



FIRST AID POLICY

POLICY STATEMENT

The school will undertake necessary actions to ensure compliance with the relevant legislation with regard to the provision of first aid for students, staff and visitors and will make sure that procedures are in place to meet that responsibility.

AIMS

- To identify the first aid needs of the school
- To ensure that first aid provision is available at all times when people are on school premises and also off the premises whilst on school visits

OBJECTIVES

- To appoint the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the school and to maintain current qualifications for those people (see attached list - appendix A)
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To inform staff and parents/carers of the school's first aid arrangements
- To keep accident records and to report to Havering LA as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Returning electronic forms to Havering.

MEDICAL FACILITIES

The school has a nominated accommodation within the school.

Where appropriate, students will be brought to this area for examination, treatment or care. Where this is not possible or appropriate, first aid shall be administered by a trained first aider at the incident site.

ACCIDENT PROCEDURE

1. An adult at the scene of an accident will make a quick assessment of the severity of the accident. A first aider will then be called for if needed.
2. Small cuts and grazes occurring during a lesson can be cleaned and a plaster applied if the injury occurs in an area where there are first aid boxes. This enables the lesson to continue with minimum disturbance to the teacher or class. Students who sustain an injury of this type at school outside lessons should be told to report directly to the medical area.
3. Serious injuries are any injuries that may require a qualified first aider or



medical attention.

4. Student medical history including allergies should be given to the first aider who has responded to the incident.
5. The first aider will make a dynamic risk assessment as to whether or not an ambulance should be called. If an ambulance is required the first aider will stay with the student and request for a member of staff to call for an ambulance whilst another member of staff will call home.
6. The first aider will stay with the casualty whilst waiting for assistance.
7. Online Accident Report Forms must be completed for all injuries and near misses.

ILLNESS

Any student feeling mildly unwell should be sent to the medical area accompanied by another student who should be told to return as soon as the student is received.

Any student having difficulty with breathing, dizziness, or feeling faint must remain with a teacher or other member of staff. A messenger should be sent to fetch a first aider.

FIRST AID TRAINING AND QUALIFICATIONS

There should be at all times when students are at school, at least one person on each school site qualified to a minimum level of Appointed Person.

A first aider is defined as a person who has successfully completed the Emergency First Aid at Work training. Where a first aider wishes to continue as such, qualifications are updated every three years.

A list of staff qualified as first aiders is in appendix A, B and C. This list will be kept up to date, made available on the notice boards around the school.

OFF SITE VISITS

The first aid requirements specific to off site visits are to be found in the Trips and Visits Policy.

STUDENTS' MEDICAL CONDITIONS

A list of students who suffer from medical conditions, together with details of those conditions, is updated annually and distributed to staff.

HYGIENE/INFECTION CONTROL

Basic hygiene procedures must be adhered to by staff. Single-use disposable gloves must be worn when treatment involves blood or other body fluids and disposed of with dressings, etc in the yellow medical waste bin provided in the medical area.



RESPONSIBILITIES

An appointed person/s within the school will be responsible for the following:

- To ensure that there are an adequate number of qualified First Aiders and Appointed Persons.
- To check the contents of first aid kits each term and re-stock as necessary.
- To keep records of all accidents, injuries and other circumstances requiring medical or first aid attention.

The Site Manager or appointed individual is responsible for all necessary reporting to Havering LA under RIDDOR.

EMERGENCY PROCEDURES

Where an injury or other medical condition is an emergency, an ambulance should be called. Ideally, this will be on the advice of the first aider, but there may be circumstances where it is apparent that such a call must be made immediately.

Parents/carers will be informed when an ambulance has been required to be called. If a parent/carer cannot accompany a student to the hospital, a member of staff will accompany the student and remain with them until the parent/carer can take over responsibility.

ACCIDENT RECORDING

An Accident Report Form is completed online for each incident, generally by a person witnessing the events. The original is passed to the Site Manager or appointed person for review and returned to Havering LA.

INFORMING PARENTS

Where the incident has required the issue of medication, or dressings which will need review after school, medical lead will call parents/carers to inform them.

The parent/carer will be called in the event of any head injury and an information letter on potential symptoms to be aware of after a head injury, if an ambulance is called or any other circumstances where the professional judgment is made.

Review

This policy will be reviewed and amended as necessary.

Policy date: October 2018

Date of last review: October 2021



Next review date: October 2022

Reviewed by: Mr P Ward, Executive Headteacher

Signature of Executive Headteacher:.....

Date:.....

Signature of Chair of Trustees:.....

Date:.....



APPENDIX A - REDDEN COURT SCHOOL

Mr Y Blanc French Teacher	15 July 2024	L3
Miss N Brotherton Science Teacher	15 July 2024	S22
Miss E Buntrock Drama Teacher	15 July 2024	G54
Mrs L Campbell English Teacher	15 July 2024	G66
Mr S Carter Maths Teacher	15 July 2024	G18
Ms S Choudhury SDA	15 July 2024	
Mr M Cosgrove Maths Teacher	15 July 2024	G21
Ms J Dagen Student Services	15th May 2022	G14 Ext 100
Mr T Donaldson Site Manager	23 Sept 2022	Site Office Ext 174
Mr B Fox History Teacher	15 July 2024	F10
Miss J Garland SEND Area Co-Ordinator	15 July 2024	S8 Ext 146
Miss K Gilbert Geography Teacher	15 July 2024	F3 Ext 129
Mrs Grant Attendance Officer	3rd Nov 2023	G14 Ext 101
Miss G Graves DT Teacher	15 July 2024	F58 Ext 173
Miss C Greenland Art Teacher	15 July 2024	F51 Ext 170
Miss J Grove Teacher of PE	13th May 2022	Ext 136



Miss R Harrington Science Teacher	15 July 2024	S26
Mr A Henry Head Teacher	15 July 2024	Heads Office
Mr Hughes Teacher of PE	15 July 2024	Ext 136
Mrs Z Jackaman SEND Area Co-Ordinator	15 July 2024	S8 Ext 146
Miss C Lot French Teacher	15 July 2024	L2
Miss A Munns Teacher of PE	15 July 2024	Ext 136
Miss E O'Mahoney English Teacher	15 July 2024	G13
Miss M Riaz Business Teacher	15 July 2024	F1
Mr K Sawyer Teaching & Learning Admin	15 July 2024	G10 Ext 212
Mr P Sims Learning for Behaviour Mentor	15 July 2024	F15 Ext 197
Mrs A Stuart Student Services	28 September 2022	G14 Ext 102
Mr T Stiffel Student Dev Asst	15 July 2024	
Mrs N Sullivan Student Dev Asst	20 December 2021	
Miss K Templeman SEND Admin	15 July 2024	N1 Ext 207
Mrs T Tilson Pastoral Admin	15 July 2024	G3 Ext 147
Mr K Ward Deputy Head Teacher	15 July 2024	G9 Ext 107
Miss H Webster Geography Teacher	15 July 2024	F2 Ext 129
Miss N Wright DT Teacher	15 July 2024	F2 Ext 129



FIRST AID KIT PROVISION

First aid kits are available at the following locations:

- Student services area
- The Sports Hall office
- Science Prep Rooms
- DT workshop (including Food Tech)
- Canteen

Off site visits/fixtures

- Portable first aid kits available from student services
- Student epipens from student services (labelled)

APPENDIX B - ROYAL LIBERTY SCHOOL

Name	Post	Extension no.	Expiry Date
Julie Cooper	HoY	235	16/09/2022
Maxine Curcher	Senior Science Technician	227	16/09/2022
Denise Jarman	Receptionist	201	30/01/2022
Kay Jones	FT Technician	213	08/02/2024
Mark Plunger	School Keeper	276	02/10/22
Nicola Mason	Maths Teacher	Hub	06/12/21
Paul Southcott	DT Technician	256/243	20/01/2023
Fred Taylor	School Keeper	209	20/01/2023
Arran Rae	PE Teacher	244	29/09/2024
Brad Bowen	PE Teacher	244	02/07/2023
Lee Raftery	DHT	229	20/01/2022
Sue Smith	Administration Officer (Mon, Tues, Thurs & Fri)	203	10/12/2021
Sarah Thompson	Administration Officer		29/09/2024



	(Wednesday only)		
Dave Laws	Site Manager	209	20/01/2023
Bansri Patel	Science Technician	227	08/02/2024
Mo Jafar	Head of PE Faculty	244	30/04/2024
Kim Rawling	Technician	213	12/02/2023
Lisa Williams	HOY	230	02/10/2022
Adam Higgins	2IC Science	227	02/10/2022

FIRST AID PROVISION

First aid kits are available at the following locations:

- School Office
- Sports Hall
- Dt workshop
- Feed Tech
- Science in each classroom 14, 15, 19, 24 & 25
- Science Prep room (in 16 only)
- Site Office
- Cleaners Office
- School Canteen

OFF SITE VISITS/FIXTURES

- Portable first aid kits are available from the school office
- Student epipens/medication available from the school office
- First aid kit on minibus

MEDICAL ROOM

The medical room is located next to the school office - all medication is kept here.

SCHOOL NURSE

The school nurse is in school on Wednesday

MEDICINES

Students are allowed to bring medicines into school by arrangement with their parents, e.g. asthma pumps.

All medicines must be clearly labelled & stored in a secure cabinet within the

medical room for use as required.

CARE PLANS

Care plans are in place for all students with chronic conditions, e.g. allergic reactions/severe diabetes & are updated annually with the parents, SENDCO & school nurse. Staff should consult the board in the staff room to familiarise themselves with students who have care plans.

ACCIDENTS/INCIDENTS/NEAR MISSES

All accidents/incidents/near misses **must** be reported to the school office and an online accident/incident form completed.

APPENDIX C - SANDERS SCHOOL

Name	Post	Expires
Curtis Britton	PE Teacher/ HOY	2 July 2023
Donna Field	PE Teacher	5 May 2024
Jake Jones	Head of PE	17 Mar 2023
Kelly Sewell	Attendance	8 Sept 2023
Jack Ogbourne	Site Manager	16 Sept 2023
Megan Murphy	LSA	13 Sept 2023
Michelle Shread	Assistant Headteacher	26 Nov 2023
Rose Francis	HOY	26 Nov 2023
Gill Barrett	SEN	26 Nov 2023
Ishrat Zerine	LSA	20 July 2024
Jo Humphrey	Cover Teacher	26 Nov 2023
Kim Robson	HOY 7	26 Nov 2023
Kirsty Hyde	Receptionist	26 Nov 2023
Hazel Crago	Science tech	26 Nov 2023
Pam Robertson	Food	26 Nov 2023
Jackie White	Reception	26 Nov 2023



Billie Briggs	HOY9	26 Nov 2023
Melissa Osbourne	HOY 8	26 Nov 2023
Lauren O'Sullivan	LSA	26 Nov 2023
Sara Plume	Medical	20 Oct 2023
Rose Francis	HOY 11	26 Nov 2023
Sarah Reeman	LSA	26 Nov 2023
Toni Brown	PE	28 Sep 2024
Samantha Hull	Science tech	26 Nov 2023
Clare Cemerak	LSA	26 Nov 2023

FIRST AID PROVISION

First aid kits are available at the following locations:

- Medical room
- PE
- DT workshop
- Food Tech

OFF SITE VISITS/FIXTURES

- Portable first aid kits are available from the school office
- Student epipens/medication available from the medical room.
- First aid kit on minibus

MEDICAL ROOM

The medical room is located in the main reception area - all medication is kept here.

MEDICINES

Students are allowed to bring medicines into school by arrangement with their parents, e.g. asthma pumps. A form is always completed by the parent so we have evidence that the student is authorised to take the medication. All medicines must be clearly labelled & stored in a secure cabinet within the medical room for use as required.

CARE PLANS



Sanders School uses a healthcare plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These healthcare plans can be accessed in SIMs and a copy is also sent to the parent.

- A healthcare plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long term medical condition.
- Healthcare plans are used to create a centralised register of pupils with medical
- needs. The Student Welfare Officer has responsibility for the register at Sanders School
- This information can be found in the common drive under Student Medical Conditions

ACCIDENTS/INCIDENTS/NEAR MISSES

All accidents/incidents/near misses **must** be reported to the school office and an online accident/incident form completed.