



The Willows School

First Aid Policy

Date Published	September 2024
Version	3
Approved Date	September 2024
Review Cycle	Annual
Review Date	September 2025

An academy within:



“Learning together, to be the best we can be”

The Head teacher and Board of Governors of The Willows School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the School. The staff of The Willows School recognises their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

1. Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill'. Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

2. Statement of First Aid Provision

The School's arrangements for providing First Aid will:

- 2.1 Place a duty on the Head teacher and Board of Governors to approve, implement and review the First Aid policy;
- 2.2 Place individual duties on all employees;
- 2.3 Report and record accidents using relevant forms;
- 2.4 Record all occasions when First Aid is administered to employees, pupils and visitors.
- 2.5 Provide equipment and materials to provide First Aid treatment;
- 2.6 Make arrangements to provide First Aid training to employees, maintain records of training and review annually;
- 2.7 Establish a procedure for managing accidents in school which require First Aid treatment;
- 2.8 Provide information to employees on the arrangements for First Aid;
- 2.9 Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- 2.10 Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (eg specialised training for children with particular medical needs);
- 2.11 Notify parent/guardian that first aid treatment was given to the child.

3. Arrangements for First Aid

The School will provide materials and equipment and facilities to provide First Aid. The location of the First Aid Kits in the School are:

- Office
- Medical Room
- Science Room
- Food Technology Room
- DT Room
- Life Skills Bungalow
- Vocational Centre
- Post 16

A standard First Aid Kit will contain the following items:

- Leaflet giving general first aid advice
- 20 individually wrapped sterile adhesive dressings of assorted sizes
- 4 triangular bandages
- 2 sterile eye pads
- 6 safety pins
- 6 medium wound dressings
- 2 large wound dressings
- 3 extra-large wound dressings
- 1 pair of disposable gloves

The contents of the kits will be checked on a regular basis by Donna Hall/ Jen Kenny

The main School First Aider(s) are Cheryl Devine, Donna Hall, Rehanna Perveen, Linda Roadhouse & Jen Kenny

Medication and First Aid - Donna Hall & Jen Kenny

(First aid at work qualification renewed every 3 years. (2 day refresher)

Teachers and support staff. Emergency first aid renewed every 3 years (1 day refresher)

Before undertaking any off site activities the level of first aid provision will be assessed by the Head Teacher and at least one First Aid Kit will be taken along.

4. Information on First Aid Arrangements

The Head teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting of accidents;
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

In addition the Head teacher will ensure that signs are displayed throughout the School providing the following information:

- The names of employees with First Aid qualifications
- Their room number and extension number
- Location of First Aid Box

All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

5. When to move someone

If someone has minor injuries or seems like they're not hurt at all, they could most likely move themselves to safety (come into school if they are outside). If someone can move themselves e.g. sprains, grazes, cuts ,etc. with help bring them into school. Contact parents and if medical services are required contact 999. Give details and location. If they seem confused, complain of back or neck pain, have severe abdominal pain, or are bleeding, call for onsite first aiders to make decision (Cheryl Devine, Donna Hall, Rehanna Perveen, Linda Roadhouse, Jen Kenny or a member of the SLT.

6. Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time.

Where emergency treatment is not required Medical tracker will be used to inform the parent/guardian.

7. Transport to hospital or home

The head teacher will determine the appropriate action to be taken in each case. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent or guardian will be notified. If hospital treatment is required, then

the pupil's parent/guardian will be called for them to take over responsibility. If no contact can be made with parent/guardian or other designated emergency contacts then the Head Teacher may decide to transport the pupil to the hospital.

Where the Head teacher makes arrangements for transporting a child then the following points will be adhered to:

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

8. Wheelchair use in school

In assessing situations where the use of wheelchairs is appropriate, take into account the following issues:

- In the event of the wheelchair being used as a mobility aid in a first aid situation the ADULT/CHILD must first be assessed by the nominated first aid representative for that particular location.
- All relevant first aid precautions and assessments should be undertaken before the use of the wheelchair is considered.
- A wheelchair should only be used if the ADULT/CHILD is able to transfer into the wheelchair independently or with minimal support.
- The only assistance required by the staff member supervising the transfer should be appropriate verbal prompts and minimal support. In a first aid situation, if the person requiring the wheelchair is unable to transfer with minimal support an ambulance should be called.
- If the ADULT/CHILD is reporting chest pain an ambulance should be called.
- If the ADULT/CHILD has sustained a head injury or a suspected neck/spine injury an ambulance should be called and the wheelchair not used.

Important Considerations

- The paths leading to the School are, in many places, uneven. A rough ride can aggravate a child/adult's condition thereby adding to their discomfort. This needs to be taken into consideration when deciding whether to take someone to the school or to call an ambulance.
- The combined weight of wheelchair plus individual can be easily above 70 kilograms. Pushing the chair over an extended distance (and over rough ground) can therefore present risks
- At least two members of staff should alternate pushing duties over distances of 30 metres or more.

- Never hang bags or other objects on the back of the wheelchair as this can unbalance the chair and make it more liable to tip backwards.
- It is important that wheelchairs should be checked regularly and serviced with regular maintenance checks to keep their wheelchair in **safe working order**.