



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 Medical Officer 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 stepparents, 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 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 the 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 illness, accident or injury, no matter how major or minor.
 - Ensure that staff and students are aware of the procedures in the event of 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, or 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 dressing
 - 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 Medical Officer will check and restock First Aid Boxes at the start of each year. If prior to this Staff notice their First Aid Box supplies are running low, they should contact the Medical Officer who will restock them as soon as possible.
- 4.8 First aid boxes are in the following areas:
- The School Medical Office
 - Reception
 - PE Office
 - 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 Office
 - Site Team Office
 - Main Staff Room
 - Modern Foreign Language Office
 - Learning Support

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 Medical Officer.

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

EMERGENCY FIRST AID		
First Aiders List		
Name	Location	Extension
Clara Child	Medical Office	165
Melanie Boucher	Exams Office	152
Sarah Hemsley	Exams Office	142
Alison Sweetland	Library	150
Kelly Carson	Reception	000
Amanda Cook	HR	129
Kat Paternoster	HR	141
Vanessa Leamon	Finance	139
Natalie Hill	Portacabin	140
Paul Newport	Site Office (Portacabin)	137
Paul Gale	Site Office	481
Steve Nash	Site Office	484
Ben Corbett	PE/Pastoral	356
Charlotte Ridgley	PE/ Pastoral	191
Chris Djaelani	PE	187
James Kalinowski	PE	357
James Dollery	SLT	133
Chris Major	Behaviour Manager	183
Beth Harper	Pastoral	164
Joe Wellard-Jeffs	Humanities	296
Nic Jones	Humanities/ Pastoral	295
Sam Bates	Science/ Pastoral	245
David Barrett	Science	250
Michael Graham	Science	243
Dave Randall	Science (Sci/Art)	351
Debbie Feather	English / Raising achievement	471
Sally Curtis-Logan	Art & Design	337
Lynn Hawkins	Technology	334
Sally Jacobs	Technology	324
Annie Towell	Maths	235
Desrene Carty	D&T	474
Peter Ging	Sixth Form	601
Claire Beale	Sixth Form	606
Julia Stimson	Shine	442
Milena Balfe	Shine	445
Natasha O'Neill	Learning Support	426
Rebecca Stillman	Learning Support	418

6. Automated External Defibrillators (AEDs)

- 6.1 The school has access to 5 AED'S, which are located in the following areas:
- Medical Office
 - Reception
 - Outside the Large Meeting Room
 - New Science Prep Room
 - Leisure Centre
- 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 pupil 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 aid 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 serious injury has been sustained, one or more of the following actions will be taken:
- 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 being increasingly serious, or from involving more victims.
 - Call an ambulance or a doctor if this is appropriate. 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. Only in exceptional circumstances and with clear parental permission, may staff transport a student to the hospital themselves. In such cases, the staff member should not be unaccompanied with the student.
 - 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.
 - See to any students who may have witnesses the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. Younger or more vulnerable students may need parental support to be called. Once the above action has been taken, the incident will be reported promptly to:
 - The Headteacher
 - The victim(s) parents

8. Reporting to Parents

- 8.1 In the event of an incident or moderate injury to a student, at least one of the student's parents will be informed as soon as practicable.
- 8.2 Head Injuries:
- If a student sustains a head injury, they must be sent to the Medical Office accompanied by another student. The Medical Officer/First Aider will assess the situation.
- 8.3 Minor Head Injuries:

- The student usually rejoins the lesson when they feel comfortable and is advised to visit the Medical Office during the day if they feel unwell.
- The Medical Officer/First Aider will contact parents if concerns arise.

8.4 Serious Injuries or Emergency Treatment:

- In the event of a serious injury or an incident requiring emergency medical treatment, the Medical Officer, 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 an offsite visit or events, the trip leader 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 Emergency medicines and AEDs remain on the school site at all times and are not taken on educational visits. It is the responsibility of the student and their parents/carers to ensure that the correct medication is provided for an educational visit.
- 9.3 Pupils with life threatening allergies or asthma must always show their medication to their teacher before leaving school for any offsite activity, including sports fixtures and school trips. If a student does not have the appropriate medication required for the full duration of the visit, they may not be permitted to attend. Any remaining medication supplied by parents MUST be returned to them at the end of the trip by the Trip First Aider.
- 9.4 The trip leader is responsible for collecting a basic first aid kit from the Medical Office before all school trips.
- 9.5 For more information about the school's educational visits requirements, please see the Offsite Activities Policy.

10. Medication

10.1 Storage of Medication

- Any medication brought into school must be stored with the Medical Officer in the Medical Room and must not be carried around the school site or left in a student's locker or bag.
- All medication must be stored in a locked cupboard in the Medical Office, except for emergency medication (e.g., inhalers and EpiPens) or medication requiring refrigeration.
- 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 patient, the date of prescription and the date of expiry of the medicine.

10.2 Medical Administration

- Parents are required to ensure that any medication needed daily – whether prescription or non-prescription – is administered outside school hours unless absolutely unavoidable. This includes medicines such as antihistamines and antibiotics.
- It is the student's responsibility to arrange an appropriate time to take their medication and to attend at the arranged time. Students will not be called for if they forget.

10.3 Medication Consent Form:

- A medication consent form must be completed for any medication brought into school to allow staff to administer it.
- Forms must be re-submitted for every new medication and re-sent to the Medical Officer at the beginning of each school year.

10.4 All medication brought into school must be legally purchased or prescribed in the UK.

10.5 Parents are responsible for collecting any leftover medication at the end of the course of treatment or at the end of the school year.

10.6 Parents are responsible for monitoring expiry dates and replacing medication before it expires. Expired medication will be disposed of unless parents/carers contact the Medical Officer before the expiry date to request collection.

- 10.7 The school will hold a supply of emergency medication (e.g., EpiPens and salbutamol inhalers). However, it is the parents' responsibility to complete the consent form allowing their child to receive this medication (where applicable).
- 10.8 Non-prescribed medication (e.g., paracetamol or ibuprofen) must be provided by parents. The school does not routinely hold its own stock of over-the-counter medicines.

11. Medical Conditions

- 11.1 Parents must advise the school when a child has a chronic medical condition or a severe allergy and complete an individual Healthcare Plan (IHCP). The Medical Officer will contact parents if further discussion is needed or if a meeting should be arranged so that the IHCP can be implemented and staff can be trained to respond appropriately in an emergency. Examples of such conditions including epilepsy, diabetes, and anaphylaxis
- 11.2 Parents must also provide the school with Healthcare plans issued by specialist healthcare professionals and must update these annually.
- 11.3 Parents are responsible for ensuring that the Healthcare Plan is kept up to date and remains consistent with current medical advice.

12. Illnesses

- 12.1 If the medical officer or First Aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child as soon as possible. In certain cases, pupils may travel home independently once parental consent has been given. Any pupil leaving school must sign out of reception.
- 12.2 A pupil may be allowed time to rest in the Medical room at the discretion of the Medical Officer or First Aider. This is a temporary measure until the pupil feels better or is collected by a parent.
- 12.3 Pupils should not return to school until they have been symptom-free from vomiting and diarrhoea for a minimum of 48 hours.

13. Injury

Parents are required to:

- 13.1 Ensure that their child only attends school using a mobility aid (e.g., crutches) that has been provided or recommended by a medical professional for a specific injury. Parents/carers must inform the Medical Officer when their child no longer requires the mobility aid. Students will not be permitted to move around the school site using mobility aids that have not been prescribed by an appropriate medical professional due to the risk of further injury, damage, or exacerbation of the existing injury. If a pupil sustains an injury that requires crutches to mobilise themselves around the School, the Medical Officer will complete a Personal Emergency Evacuation Plan (PEEP) to ensure the individual is able to safely evacuate in the event of a fire.
- 13.2 Understand that staff will not apply or re-apply an immobilising bandage – such as finger strapping – if this has not been prescribed by a doctor or other appropriate healthcare professional.
- 13.3 Contact the school before their child returns after any illness or injury that requires additional support during the school day. In certain circumstances, Furze Platt Senior School may request that parents/carers obtain an official letter confirming that the student is fit to return to school. This is to ensure that the school can provide a safe environment for the student.
- 13.4 An example of when a letter may be required is if a student is returning with an injury and will need adjustments to their school routine; a medical professional must confirm that the school environment is safe for the student in their current condition.

14. Allergens & Anaphylaxis

- 14.1 The Medical Officer 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.
- Ensuring that the necessary staff members are informed of 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.

14.2 Parents are responsible for:

- Notifying the Medical Officer 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) and Salbutamol Inhalers
- 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.

15. Consent

15.1 Parents will be asked to complete and sign a medical consent 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.

15.2 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.

15.3 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.

16. Monitoring & Review

16.1 This policy is reviewed annually by the Pupil & Parents Committee.

16.2 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.

Calling An Ambulance in An Emergency

In the event of a serious emergency anywhere on the school site the attending member of staff should call for an Ambulance. Remember to put the speaker on your mobile phone:

Dial (9) 999 or 112 (from a mobile phone)

Inform the School Medical Officer 01628 625308 ext. 165

Remember

A – Airway

B – Breathing

C – Circulation

IF NOT BREATHING NORMALLY AND UNRESPONSIVE, SEND SOMEONE TO FETCH A DEFIBRILLATOR (**Reception, Medical Office, Large Meeting Room, Science Prep Room, or Leisure Centre**) AND THE RESPONDER KIT (located in the Medical Officer), START CPR
Be prepared to give the following information.

- Clear directions as to where you are:
 - **Furze Platt Senior School, Furze Platt Road, Maidenhead, SL6 7NQ**
- Is the patient unconscious/unresponsive or conscious/talking?
- Simple description of condition of patient (e.g. acute pain, severe bleeding etc.)
- Any known medical history (e.g. diabetic, epileptic etc.)
- Follow instructions given and DO NOT ring off until told to do so
- Send a responsible person to meet the ambulance
- Inform the School Office (during school hours) – tell them exactly where you are. They are often the ambulance’s first port of call – **01628 625308**