

First Aid Policy Statement

Fairfax Academy

Part of Fairfax Multi-Academy Trust

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Ratified By:	Martyn Jobling – Director of Education
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This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfE.

It is Fairfax's responsibility to provide adequate and appropriate first aid to students, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed annually.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1981.
- To ensure that the provision is available at all times while people are on school premises and off the premises whilst on school visits.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Duties and Responsibilities

Fairfax Associates are responsible for the health and safety of their employees and anyone else on the premises. This includes the Head of Academy and teachers, non-teaching staff, students and visitors (including contractors).

The Premises Manager (Health and Safety coordinator) must ensure that a risk assessment of the Academy is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The Premises Manager should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Head of Academy is responsible for putting the policy into practice and for developing detailed procedures. The Head of Academy should ensure that the policy and information on the Schools arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme, the staff notice board has any important first aid details displayed in the staff room and staff training is given in response to need.

All staff are expected to do all they can to secure the welfare of the students.

The Appointed Person need not be a First Aider but should have undertaken emergency first aid training. They will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- If the appointed persons are **not** first aiders, they should **not** give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate.

The First Aider must have completed a training course approved by the HSE, and will be updated every three years. He/She/they will:

- Be contacted to give immediate help to casualties if required during lesson time. Outside of school hours, the premises team will be the first aiders on site. Any students complaining of illness or who has been injured (if appropriate) must inform the nearest member of staff. The Appointed Person / First Aider will assess and, where appropriate, treat.
- All incidents are to be recorded either in the Daily First Aid Record, or HANDSAM as appropriate.
- Where possible constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a student, parents or carers (as stated on student record on the Bromcom system) should be contacted as soon as possible so that the student can be collected and taken home.
- If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help. In practise, reception / the appointed person will phone 999. Reception must be made aware of the phone call. Should a child be taken to hospital before a parent or carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions.
- First Aiders are not paramedics or doctors. Their training does not equip them to diagnose illnesses or other medical conditions. All cases of illness or suspected illness must be referred to either:
 - The individual's general practitioner

- To the hospital when symptoms indicate severe illness requiring emergency treatment

Reporting

- The Head of Academy or most senior teacher on site will be informed of any serious injury occurring in a day.
- All incidents, serious injuries, head injuries and treatments are to be reported. A record of the incident needs to be recorded on the first aid daily record book. Serious injuries/accidents will also be recorded on HANDSAM.
- Parents are to be informed of a head injury with the incident form and a phone call.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE.

1. Involving employees or self-employed people working on the premises.
2. Involving students and visitors

The Head of Academy is responsible for ensuring this happens.

Record Keeping

The Head or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- action taken e.g. phone call home, note on system.
- name and signature of the first aider or person dealing with the incident

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

Under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) some accidents must be reported to HSE. The Fairfax Associate, who hold the Associate's responsibility for Health and Safety, will be informed of all accidents reported to HSE.

RIDDOR reporting - Staff and Self-employed people

The following accidents must be reported to HSE if the injury is either the school's employee during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence)
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

Further advice can be obtained from <http://www.hse.gov.uk/riddor/>

RIDDOR reporting – Students or visitors

- the person involved is killed or is taken from the site of the accident to hospital: and
- the accident arises out of or in connection with work.

All accident reporting records should be kept for a minimum of 3 years.

Administration of drugs and medicines

Medicines should not normally be brought into school, but, if necessary, the prescribed medicine (preferably only the daily dose) can be brought to reception by a parent. It must be clearly labelled with the child's name. A form detailing the dosage and times when the medicine should be taken, must be completed by the parent/carer and signed and dated. (see Medical Conditions at School Policy for further details on policy and documentation required). Parent/Carers should be informed if medication/emergency medication are due to expire, all expired medication will be taken to an authorised pharmacy to dispose medication should they not be collected.

The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance. If a child has a serious condition requiring regular medication the student will have a Healthcare plan which clearly details medication required, dosage and storage. Healthcare plans will be written by the school nurse team and agreed by parents. These will be checked annually, but parents have the responsibility to tell the school of any changes to a child's medical need.

The school will not administer aspirin, unless prescribed by a doctor.

Head Injuries

The school adheres to the **April 2023 UK Concussion Guidance**, following the principle of "*if in doubt, sit them out.*" Under no circumstances should an individual with a suspected concussion return to sport within 24 hours. The school's protocol emphasizes:

1. **Recognizing** the signs of concussion.
2. **Removing** anyone suspected of concussion immediately from activity.
3. **Returning** safely to daily activities after 24–48 hours of rest, unless a medical professional advises otherwise. No return to competition is allowed before 21 days following the injury.

Procedure:

- Assess the child in situ if suspected major head / neck injury prior wherever possible.
- If the child comes to the first aider, then the first aider will assess and give first aid as required. Further detail below.
- Incident Reporting: All head injuries, including injuries to the face and head, will be reported to the parents/carers.
- If a first aider suspects concussion, parents/carers will be informed and advised to contact NHS 111 within 24 hours.
- In the presence of red flags, urgent medical assessment at A&E will be recommended.

Initial Assessment:

While providing first aid, the first aider will perform an initial assessment to check for **red flags** that require urgent medical attention, including:

- Loss of consciousness due to injury.
- Deteriorating consciousness (e.g., increased drowsiness).
- Amnesia related to events before or after the injury.
- Increasing confusion or irritability.
- Unusual behavioural changes.
- New neurological symptoms, such as:
 - Difficulties with understanding, speaking, reading, or writing.
 - Decreased sensation or loss of balance.
 - Weakness or double vision.
- Seizures, convulsions, or lying rigid/motionless due to muscle spasm.
- Severe or worsening headaches.

- Repeated vomiting.
- Severe neck pain.
- Suspicion of a skull fracture (e.g., cuts, bruises, swelling, severe pain at the injury site).
- History of brain surgery or a bleeding disorder.
- Current use of blood-thinning therapy.
- Drug or alcohol intoxication at the time of injury.

This policy aligns with the **DfE's 2022 Guidance** and the **April 2023 UK Concussion Guidance**, ensuring a safe and systematic approach to managing head injuries.

First Aid boxes

There are at least 11 first aid kits located throughout the school. There is a list of where they are located in First Aid Room.

First Aid Boxes should contain

First Aid Kit Contents

1	Disposable Gloves (pair)
10	Sterile Wipes
20	Sterile Adhesive Dressings - assorted sizes (plasters)
1	Eye Wash Pod (sterile)
2	Triangular Bandage (individually wrapped)
2	Eye Dressing Bandage (sterile)
2	Medium Dressing Bandage (sterile)
2	Large Dressing Bandage (sterile)
1	Cohesive Bandage
1	Tape (roll)
6	Safety Pins
1	Scissors
1	Foil Blanket
1	Resus Face Shield
1	Guidance Leaflet

- Equivalent or additional items are acceptable

First Aiders, or any member of staff should report use of any equipment (to the First Aid Lead) which will need restocking in first aid boxes post use.

School Mini Bus

Transport regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first aid container with the following items.

First Aid Kit Contents

1	Disposable Gloves (pair)
10	Sterile Wipes
24	Sterile Adhesive Dressings - assorted sizes (plasters)
1	Eye Wash Pod (sterile)
2	Triangular Bandage (individually wrapped)
2	Eye Dressing Bandage (sterile)
2	Medium Dressing Bandage (sterile)
3	Large Dressing Bandage (sterile)
1	Cohesive Bandage
1	Tape (roll)
12	Safety Pins
1	Scissors
1	Foil Blanket
1	Resus Face Shield
1	Guidance Leaflet

Automated External defibrillators

The school has 2 AED which are checked monthly to ensure that the pads are in date and the battery is charged. Staff are trained as part of their first aid training in how to use these.

No medicine/tablets are to be kept in the first aid boxes

Accommodation

Has a first aid room with close proximity to running water. There are two locked cabinets on the wall for storage of medication.

Hygiene/Infection Control

All staff should take precautions to avoid infection and to follow basic hygiene procedures.

Staff should have access to single use disposable aprons, gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Hygiene in treatment

Every effort must be made to avoid contamination of wounds, and only sterile dressings should be used. Clean the wound by rinsing it with bottled or tap water, or by using sterile wipes. Pat the area dry using a gauze swab or a clean towel. Put on a sterile dressing or a plaster.

Soiled clothing can be effectively decontaminated by washing in a domestic washing machine using the hot programme.

Disposal of soiled dressings

Soiled dressings, wipes or swabs of any kind and any contaminated disposables should not be allowed to contaminate furniture or fittings etc. All items should be handled with care and dropped directly into a clinical waste bin located within the First Aid Room. Unit waste should be regularly collected by a licensed contractor, to prevent bins from becoming overfilled

All sharps must be disposed of in the sharps bin located in the medical room and collected by a licensed contractor.

Exposure to harmful substances

COSHH sheets are located with the technicians in science and the one drive should a person come in contact with any materials/chemicals stored on site.

Appendix 1: List of first aiders within school – Stored on Microsoft Teams – First aiders.

This is kept within First Aid.

Who wrote the Statement	Helen Williams	Assistant Principal
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