



## **First Aid**

Tees Valley Education Trust

Version:	4.0
Next review date:	February 2024
Directoral lead:	Emma Lowe
Operational lead/Document Reviewer:	Emma Lowe
Statutory (Y/N):	N
Published on website (Y/N):	N
Type of document:	Policy
Approved by:	Trust Board



## TABLE OF CONTENTS

1	RATIONALE.....	3
2	PURPOSE .....	3
3	GUIDELINES.....	3
4	FIRST AID IN THE ACADEMY.....	3
5	FIRST AID KITS .....	4
6	ACCIDENT BOOK .....	4
6.1	Minor Injury Book .....	4
7	CALLING THE EMERGENCY SERVICES.....	5
8	DEALING WITH ILLNESS AND INJURIES (GENERAL) .....	4
8.1	Cuts, bites, stings and splinters.....	4
8.2	Bumped heads.....	5
8.3	Vomiting and diarrhoea .....	6
8.4	Chicken pox and other diseases.....	6
9	RELATED POLICIES AND CONTACTS.....	5

## 1 RATIONALE

The following is non-statutory guidance on first aid provision in schools.

Children and adults in our care need good quality first aid provision. Clear and agreed systems ensure that all children are given the same consistent care at all TVED academies. This care should extend to emergency first aid provision. Although schools are not required to have a specific first aid policy, they are encouraged to provide sound advice and guidance which staff, parents and other stakeholders can easily follow.

TVED Trust Board should review this guidance annually.

## 2 PURPOSE

This guidance:

1. Gives clear structures and guidelines to all staff regarding all areas of first aid and medicines;
2. Clearly defines the responsibilities and the staff;
3. Enables staff to see where their responsibilities end;
4. Ensures the safe use and storage of medicines in the academy;
5. Ensures the safe administration of medicines and use of medical equipment in the academy;
6. Ensures good first aid cover is available, by members of staff who are competent and fully trained to do so, in the academy and on visits.

## 3 GUIDELINES

New staff to the academy are signposted to a copy of this guidance when they are appointed. This guidance is regularly reviewed and updated.

As part of the induction process, new staff are given details of the trained first aiders, are trained in accident reporting and shown where first aid facilities are located and supplies are stored. New staff will be required to undertake first aid training at the next available opportunity.

## 4 LEVELS OF FIRST AID IN THE ACADEMY

Each academy has a number of staff who are trained 'First Aiders' and have completed the HSE approved First Aid at Work training, delivered by an accredited provider (see staff handbook).

In addition, there are also a number of staff who have completed training specifically for EYFS children 'Paediatric First Aiders', who have completed the HSE Paediatric First Aid training, delivered by an accredited provider (see staff handbook).

There are also a number of staff who have completed the Emergency First Aid at Work (EFAW) training, delivered by an accredited provider, which enables them to treat adults and visitors who are on the academy site.

Within each academy the main duties of a First Aider are to:

- **Preserve life** – provide immediate life-saving medical care before the arrival of emergency services
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the academy
- When necessary, ensure that an ambulance or other professional medical help is sought
- Deliver first aid whilst maintaining a calm, effective demeanour, which minimises the impact of disruption to the effective day to day running of the academy, wherever possible
- Be responsible for checking the contents of First Aid containers and re stocking when necessary

## 5 FIRST AID KITS

Each academy has numerous locations where fully stocked first aid equipment is stored (see staff handbook). Included is:

- A selection of 'bum bags' to transport first aid equipment
- Medi wipes, plasters, gauze, disposable gloves, disposable aprons, adhesive dressing strip in a variety of sizes, emergency blanket, eye wash, triangular bandages, scissors, safety pins, micropore tape, burns dressing, steri strips, crepe bandages in a variety of sizes.

NOTE: Medication must never be stored in a First Aid kit.

Not located within first-aid kit, but kept in safe storage in the academy:

- Ice packs
- Burns packs
- Emergency salbutamol inhalers
- Adrenaline auto-injector (Epi-pen)
- Medication
- Medical refrigerator – for medication that needs to be stored below a set temperature
- Drinks / Snacks for pupils with Diabetes, dietary or other conditions

There are several lockable cool bags available to transport medication on visits.

If a first aid kit is taken from its place, it must be returned when finished with, with any used supplies fully re-stocked.

Designated members of first aid trained staff will keep the first aid equipment around each academy fully stocked.

Medicines administered in schools - First aid at work **does not** include giving tablets or medicines. Please refer to the TVED policy on Administration of medication in schools.

## 6 FIRST AID REPORTING

The First Aid / accident report book is located in the academy office. All serious injuries or incidents to children or adults must be recorded in the Accident Book. A phone call must be made to parent for significant injury or any bump to the head, and a corresponding accident slip (Minor Injuries book) completed by the first responder and sent home with the child the same day.

The record should be readily accessible, and details recorded should include:

- date, time and place of incident
- name of injured or ill person
- details of the injury or illness
- details of what first aid was given
- what happened immediately after the incident (for example, went home, went back to class, went to hospital)
- name and signature of first aider or person dealing with the incident

### 6.1 Minor Injury Book

The Minor Injury Book is located in the academy office and/or one in each Key Stage. All minor injuries or incidents to children or adults must be recorded in the Minor Injuries Book (following same recording

method as listed above). The original top-sheet should be placed in an envelope and sent home with the child with the carbon copy remaining in the academy.

## **7 CALLING THE EMERGENCY SERVICES**

In the case of major accidents, it is the decision of the fully trained First Aider if the emergency services are to be called. Staff are expected to support and assist the trained First Aider in their decision. The First Aider must remain with the child and provide any first aid as directed by the emergency call handler and a handover when emergency services arrive.

If a member of staff is asked to call the emergency services, they must state:

1. What has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the academy

If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are located in the academy office.

## **8 AED – AUTOMATED EXTERNAL DEFIBRILLATOR**

All TVED academies have an Automated External Defibrillator located on the academy premises. This forms part of the academy first aid equipment. All TVED staff receive tri-annual First Aid training which includes use of AEDs.

## **9 DEALING WITH ILLNESS AND INJURIES (GENERAL)**

### **9.1 Cuts, bites, stings and splinters**

The nearest adult deals with small cuts. All open cuts should be covered after they have been cleaned with a medi wipe/water. Children should always be asked if they can wear plasters BEFORE one is applied. Children who have a known allergy to plasters and the academy has been informed of this, will be given an alternative dressing. All cuts should be recorded in the Minor Injury Book or if the wound is more serious, the Accident Book.

ANYONE TREATING AN OPEN CUT SHOULD USE NON-LATEX GLOVES. All blood waste and other body fluids are disposed of in the appropriate waste disposal units.

In the event that a child is stung by an insect, then a sting remaining in the skin should be brushed or scraped off sideways. An ice pack or something cold should be placed on the wound to reduce the swelling and the affected body part raised when possible. If the sting is in the mouth or throat, monitor their presentation closely, encourage them to sip cold water and dial for emergency service advice if swelling or breathing difficulties occur.

Under no circumstances should tweezers be used to remove a sting as this may result in further poison passing through the wound.

Bites should be washed, elevated and cooled in the same way as a sting.

First aiders should not attempt to remove splinters; parents/carers should be called in such circumstances.

### **9.2 Bumped heads**

All bumped heads should be treated with an ice pack. **Parents and guardians must be informed of any head injury by telephone.** The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the Minor Injury Book or if more serious, the Accident Book.

### 9.3 Vomiting and diarrhoea

If a child vomits or has diarrhoea in the academy, the parent will be called to collect them to go home immediately. Children with these conditions will not be accepted back into the academy until 48 hours after the last symptom has elapsed.

### 9.4 Chicken pox and other diseases

If a child is suspected of having chicken pox etc, we will look at their arms or legs. To look at a child's back or chest would only be done if we were concerned about infection to other children. In this case another adult would be present and we would ask the child's permission.

If any contagious diseases are suspected, the Senior Leadership Team must immediately follow Public Health England and HSE guidelines. Advice will also be sought in relation to safeguarding vulnerable children (i.e those with immune deficiencies) and members of staff (i.e pregnant women). See contacts below.

## 10 RELATED POLICIES, DOCUMENTS AND CONTACTS:

DfE guidance on first aid for schools - <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

Local School Nursing service 0300 303 1603

UK Health Security Agency UKHSA (formerly Public Health England) <https://ukhsa.blog.gov.uk/>

UKHSA North East Health Protection Team, Floor 2 Citygate, Gallowgate, Newcastle upon Tyne, NE1 4WH  
0300 303 8596

Public Health England – Notes on infectious diseases in Schools and Nurseries  
<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2019/09/spotty-book-2019-.pdf>

NHS [www.nhs.uk](http://www.nhs.uk)

HSE – Advice on H&S in Swimming pools <https://www.hse.gov.uk/pubns/books/hsg179.htm>

Resuscitation Council UK – Resus in schools [www.resus.org.uk/public-resource/cpr-schools](http://www.resus.org.uk/public-resource/cpr-schools)

Outdoor Education Advisers' Panel (OEAP) guidance for outdoor learning and off-site visits  
<https://oeapng.info/downloads/download-info/4-4b-first-aid>

TVED Health and Safety Policy

TVED Medical / Medicines Policy

TVED Supporting Children with Medical Needs / Life Threatening Illness Policy