



First Aid Policy

March 2021

Part of the Eastern Learning Alliance Trust

First Aid Policy

The First Aid procedure at Witchford Village College is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the team consists of qualified first aiders and not trained doctors or nurses.

In the event of an incident all members of the school community should be aware of the support and the procedures available to activate this.

The purpose of the policy is therefore:

- to provide effective, safe first aid cover for students, staff and visitors;
- to ensure that all staff and students are aware of the system in place;
- to provide awareness of health & safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents;

The term first aider refers to those members of the school community who are in possession of a valid first aid at work certificate or equivalent.

Qualified first aiders will:

1. Ensure that their qualification and insurance provided by the school are always up to date.
2. Ensure that first aid cover is available throughout the working hours of the school week.
3. Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or bodily fluid is evident (or any other appropriate personal protective equipment), calling for help from other first aiders or emergency services.
4. Help fellow first aiders at an incident and provide support during the aftermath.
5. Act as a person who can be relied upon to help when the need arises.
6. Ensure that the first aid cupboard is adequately stocked periodically.
7. Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.
8. Ensure that a child who is sent to hospital by ambulance is either:
 - a. accompanied in the ambulance at the request of paramedics;
 - b. followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted;
 - c. met at hospital by a relative;
 - d. The first aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.

9. Ensure that the parents/carers of any student are contacted in the event that:
 - a. a head injury is sustained by the student;
 - b. The student is taken to hospital;
 - c. The mobility of the student is impaired by their injury.
10. Liaison must occur with the member of staff in charge of cover, to ensure that lessons are covered in the event of an absent teacher/TA.
11. Keep a record of each student attended to, the nature of the injury and any treatment given, a first aid log is held in Health and Safety folder on the Staff share/ G:Drive and can be found in the First Aid Room.
12. In the event of an incident, an Incident Log in Forms must be completed. This can be found at the following link https://forms.office.com/Pages/ResponsePage.aspx?id=6RhkhoHBGky_bXW7Pm1P5UD14CzGozFCgz1K2rwIzDtUOFIEVzFEMUIFMjAxNzREV05YUVk3UFIOMS4U.
13. Ensure that everything is cleared away safely, utilising the medical waste bin in the medical room if necessary. Any bloodstains on the ground must be washed away thoroughly. Please contact the site team to arrange cleaning work. No contaminated or used items should be left lying around.

The College will:

1. Provide adequate first aid cover as outlined in the Health & Safety (First Aid) Regulations 1981.
2. Monitor and respond to all matters relating to the health and safety of all persons on school premises.
3. Ensure all new staff are made aware of first aid procedures in school.

Teachers will:

1. Familiarise themselves with the first aid procedures in operation and ensure that they know who the current first aiders are. This information can be found on the staff G:Drive in the Health and Safety First Aid folder.
2. Be aware of specific medical details of individual students when publicised by Heads of Year or as detailed on SIMS. These are also located in the staff G:Drive in Health and Safety First Aid folder.
3. Ensure that their students/tutees are aware of the procedures in operation.
4. Never move a casualty until they have been assessed by a qualified first aider unless the casualty is in immediate danger.
5. Send for assistance or help by emailing Firstaid@wvc.tmet.org.uk as soon as possible and a first aider will attend the classroom to assess the casualty. Please ensure that the message gives the precise location of the casualty.
6. Reassure, but never treat a casualty unless staff are in possession of a valid emergency first aid certificate.

7. Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.
8. Have regard to personal safety.

Office Staff will:

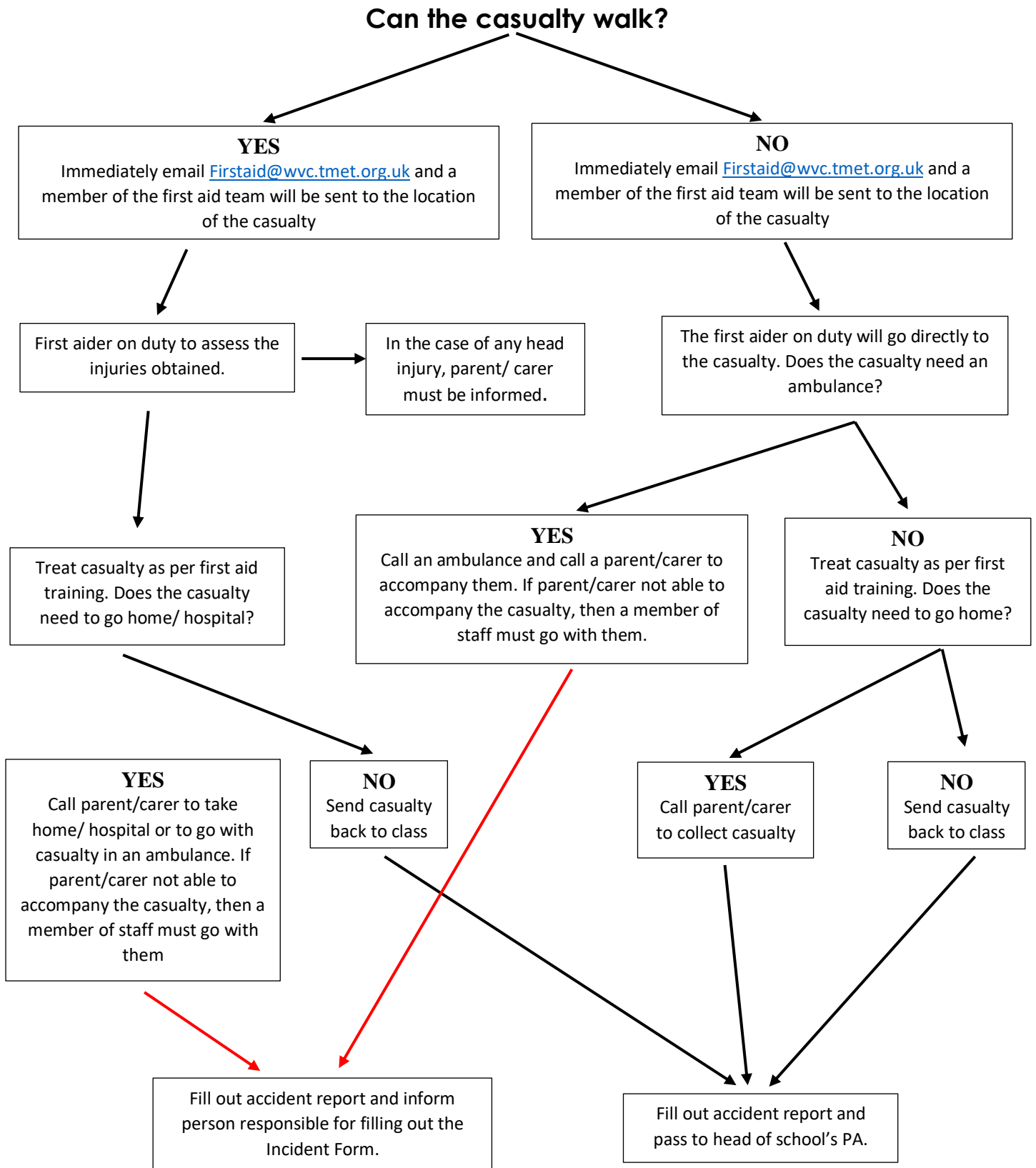
1. Call for a qualified first aider by emailing Firstaid@wvc.tmet.org.uk, unless they are qualified themselves, to treat an injured student.
2. Support the first aiders in calling for an ambulance or contacting relatives in an emergency.
3. Not administer paracetamol or other medications. For further information on medicines refer to Section 2.2 of Supporting Students with Medical Needs Policy.
4. Administer the dispensing of plasters; student must confirm that they are not allergic.
5. Order first aid stock when required.

First aid after out of school hours (i.e. .after 4pm): **Site Team Radio Channel 7**

The execution of this policy will be monitored and updated as required by Student Services, the First Aid team and Governors

Appendix A

First Aid Procedure during School Hours



Appendix B

When an individual has had close contact with someone with coronavirus

(COVID-19) symptoms

Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)
- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- they have tested positive from an LFD test as part of a community or worker Programme

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people.

See Full Reopening Risk Assessment March 2021 for information regarding the cleaning of non-healthcare settings after a positive Covid-19 case.