



First Aid Policy

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1. Statement of intent

Furze Platt Senior School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, students and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, students and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, students and visitors. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour for Learning Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Offsite Activities Policy

The School Nurse has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

2. Legal framework

2.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'

3. Terminology

Staff refers to all those working for or on behalf of the school, full time or part time, in either a paid or voluntary capacity.

Child refers to all young people who have not yet reached their 18th birthday.

Parent/carer refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

4. Aims

- 4.1. All staff will know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.
- 4.2. Staff will always use their best endeavours to secure the welfare of students.
- 4.3. Anyone on the school premises is expected to take reasonable care for their own and other's safety.
- 4.4. The aims of this policy are to:
 - Ensure that the school has adequate, safe and effective first aid provision for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
 - Ensure that staff and students are aware of the procedures in the event of any illness, accident or injury.
 - Ensure that medicines are only administered at the school when express permission has been granted for this.
 - Ensure that all medicines are appropriately stored.
 - Promote effective infection control.

- 4.5. Nothing in this policy will affect the ability of any person to contact the 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.
- 4.6. To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:
- A leaflet giving general advice on first aid
 - 10 individually wrapped sterile adhesive dressings, of assorted sizes
 - 2 sterile eye pads
 - 2 individually wrapped triangular bandages, preferably sterile
 - safety pins
 - 5 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
 - 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
 - 2 pair of disposable gloves
 - Scissors
 - Tape
 - Cleansing wipes
 - Resuscitation face shield
 - All first aid containers will be identified by a white cross on a green background
- 4.7. The School Nurse is responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.
- 4.8. First aid boxes are in the following areas:
- The School Medical Office
 - Reception
 - PE Office
 - Admin Portacabin
 - Raising Achievement
 - Minibuses
 - Maths Staff room
 - English Staff room
 - Art Office
 - Science Prep Rooms
 - Food Technology Room
 - Humanities Office
 - Technology classroom and workshop
 - Sixth form reception
 - Shine reception
 - Drama Office
 - Pastoral Cupboard
 - Site Team Office
 - Main Staff room
 - Modern Foreign Language office

5. First Aiders

- 5.1. The main duties of first aiders will be to administer immediate first aid to students, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.
- 5.2. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Nurse.

5.3. The current first aid appointed person(s) are:

Name	Role	Location	Expiry
Ellie Barnard	Medical Officer	Medical Office	14/09/25
Sarah Hemsley	Student Services Manager	Exams Office	28/06/24
Maxine Carpenter	Pastoral		01/03/26
Alice Spence	MFL	MFL	08/07/24
Andrew Colmer	History	Humanities	08/07/24
Anne Dixon	MFL	MFL	17/07/25
Ben Corbett	PE	PE	01/08/24
Beth Harper	Pastoral	Pastoral	08/07/24
Charlotte Ridgley	PE	PE	08/07/24
Chris Djaelani	PE	PE	14/06/24
Chris Jones	PE	PE	01/03/26
Danielle Boseley	PE	PE	28/06/24
Dave Randall	Science	Science	01/03/26
David Barrett	Science	Science	14/06/24
Debbie Brennan	Geography	Humanities	28/06/24
Debbie Feather	Raising Achievement	English Block	17/07/25
Deborah Jack	MFL	MFL	28/06/24
Desrene Carty	Alternative Curriculum Support Worker	Porta cabin	14/06/24
James Dollery	PE/SLT	SLT	14/06/24
James Sheppard	SLT	SLT	08/07/24
Jane Wevill	Librarian	Library	14/06/24
Jo Robbins	Food Tech assistant	Food Technology	28/06/24
Jo Rosten	Receptionist (Mon-Wed)		01/06/24
Joe Harrison	Geography	Geography	17/07/25
Joe Wellard-Jeffs	Geography	Geography	29/06/24
Joshua Clarke	English	English	17/07/25
Julia Stimson	Shine	Shine	14/06/24
Karen Wardle	Receptionist (thur/Fri)		14/06/24
Katie Inwood	History	Humanities	17/07/25
Larna Barney	Pastoral		01/09/24
Lorraine Christie	ICT	ICT	28/06/24
Lynn Hawkins	Technology	Technology	08/07/24
Maria Avellano		SLT	28/06/24
Melanie Boucher	Student Services Assistant	Reprographics	01/03/26
Milena Balfe	Shine	Shine	28/06/24
Nic Jones	Geography	Geography	29/06/24
Nicola Cochrane	PE	PE	28/06/24
Paul Gale	Site Team	Site	17/07/25
Peter Ging	Sixth form	SLT	08/07/24
Rebecca Stillman	LSA	Learning Support	14/06/24
Sally Curtis-Logan	Art Tech	Art & Design	17/07/25
Sharan Webb	Assistant Exam Officer	Exams Office	08/07/24
Stephen Atkins	Technology Technician	Tech	14/06/24
Thomas Green	Geography	Geography	17/07/25

6. Automated external defibrillators (AEDs)

- 6.1. The school has an AED, which is located behind Reception.
- 6.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.
- 6.3. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis.
- 6.4. Use of the AED will be promoted to pupils during PSHE lessons.

7. Emergency procedures

- 7.1. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
- 7.2. If called, a first aider will assess the situation and take charge of first aider administration.
- 7.3. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.
- 7.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
 - Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
 - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
 - Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
 - See to any students who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable students may need parental support to be called immediately.
- 7.5. Once the above action has been taken, the incident will be reported promptly to:
 - The headteacher.
 - The victim(s)'s parents.

8. Reporting to parents

- In the event of incident or injury to a student, at least one of the student's parents will be informed as soon as practicable.
- Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.
- In the event of a serious injury or an incident requiring emergency medical treatment, the School Nurse, a Pastoral Manager or member of the Senior Leadership Team will telephone the student's parents as soon as possible.
- A list of emergency contacts will be kept at the school office.

9. Offsite visits and events

- 9.1. Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.
- 9.2. For more information about the school's educational visits requirements, please see the Offsite Activities Policy.

10. Storage of medication

- 10.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual students have been given responsibility for keeping such equipment with them.
- 10.2. All medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- 10.3. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 10.4. An emergency supply of medication will be available for students with medical conditions that require potentially lifesaving equipment, e.g. an EpiPen, Salbutamol Inhaler.
- 10.5. Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented, and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

11. Illnesses

- 11.1. When a student becomes ill during the school day, they are to report to the School Nurse who will contact the parents and ask them to pick their child up as soon as possible.
- 11.2. A Medical Room is available for withdrawal and for students to rest while they wait for their parents to pick them up. Students will be monitored during this time.

12. Allergens & Anaphylaxis

- 12.1. The School Nurse is responsible for:
 - Ensuring that there are effective processes in place for medical information to be regularly updated and disseminated to relevant staff members, including supply and temporary staff.
 - Seeking up-to-date medical information about each student via a medical form sent to parents on an annual basis, including information regarding any allergies.
 - Contacting parents for required medical documentation regarding a child's allergy.
 - Ensuring that the necessary staff members are informed about pupils' allergies.
 - Understanding the action to take and processes to follow in the event of a student going into anaphylactic shock, and ensuring that this information is passed onto staff members.
- 12.2. All parents are responsible for:
 - Notifying the school nurse of the following information:
 - Their child's allergens
 - The nature of the allergic reaction
 - What medication to administer
 - Specified control measures and what can be done to prevent the occurrence of an allergic reaction
 - Keeping the school up-to-date with their child's medical information.
 - Providing written consent for the use of a spare Adrenaline Auto-Injectors (AAIs)
 - Providing the school with up-to-date emergency contact information.
 - Providing the school with written medical documentation, including instructions for administering medication as directed by the child's doctor.
 - Ensuring their child is aware of allergy self-management, including being able to identify their allergy triggers and how to react.

13. Consent

- 13.1. Parents will be asked to complete and sign the Admissions Form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.
- 13.2. Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.
- 13.3. Should a student need medication to be stored and/or administered in school an additional Medication Consent form must be completed by the Parent/Carer.

14. Monitoring & Review

- 14.1. This policy is reviewed annually by the Pupils & Parents Committee,
- 14.2. Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.