

Policy Issues and Updates

<i>Pages</i>	<i>Issue Number</i>	<i>Date</i>
Whole Document – New	1	September 2023
2, 3 – Updated the names of first aiders, where the first aid kits are, where to record, where the first aid room is and its contents	2	August 2024.
Auto injectors/salbtamol inhalers and Defibrillator	3	march 25
Reviewed and approved.	4	September 2025

This Policy has been approved by the Senior leaders and Director.

The policy will be reviewed annually unless circumstances arise requiring an early review.

Approved: September 2025

Signature:



Planned Review Date: August 2027

CHANCES MENTORING
FIRST AID POLICY

Always call 999 in a medical emergency. If you are on your own without access to a telephone, then shout for help. This is when someone is seriously ill or injured and their life is at risk.

Medical emergencies can include:

- loss of consciousness
- an acute confused state
- fits that aren't stopping
- chest pain
- breathing difficulties
- severe bleeding that can't be stopped
- severe allergic reactions
- severe burns or scalds

Call 999 immediately if you or someone else is having a heart attack, anaphylaxis or stroke. Every second counts with these conditions

Also call 999 if you think someone has had a major trauma, such as after a serious road traffic accident, a stabbing, a shooting, a fall from height, or a serious head injury.

<https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/when-to-call-999/>

Principles

The first aid procedure at School is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major. In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

Parental consent for all emergency medical treatment.

First aid cover is available throughout the normal working hours of the school week.

A defibrillator is available if CPR is required- stored in the Lower ground Admin office. accessible to all. Please note to inform the emergency services that this is available.

Anaphylaxis auto injector pens are available if required and directed to be used by the 999 services. Or if a child has a prescription for an adrenaline injector and this is not in use and they have a medication sent form from parents to use accordingly following Health Care Plan(HCP)

Emergency Salbutamol inhalers are kept on site/off site visits- to support students with Asthma, who have a prescribed Salbutamol inhaler and written consent from on the parental consent form to use if their inhaler does not work/is lost. or to use as directed by a 999 caller in the event of an emergency and are having difficulty breathing.

This policy is to be read in conjunction with the school's Supporting child's with medical needs policy.

Aims

- To provide effective, safe first aid cover for students, staff and visitors;
- To ensure that all staff and students are aware of the system in place;
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents;
- To ensure there is appropriate first aid cover taking into account the nature of the trip.

- Chances Mentoring will meet the minimum statutory requirements under the Health and Safety (First Aid) regulations Act 1981./ see appendix 1 First aid needs Assessment.

School will ensure

- that first aiders' qualifications and insurance [provided by the school] are always up to date;
- that there is sufficient first aid cover in every section of the school.

First aiders

- We have staff who are First Aid trained with the EFAW. 6 hrs.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other first aiders or emergency services;
- Help fellow first aiders at an incident and provide support during the aftermath;
- Act as a person who can be relied upon to help when the need arises;
- Ensure that their portable first aid kits are adequately stocked and always to hand. First aid kits can be found in allocated areas, for e.g. the first aid room and in the kitchen, construction, areas identified through the first aid needs assessment.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to the hospital or by asking parents to pick up a child to take them to hospital. During school hours this would normally involve ensuring that any child suspected of sustaining a significant head injury is seen as soon as possible.
- Ensure that parents are always made aware of any accident or injury on the same day; an appropriate letter should always be sent home or a phone call/email;
- Ensure that a child who is sent to hospital by ambulance is either accompanied in the ambulance at the request of paramedics, or followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted;
- Keep a record of each student attended to, the nature of the injury and any treatment given. Confidential information is only accessible by relevant staff. In the case of an accident, an accident report form must be completed by the appropriate person;
- Ensure that everything is cleared away, using PPE/ gloves, and every dressing etc. be put in a sealed bag for contaminated/used items and sealed tightly before disposing of the bag in the appropriate yellow bag. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.
- Record any accidents, injuries, near misses and anything requiring first aid in the accident books located in the office. along with a CPOM. This is to be done as soon as possible following the circumstance requiring it.
- Whilst First Aiders carry out their duties voluntarily, they do so in course of their employment and as such, will not be accountable personally for any tasks undertaken within the realm of the administration of First Aid.

The Head will:

- Complete and forward an accident report to HSE for reportable injuries. (RIDDOR)

All staff will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current first aiders are.
- Ensure that in the event that an injury has caused a problem, the student will be referred to the first aider for examination;
- Be aware of specific medical details of individual students when publicised;
- Never move a casualty until they have been assessed by a qualified first aider unless the casualty is in immediate danger;
- Reassure, but never treat, a casualty unless they are in possession of a valid emergency aid in schools certificate; such staff can obviously start emergency aid until a first aider arrives at the scene or instigate simple airway measures if clearly needed.

First aid room:

- **Storage of the emergency salbutamol inhalers and the Auto injector pen/adrenaline pen**
- Chances Mentoring has an appropriate room for the treatment of sick or injured students and staff on the first floor of the building facing the kitchen. Access to the Medical room is available at all times when there are students in the building and has toilets next door and washing facilities in the kitchen.
- Any First Aider should never be alone with a student of the opposite sex in the medical room. He/she should ensure that there is always a same gender member of staff present. In the event of no same gender member of staff being available, the First Aider should seek to safeguard themselves and the student by ensuring another member of staff is present.
- The medical room should contain a fully stocked first aid kit and there should be access to drinking water from the kitchen and somewhere comfortable for an injured or unwell casualty to rest.
- Only prescription medications are stored on site, No medications or creams will be kept in the first aid box. Please note we do not supply or accept Over the counter medication, such as paracetamol please see Administering Medication Policy.

Chancesmentoring

First Aid Needs assessment is a live document updating with risk assessments for First aid requirements, staff training and check list