- injury sustained after a fall from a height (higher than 2 metres)



- injury sustained from a sudden impact delivered with force (e.g. car knocking a person over)
 - suspected fracture to a limb
 - anaphylaxis (make sure to use this word when requesting an ambulance in this case)
 - seizure activity that is not normal for the casualty, especially after emergency medication has been administered
 - symptoms of a heart attack or stroke
 - rapid deterioration in condition despite the casualty not initially being assessed as requiring an ambulance
- IF IN DOUBT, IT IS BETTER TO CALL FOR AN EMERGENCY AMBULANCE THAN NOT.

If, for whatever reason, a qualified First Aider is not available, the above guidelines should be used to determine whether to call for an emergency ambulance.

2.7.4.1. How to call for an emergency ambulance

Should the need arise for an emergency ambulance to be summoned, the First Aider should:

- remain calm
- call 999 and, when prompted for which service is required, ask for an ambulance.

The caller should:

- be ready to provide details of their name, telephone number, address and exact location within the School
- relay the condition of the casualty, as assessed by the First Aider, and how the casualty came to be in this condition
- provide details of the number of casualties along with names, age and gender if these details are known
- ask that ambulances come to the school address; if possible, it should be arranged for a member of staff who knows the location of the casualty to meet the ambulance on arrival
- communicate any dangers or hazards into which the ambulance may be arriving
- stay on the line with the emergency operator until they have cleared the line

2.7.5. Reporting Incidents

The Welfare Officer/designated member of staff records all visits by students and staff requiring attention or treatment via local school systems in place. This covers illnesses and accidents. The following details are recorded:

- Name
- Date
- Time
- Nature of illness / accident (and location if appropriate)



- Details of and first aid administered
 - Whether parents / carers are contacted and whether a pupil is sent home or to hospital.
- When a pupil is sent home/sent to hospital, designated members of staff are informed as per local school arrangements in place.

Any accidents involving students or staff which may have been preventable, or which arose out of, or in connection with work, are to be recorded on local school systems in place for this purpose. This information is reported to the Trust Board's Standards and Community Committee and then on to the Trust Board. Systems MUST be used to report accidents, near misses or other Health and Safety concerns. Details of the accident should be recorded as promptly as possible, together with names of any witnesses, while details are still fresh in the mind. The following information should be recorded:

- Name of person reporting the incident
- Date of the incident
- Time of the incident
- Location of the incident
- Name of affected person (and year group, if known, for a student)
- Nature of illness / accident
- Details of any First aid administered
- Whether parents are contacted and whether a student is sent home or to hospital

The Welfare Officer/designated member of staff is responsible for:

- Reporting accidents under RIDDOR guidelines
- Reporting accidents on the correct form to LBN and, where appropriate, the HSE
- Maintaining, in conjunction with the Business Manager/designated staff, accident records for both students and adults.

It is important that any lessons learned from accidents are taken fully into account to prevent a recurrence. All incidents, including "near misses", are fully investigated. The more serious the incident, the more intensive the investigation should be to determine:

- What happened
- The lessons learnt
- The changes, if any, that need to be made to risk control measures to avoid a recurrence.

2.7.6. Linked policies

- Health and Safety school procedures
- Supporting children with medical conditions policy

