



Education Trust

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"Aspire, Belong, Collaborate"

RET FIRST AID IN SCHOOLS POLICY

Review Frequency	Annual
Reviewed	June 2025
Next Review	June 2026
Agreed by Trustees	15th July 2025

STATEMENT OF INTENT

The Riviera Education Trust (RET) is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children 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 regards to all staff, pupils and visitors.

RET will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Positive Behaviour Policy for each school
- Safeguarding Policy
- Administering Medications Policy
- Food Hygiene Policy and Procedures
- Educational Visits and School Trips Policy

Within each school, the Head of School 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. Each school has a qualified FAW Lead First Aider who supports the Head of School in these responsibilities.

LEGAL FRAMEWORK

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

The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance
Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

Aims

- All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
- All staff will use their best endeavours, at all times, to secure the welfare of the pupils.
- Anyone on the school premises is expected to take reasonable care for their own and others' safety.
- The aim of this policy is to:
 - Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, 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 all staff and pupils 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. Staff must refer to the “Supporting Pupils with Medical Conditions Policy” for full information, policy and procedure pertaining to the administration of medicines.
 - Ensure that all medicines are appropriately stored.
 - Promote effective infection control.
- Nothing in this policy should 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 for the emergency services 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.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:



- A leaflet giving general advice on first aid;
- Individually wrapped sterile adhesive dressings (assorted sizes);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins;
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
- One pair of disposable gloves.
- Equivalent or additional items are acceptable.

The lead first aider is responsible for examining the contents of first aid boxes. These should be checked frequently and re-stocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

The location of first aid boxes will be made known to all staff and their location will be clearly labelled.

FIRST AIDERS

- The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.
- First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the CPD manager within school and the RET Finance Team.
- The Lead First Aider will be responsible for maintaining supplies and ensuring that all first aid kits are properly stocked and maintained.
- Details of the Lead First Aider, FAW trained staff and other first aid qualified staff are clearly displayed in school and the information disseminated to all staff. It is the responsibility of the Lead First Aider to ensure that these lists are up to date.

Emergency procedure in the event of an accident, illness or injury



- 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.
- If called, a first aider will assess the situation and take charge of first aid administration.
- In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
- 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:
 - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
 - Call an ambulance or a doctor. Unless the location or position of the injured person places them in further danger, they should not be moved unless instructed to do so by a medical professional.
 - Make sure 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.
 - Arrange for pastoral support for any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
 - When the above action has been taken, the incident must be reported to:
 - The Head of School or a member of SLT
 - The parents/carer of the injured party(ies)

Accident and Incident Reporting



High level accidents and injuries - such as requiring emergency first aid treatment/ambulance call out

Accidents to pupils, employees and other non-employees and members of the public should be reported on the accident forms available at Reception. High level accidents will be added on Devon H&S OSHENS on-line accident reporting system by relevant trained school staff. The Health and Safety Service are our appropriate body in the case of high level accidents and injuries. They inform other agencies, such as OFSTED, as appropriate.

Parents / carers will be notified immediately of all major injuries.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 (RIDDOR) will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Health & Safety Service.

Low level accidents such as playground bumps will be reported by staff on accident forms/books in first aid areas and/or on ScholarPack and regularly reviewed by the Head of School.

The Head of School will investigate accidents and take remedial steps to avoid similar instances recurring. Any member of staff who fails to report an accident could be liable to disciplinary proceedings.

Accidents will be monitored for trends and a report made to the Head of Schools and Trust.

Reporting to parents

- In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.
- Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
- In the event of serious injury or an incident requiring emergency medical treatment, the pupil's parents must be contacted as soon as possible. The phonecall to the parents will normally be made by a member of the Admin team or a member of SLT. The person who has witnessed the incident or dealt with the injury will not normally be involved in the phonecall as they will be needed to stay with the casualty and may be emotionally affected by the incident.
- A list of emergency contact details is kept at reception/admin office. In addition to this, contact details are available on Scholar Pack.

Visits and events off-site



- Before undertaking any off-site 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 event and persons involved. This will be reviewed by the school Education Visits Co-Ordinator once the details of the trip have been posted in Evolve.
- Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.

Storage of medication

- Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
- All medicines shall 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.
- All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- An emergency supply of medication should be available for pupils with medical conditions that require regular medication.
- Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

Illness

- When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.



- A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

Consent

- 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.
- Staff do not act ‘in loco parentis’ in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

Monitoring and review

- This policy is reviewed annually by the RET SLT in conjunction with the RET Trustees; any changes made to this policy will be communicated to all members of staff.
- All members of staff are required to familiarise themselves with this policy as part of their induction programme.

DETAILS OF AMENDMENTS

September 2019

- Updated to include Shiphay Learning Academy
- Updated with Head of School replacing Headteacher.

May 2021

- General Review.

January 2022

- Accident & Incident reporting update

June 2023

- Reviewed without change.



October 2024

- Page 4 added : . The Health and Safety Service are our appropriate body in the case of high level accidents and injuries. They inform other agencies, such as OFSTED, as appropriate.

June 2025

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