First Aid Policy

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Contents

1. AIMS 4
2. SCOPE AND APPLICATION 4
3. REGULATORY FRAMEWORK 4
4. PUBLICATION AND AVAILABILITY 5
5. DEFINITIONS 6
6. RESPONSIBILITY STATEMENT AND ALLOCATION OF TASKS 7
7. FIRST AID PROVISION AT SMS 8
8. OFF-SITE ACTIVITIES AND EDUCATIONAL VISITS 10
9. RISK ASSESSMENT 10
10. FIRST AID BOXES 10
SMS MINIBUSES 12
OFF-SITE ACTIVITIES 12
11. SHARING INFORMATION ON PUPILS 12
12. PROCEDURES FOR PUPILS WITH MEDICAL CONDITIONS SUCH AS SEVERE ALLERGIES, ASTHMA, EPILEPSY, DIABETES ETC 12
ANAPHYLAXIS 13
13. PROCEDURE IN THE EVENT OF ILLNESS 13
14. PROCEDURE IN THE EVENT OF AN ACCIDENT OR INJURY 13
AMBULANCES 13
15. MEDICINES ADMINISTRATION 14
16. HYGIENE AND INFECTION CONTROL 14
17. MENTAL HEALTH 15
18. ACCESS TO EXTERNAL MEDICAL SERVICES 15
19. FIRST AID IN THE PE DEPARTMENT 15
LOCATION OF FIRST AID EQUIPMENT 15
20. REPORTING 16
REPORTING TO PARENTS 16
REPORTING TO HSE 16
Accidents involving Pupils or Visitors *17*
Reporting to Others *17*
21. AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) 17
22. STAFF TRAINING 17
23. EDUCATION 18
24. RECORD KEEPING 18

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SMS ACCIDENT BOOK 18
ACCIDENT REPORT FORM 18
ACCIDENT TO STAFF CAUSING PERSONAL INJURY 18

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1. Aims

This is the First Aid Policy for pupils of St. Martin's School (SMS).

The aims of this Policy are as follows:

- to provide a whole-School culture of openness, safety, equality and protection;
- to ensure that SMS 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;
- to ensure that all members of staff and pupils are aware of the procedures in the event of any illness, accident or injury.

2. Scope and Application

This Policy applies to the whole of SMS (including the Sixth Form).

This Policy applies at all times when the pupil is in or under the care of SMS, that is:

- in or at School;
- on School-organised trips;
- at a SMS sporting event.

This Policy shall also apply to pupils at all times and places in circumstances where failing to apply this Policy may:

- affect the health, safety or wellbeing of a member of the SMS community or a member of the public; or
- have repercussions for the orderly running of SMS.

Nothing in this Policy should prevent any person from contacting the emergency services in the event of a medical emergency. For the avoidance of doubt, members of 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.

3. Regulatory Framework

This Policy has been prepared to meet SMS' responsibilities under:

- Education (Independent School Standards) Regulations 2014;
- Education and Skills Act 2008;
- Children Act 1989;
- Education Act 2002;
- Childcare Act 2006;
- Equality Act 2010;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR);
- Health and Safety at Work etc. Act 1974;

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- Health and Safety (First-Aid) Regulations 1981.

This Policy has regard to the following guidance and advice:

- Automated external defibrillators (AEDs): a guide for schools (DfE, January 2023);
- Guidance on the use of emergency salbutamol inhalers in schools (Department of Health, March 2015);
- Guidance on the use of adrenaline auto-injectors in schools (National Health Service, November 2019);
- First aid in schools, early years and further education (DfE, February 2022);
- Incident reporting in schools (accidents, diseases and dangerous occurrences): guidance for employers (Health and Safety Executive (HSE) EDIS1 (revision 3), October 2013);
- First aid at work: the Health and Safety (First-Aid) Regulations 1981 guidance on Regulations (2013) (Health and Safety Executive (HSE) 2013);
- Mental health and behaviour in schools (DfE, November 2018);
- Promoting and supporting mental health and wellbeing in schools and colleges (DfE, November 2022);
- Workplace first aid kits. Specification for the contents of workplace first aid kits, BS 8599-1:2019;
- Relationships education, relationships and sex education and health education (DfE, September 2021).

The following SMS and Discovery Educational Trust (DET) policies, procedures and resource materials are relevant to this Policy:

- DET Safeguarding and Child Protection Policy;
- DET Health & Safety Policy;
- DET Supporting Pupils with Medical Conditions Policy;
- DET Risk Assessment for Pupil Welfare Policy;
- DET Children with health Needs Who Cannot Attend School Policy;
- DET Educational Visits Policy;
- SMS Behaviour Policy;
- SMS Minibus Policy.

4. Publication and Availability

This Policy is available in hard copy on request.

- A copy of the Policy is available for inspection from the SMS Main Reception during the School day.

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This Policy can be made available in large print or another accessible format, if required.

5. Definitions

Where the following words or phrases are used in this Policy:

- References to DET are references to Discovery Educational Trust.
- References to **Appointed Persons** mean members of staff, who are not qualified First Aiders, but who are responsible for looking after the First Aid equipment and facilities and calling the emergency services, if required.
- References to **EFAW** mean Emergency First Aid at Work.
- References to **First Aid** mean the treatment of minor injuries, which do not need treatment by a medical practitioner or nurse, as well as treatment of more serious injuries prior to assistance from a medical practitioner or nurse for the purpose of preserving life and minimising the consequences of injury or illness. For the avoidance of doubt, First Aid does not include giving any tablets or medicines (unless by a Registered Nurse), the only exception being giving aspirin in accordance with accepted First Aid practice to treat a suspected heart attack.
- References to **FAW** mean First Aid at Work.
- References to **First Aiders** mean the members of staff, who have completed an approved First Aid course and hold a valid certificate of competence in FAW or EFAW or an approved alternative qualification, which has been identified in place of FAW or EFAW, which meets the requirements of the First Aid Guidance.
- References to **First Aid Guidance** are to the guidance identified in Section 3 above.
- References to **First Aid Personnel** mean First Aiders or Appointed Persons or both.
- References to **Parent** or **Parents** mean the natural or adoptive parents of the pupil (irrespective of whether they are or have ever been married, with whom the pupil lives, or whether they have contact with the pupil) as well as any person, who is not the natural or adoptive parent of the pupil, but who has care of, or parental responsibility for, the pupil (e.g. foster carer / legal guardian).
- References to **RIDDOR** are to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471).
- References to **staff** mean any person employed by DET or SMS, volunteers at SMS and self-employed people working on SMS premises.
- References to **School days** mean Monday to Friday, when SMS is open to pupils during term time. The dates of terms are published on the SMS website.
- The Medical Room is used for the provision of medical treatment, including First Aid, when required and contains essential First Aid facilities and equipment. As far as is possible, SMS reserves this room exclusively for giving medical treatment. This is located by North Gate by the turning station and is clearly signposted and identifiable with a white cross or white writing on a green background. This is used for the provision of medical treatment, including First Aid, when required.

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6. Responsibility Statement and Allocation of Tasks

DET has overall responsibility for all matters which are the subject of this Policy.

To ensure the efficient discharge of its responsibilities under this Policy, DET has allocated the following tasks:

Task	Allocated to	When/frequency of review
Keeping the policy up to date and compliant with the law and best practice	Trust Estates Manager (TEM)/Director of Operations	As a minimum annually, ideally termly, and as required
Monitoring the implementation of the Policy, relevant risk assessments and any action taken in response, and evaluating effectiveness	Deputy Headteacher (DHT): Student Wellbeing	As a minimum annually, ideally termly, and as required
Seeking input from interested groups (such as pupils, staff, Parents) to consider improvements to SMS' processes under the Policy	Deputy Headteacher (DHT): Student Wellbeing	As a minimum annually, ideally termly, and as required
Formal annual review	DET Trust Board (TB) via Audit and Risk Committee (ARC)	Annually
Overall responsibility for content and implementation	DET TB	As a minimum annually

The Headteacher (HT) has formal oversight of the administration of First Aid at SMS, including:

- ensuring that there is adequate First Aid equipment, facilities and First Aid Personnel available to SMS, and on site at all times;
- ensuring that members of staff have the appropriate and necessary First Aid training, as required, and that they have appropriate understanding, confidence and expertise in relation to First Aid;
- ensuring that the medical information and consent forms and up-to-date medical information for each pupil is collated, and that the forms and information are accessible to staff as necessary;
- monitoring and carrying out regular reviews of SMS' systems and management of First Aid and medical welfare, including any trends in accidents, injuries and illnesses at SMS, in order to identify whether a change in welfare practice is needed to ensure that SMS' First Aid provision is appropriate.

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The HT may delegate duties, as appropriate, to the DHT, Student Wellbeing and the School Nurse.

7. First Aid Provision at SMS

There will be, at least, one First Aider onsite at SMS when children are present.

An up-to-date list of First Aiders is detailed below:

Alex	Allan	Exams Office
Katie	Ashwell	Girls' PE
Lucy	Askew	Music – Rm. C002
Olu	Bamigbele	Inclusion/Maths – RM. SEN/S108
Sarah	Barber	Reception
Elisha	Bastienne	Maths – Rm. S114
Benjamin	Baxter	Food – Rm. S013
Helen	Bridgeman	RTL – Rm. N006
Katie	Cocklin	Geography – Rm. N013
Katie	Cox	English – Rm. S209
Lesley	Davis	Geography – Rm. N012
Henry	Day	Boys' PE
Sarah	Fernandez-Grandon	English – Rm. S202
Jamie	Foster	HT's Office
Louise	Fowkes	Textiles – Rm. S009
Joanne	Freeman	Exams Hall
Rebecaa	Goulding	English – Rm. S206
Tina	Green	SEND – Rm. S002
Nathan	Griffiths	English – Rm. S211
Laimonte	Herbert	Business/Economics – Rm. V107
Edward	Hopper	Science – Rm. N101
Hayley	Jackson	Girls' PE
Glen	Lambert	V Block – Rm. V101
Alison	Lee	North Science
Hayley	Lee	Art – Rm. C102

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Mark	Lee	Site Office
Marie	Livings	Art – Rm. C04
Sharon	McDonagh	
Laura	Mercer	German – Rm. N107
Oyetola	Oyewobi	Boys' PE
Amanda	Ragbir	History – Rm. R001
Colin	Rogers	Exams Hall
Joe	Sargeant	Site Office
Chris	Sculfor	Site Office
Genevieve	Smith	Geography – Rm. N016
Gordon	Smith	Science – Rm. S106
Rebecca	Smith	French – Rm. N202
James	Spencer	Computer Programming – RM. L101
Lynne	Swan	Girls' PE
Lucy	Tucker	English – Rm. S003/S004
Sarah	Underwood	Media/English – Rm. S205
Katie	Wells	Year 11 Office
Maureen	Willis	Science – Rm. S103
Daren	Willson	Site Office

Lifeguard Trained

- Katie Ashwell;
- Henry Day;
- Pat Hallahan;
- Hayley Jackson;
- Lynn Swann;
- Guy Welton;
- Grace Wooley.

The main duties of First Aiders are to give immediate First Aid to pupils, members of staff or visitors when needed, 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 SBM on behalf of the HT.

First Aiders will undergo updated training every three years to maintain their qualification.

All members of staff should read and be aware of this Policy, know who to contact in the event of any illness, accident or injury, and ensure that this Policy is followed in relation to

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the administration of First Aid. All members of staff will use their best endeavours, at all times, to secure the wellbeing and welfare of pupils.

8. Off-site Activities and Educational Visits

Before undertaking any off-site activities or educational visits, the SMS Educational Visits Coordinator (EVC) will assess what level of first aid provision is needed and identify any additional items that may be necessary for specialised activity.

Note that, in accordance with the DET Educational Visits Policy, at least, one Visit Leader/accompanying adult must be first aid trained, such that every educational trip has, at least, one person, who is first aid trained, in attendance.

9. Risk Assessment

The HT has overall responsibility for ensuring that SMS' first aid needs are adequately risk-assessed, and for ensuring that the relevant findings are implemented, monitored and evaluated.

Day-to-day responsibility to carry out risk assessments will be delegated to the School Nurse, who has been properly trained in, and tasked with, carrying out the particular assessments required.

Factors, which may be considered in assessments may include:

- required first aid provision for members of staff, pupils and others;
- any specific first aid, medical or health needs that may affect the SMS community or its members, e.g. those with specific medical conditions or known allergies;
- the hazards and risks associated with SMS' operations and activities;
- any changes to SMS' activities or operations;
- any relevant history of accidents;
- annual leave and other absences of First Aiders and Appointed Persons.

10. First Aid Boxes

First Aid boxes are marked with a white cross on a green background. The content of the First Aid boxes will be appropriate for use with children and will be determined by SMS' First Aid needs assessment and will usually be stocked in accordance with the DfE's First Aid Guidance.

First Aid boxes are located at the following locations around the SMS site and are as near to hand washing facilities as is practicable. Also detailed below are those members of staff, who have responsibility for examining and monitoring them to check on contents, stock levels etc.

Department	Responsible
Site Office	Chris Sculfor
Year 7 Office	Emily Bauers
Year 8 Office	Carly King

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Year 9 Office	Gemma Witham
Year 10 Office	Katie Wells
Year 11 Office	Andy Laundy
Sixth Form Office	Amelia Griffiths-Apple
Reception	Sarah Barber
SEN	Tina Green
RTL	Helen Bridgeman
IT Block	James Spencer
Drama	Liana Barnes
Art	Julie Scott
Food/Textiles/Metal/Wood	Christine Bannatyne
Science North	Alison Lee
Science South	Maureen Willis
English	Sarah Fernandez
Maths	Elisha Bastienne
PE North	Lynne Swan
PE South	Pat Hallahan
Swimming Pool	Pat Hallahan/Lynne Swan
R Block	Rachel Roberts
Kits for Trips (x3)	Robyn Day

All First Aid box(es) are examined, at least, once every half-term under advice to the School Nurse, who will replenish supplies and dispose of items safely once they have reached their expiry date.

All requirements for the First Aid kits are supplied by the Medical Room and are regularly stocked at the request of individual departments.

SMS also has three emergency anaphylaxis kits, which contain adrenaline auto-injectors (**AAIs**) and which are located in the Sixth Form, the Site Office and at Reception. There are also two Bleed Bags located in the Site Office and at Reception.

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SMS Minibuses

The SMS minibuses have a prominently marked First Aid box on board, which is readily available for use and which is maintained in a good condition. The First Aid box should be stocked in accordance with Part 2 of Schedule 7 of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078), which is set out in Annex 3 of the Department for Transport's Section 19 and 22 permits and obligations guidance.

The drivers of the minibuses are responsible for ensuring that the First Aid boxes in the minibuses are monitored in the same way as for all other First Aid boxes. Refer Section 10. above.

Off-site Activities

First Aid boxes for any off-site activities are kept in the Medical Room.

The School Nurse is responsible for ensuring that the First Aid boxes for any off-site activities are monitored in the same way as for all other First Aid boxes. Refer Section 10. above.

11. Sharing Information on Pupils

Staff should never provide pupils with an absolute assurance of privacy, and should explain to pupils, at the outset, the importance of sharing information about any medical conditions and treatment with others on a "need-to-know" basis.

SMS promotes ongoing communication with Parents in order to ensure that the specific medical needs of all pupils in its care are known and met. However, SMS balances this against the wishes of pupils, who are Gillick competent, to consent to, or withhold their consent in relation to treatment without involving their Parents. SMS will balance the pupil's wishes against its overarching duties to safeguard pupils' health, safety and welfare, and to protect pupils from suffering significant harm.

The School Nurse will be responsible for reviewing pupils' confidential medical records and providing essential medical information regarding allergies, recent accidents or illnesses, or other medical conditions, which may affect a pupil's functioning at SMS to the HT, class teachers and First Aiders on a "need-to-know" basis.

A pupil's medical information should be kept confidential. However, where SMS considers it necessary to safeguard or promote the pupil's welfare, or to avert a perceived risk of serious harm to pupils or to other persons at SMS, and it is considered proportionate to the need and level of risk, information may still be shared with members of staff, Parents, medical professionals and Essex Children's Safeguarding Board (ESCB) on a "need-to-know" basis.

12. Procedures for Pupils with Medical Conditions such as Severe Allergies, Asthma, Epilepsy, Diabetes etc

The information held by SMS will include details of pupils, who need to have access to asthma inhalers, AAIs, injections or similar, and this information should be circulated to teachers and First Aiders.

Where appropriate, individual pupils will be given responsibility for keeping such equipment with them, and this will be reviewed on a regular basis. In other cases, the equipment will be kept, suitably labelled, in the Medical Room.

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SMS has guidance and protocols in place to deal with common medical conditions such as anaphylaxis, asthma, epilepsy and diabetes. For pupils with specific conditions, One Plan documents are held by the School Nurse in the Medical Room.

Anaphylaxis

SMS adopts the *Guidance on the use of adrenaline auto-injectors (AAIs) in schools* and holds spare/back up devices, which can be used when a pupil is unable to access their own AAI.

SMS also has three anaphylaxis kits. Refer Section 10 above.

13.Procedure in the Event of Illness

Pupils may visit the School Nurse in the Medical Room during break or lunch. If a pupil is unwell during lessons, they should consult the member of staff in charge, who will assess the situation and decide on the next course of action. Where necessary, the pupil will be accompanied to see the School Nurse] in the Medical Room. The School Nurse will provide the First Aid, as required, and decide on the next course of action.

Staff may visit the School Nurse and the Medical Room as and when necessary, but appropriate cover must be arranged.

14.Procedure in the Event of an Accident or Injury

If an accident occurs, the member of staff in charge should be consulted. That member of staff will assess the situation and decide on the next course of action, which may involve calling immediately for an ambulance. If necessary, the School Nurse should be called as soon as is possible. Appointed Persons or First Aiders can also be called, if necessary, and should be called immediately if the School Nurse is unavailable. However minor the injury, the School Nurse should always be informed, even if not called.

In the event that a First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, they should arrange for the injured person to access appropriate medical treatment without delay. This may involve calling for the School Nurse or for an ambulance or making arrangements to transport the injured person to Accident & Emergency, or access other appropriate medical services.

Ambulances

If an ambulance is called, the School Nurse or First Aider in charge should make arrangements for the ambulance to have access to the accident site. Where necessary, GPS coordinates should be provided and arrangements should be made for the ambulance to be met.

Staff should always call an ambulance when there is a medical emergency and/or serious injury.

Examples of medical emergencies may include:

- a significant head injury;
- fitting, unconsciousness or concussion;
- difficulty in breathing and/or chest pains;
- exhaustion, collapse and/or other signs of an asthma attack;
- a severe allergic reaction;

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- a severe loss of blood;
- severe burns or scalds;
- the possibility of a serious fracture/dislocation.

Arrangements should be made to ensure that any pupil is accompanied in the ambulance, or followed to hospital, by a member of staff if it is not possible to contact the pupil's Parent(s) in time.

15.Medicines Administration

First aid does not, typically, include giving tablets or medicines and SMS will not keep medication in a first aid container. Whilst some pupils will have long-term and complex medical conditions or carry their own medication (for example, an inhaler for asthma or adrenaline for intramuscular use in anaphylaxis), the only role for a First Aider is generally limited (where appropriate) to helping pupils, who need to take their own medication, to do so.

Some pupils may need to have access to life saving prescription drugs in an emergency. The details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

For further information relating to administration of medicines, refer to the DET Administration of Medicines and Supporting Pupils with Medical Conditions Policy.

Note: where parents/carers have explicitly consented, ibuprofen and paracetamol can be given to pupils.

16.Hygiene and Infection Control

If a spillage of blood or other bodily fluids occurs, the School Nurse must be informed. The School Nurse will arrange for the proper containment, clear-up and cleansing of the spillage site.

Where there is a risk that the person, who requires first aid, has, or is suspected of having, a respiratory infection, such as COVID-19, the First Aider will follow current health protection guidance and will wear appropriate Personal Protective Equipment (PPE). They will then arrange for the proper disposal of PPE and cleaning of the contaminated area.

All Staff should take precautions to avoid infection and to follow basic hygiene procedures (such as regular hand washing).

The First Aider should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing;
- wear suitable single use disposable gloves when dealing with blood or other bodily fluids;
- use suitable eye protection and a disposable apron where splashing may occur;
- use devices, such as surgical face masks or face shields, where appropriate, including when giving mouth to mouth resuscitation;
- wash hands after every procedure.

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If the First Aider suspects that they, or any other person, may have been contaminated with blood and other bodily fluids, which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water;
- wash splashes out of eyes with tap water or an eye wash bottle;
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water;
- record details of the contamination;
- report the incident to the School Nurse and take medical advice, if appropriate. Typically, the advice will be for the contaminated person to go to Accident and Emergency for blood tests and swabs.

17.Mental Health

SMS promotes the mental health and wellbeing of pupils and has appointed the Deputy Designated Safeguarding Lead (DDSL) as its Senior Mental Health Lead. The Senior Mental Health Lead has strategic oversight for SMS' approach to mental health, and, in accordance with appropriate guidance and training resources, will support SMS to help improve the wellbeing and mental health of pupils and staff.

SMS has provided training to the DDSL to identify and understand symptoms, and be able to support pupils and staff, who might be experiencing a mental health issue. Whilst education staff are well placed to observe pupils day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one, only appropriately trained professionals should attempt to make a diagnosis of a mental health conditions. SMS staff are not mental health professionals and, should any staff member have concerns regarding a pupil's mental health or wellbeing, they should report these concerns to the DDSL. The DDSL will share any concerns with the pupil's Parents, and, where appropriate, direct them to appropriate support services.

18.Access to External Medical Services

SMS will facilitate access to all relevant health, counselling and support services as required by pupils. The School Nurse will be responsible for managing routine health care appointments for pupils and will arrange for consultation with Parents where necessary.]

19.First Aid in the PE Department

Location of First Aid Equipment

The PE Department is responsible for providing First Aid boxes for the relevant sporting areas within SMS. The fixed positions are as follows:

- PE Departments (North and South) — Portable Boxes
- Swimming Pool — Fixed Box (Changing Room)

A wheelchair and blankets are available in the Medical Room.

Away Fixtures

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A First Aid kit will be available in every minibus (or coach if a third-party transport provider is used). Additionally, First Aid kits will be available at every venue to which SMS pupils travel. If an incident occurs, medical treatment should be sought from First Aiders of the school being visited. If necessary, the pupil should be taken to the nearest A&E department by a member of staff. Treatment and aftercare should then be followed up by the School Nurse. Any incident of treatment must be reported to the School Nurse and the HT on return to SMS. A SafeSmart accident report must be made as soon as possible.

20.Reporting

In the event of an accident, injury or illness requiring First Aid, the relevant First Aider should input the detail of the accident or event that has resulted in the need for First Aid to be administered to SafeSmart.

All injuries, accidents and illnesses, however minor, must be reported to the School Nurse and they are responsible for ensuring that the accident report forms and books are completed correctly and that Parent(s) and the Health and Safety Executive (**HSE**) are kept informed, as necessary.

Where the accident, injury or illness could give rise to potential safeguarding concerns, the DET Safeguarding and Child Protection Policy and the DET Procedure for Dealing with Safeguarding Allegations Against Adults in School will be followed, as appropriate. Staff are particularly reminded to be alert to indicators of sexual violence and female genital mutilation, where, in each case, there are specific reporting procedures under the DET Safeguarding and Child Protection Policy.

Reporting to Parents

In the event of a serious accident, injury or illness, Parents must be informed as soon as practicable. The member of staff, in charge at the time, will decide how and when this information should be communicated, in consultation with the HT, if necessary.

Reporting to HSE

Under RIDDOR, all schools in a Multi-Academy Trust (MAT) are legally required under to report the following to the HSE:

Accidents involving Staff

- work-related accidents resulting in death or "specified" injury (including as a result of physical violence) must be reported immediately (major injury examples: any loss of consciousness caused by head injury or asphyxia; amputation); or
- work-related accidents, which prevent the injured person from continuing with their normal work for more than seven days; or
- cases of work-related diseases that a doctor notifies SMS of. For example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer); or
- certain dangerous occurrences (near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health).

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Accidents involving Pupils or Visitors

- accidents where the person is killed or is taken from the site of the accident to hospital, and where the accident arises out of, or in connection with:
    - any SMS activity (on or off the premises);
    - the way that a SMS activity has been organised or managed (e.g. the supervision of a field trip);
    - equipment, machinery or substances; and/or
    - the design or condition of the premises.

More information on how and what to report to the HSE, can be found in *Incident reporting in Academies (accidents, diseases and dangerous occurrences)* (EDIS1 (revision 3)) and at http://www.hse.gov.uk/riddor/resources.htm. It is also possible to report online via the following link: http://www.hse.gov.uk/riddor/index.htm.

Reporting to Others

SMS will ensure that it complies with any other reporting obligations triggered by the accident, injury or illness including, but not restricted to, making a report to SMS' relevant insurers, to the Education and Skills Funding Agency (ESFA)] and/or to other relevant statutory agencies and/or regulators.

21.Automated External Defibrillators (AEDs)

The SMS AED(s) is/are located in the Site Office and in Main Reception.

- The AED should only be used where a person is in cardiac arrest. It should not be used where a person is conscious, breathing and/or their heart is still beating.
- If a person is suffering from a cardiac arrest, the first person on the scene should immediately call the emergency services and commence Cardiopulmonary Resuscitation (CPR). If possible, a First Aider, who is trained in the use of AEDs, should be called for. However, AEDs are designed to be used by any person by following the step-by-step instructions on the AED.
- The person administering the AED should ensure that the area around the casualty is clear before administering the AED. They should then stay with the casualty until the emergency services arrive.

22.Staff Training

SMS ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this Policy and have the necessary knowledge and skills to carry out their roles.

The level and frequency of training depends on role of the individual member of staff.

SMS maintains written records of all staff training.

All staff will be informed of what to do in an emergency, which will include reference to who the designated First Aiders/Appointed Persons are, and the identity of those, who are trained to administer emergency medication, such as AAIs.

Where there are specific training programmes in place, these are set out below:

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- First aiders will undergo updated training every three years to maintain their qualification.

23.Education

SMS will teach age and developmentally appropriate concepts of basic first aid to its pupils, taking into consideration how this aspect of health education will complement the existing programmes of study and whole-School approaches to wellbeing and health. Age-appropriate concepts of basic first aid are taught as part of the personal, social, health and economic education curriculum.

This can include explaining to pupils how to judge how they, or someone they know, needs first aid or support and where they can seek help if they have concerns and details on which adults in school (e.g. First Aiders/the School Nurse) and externally can help.

Additionally, Sixth Form pupils may be offered the opportunity of obtaining a first aid qualification.

24.Record Keeping

All records created, in accordance with this Policy, are managed in accordance with the DET Records Management Policy and Retention Schedules.

Where there are specific record keeping requirements under this Policy, these are set out below:

SMS Accident Reporting

All accidents and injuries and dangerous occurrences (unless very minor in the view of the School Nurse) must be recorded on SafeSmart and can be recorded by any member of staff. The date, time and place of the incident must be input with the personal details of those involved with a brief description of the nature of the event and what First Aid was given. What happened to the injured person immediately afterwards should also be recorded.

Accident Report Form

The School Nurse will review the detail in SafeSmart, and, once satisfied that all detail has been completely and accurately input, will “complete” the reporting. The TEM will review completed accident reports to ensure that the accident has been correctly reported. The TEM will liaise with the School Nurse for further input/amendment.

SafeSmart retains a record of **all** accidents or injuries and First Aid treatment provided.

Accident to Staff Causing Personal Injury

The School Nurse will complete an accident report in SafeSmart in respect of any accident causing personal injury to staff. Upon receipt, the TEM will review the detail and determine whether further reporting is required, i.e. to RIDDOR/HT/DET. All relevant documentation associated with the accident, reporting and any follow-up investigations must be uploaded to SafeSmart so that all detail is kept together.

These records will be kept for, at least, three years.

The information created in connection with this Policy may contain personal data. SMS’ use of this personal data will be in accordance with Data Protection law and the DET Data

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Protection Policy. DET has published privacy notices on its website, which explain how the Trust and its Schools will use personal data.

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