

FIRST AID POLICY

Policy Owner Deputy Head and Lead Nurse	Applies to The Paragon School (TPS)	Superseded documents First Aid Policy v3
Associated documents Health and Safety Policy Risk Assessment Policy First Aid Needs Risk Assessment Accident, Dangerous Occurrence and Near Miss Policy and reporting form Educational Visits Policy Medical Management Policy Student Health Treatment Guidelines Model-Policy-for-allergy-at-management-at-school-v2.1-090124.pdf (bsaci.org)	Review frequency Every three years (unless the legislation/regulations update before this time) Implementation date 10 October 2024	Legal Framework Department of Health Health Protection Agency Health and Safety Executive DfE related regulations ISI related regulations KCSIE

This policy is reviewed triennially, or more regularly as required, prior to approval by Trustees (if applicable)

Last reviewed by:	Deputy Head (Mr J Ryan) Lead Nurse (Mrs G young) and Head of Compliance (Miss E Wickham)
Date last reviewed:	September 2024
Approved by Trustees:	Approved by the H&S Committee
Date last approved:	10 October 2024
Date for next approval:	October 2027

1. Introduction

Prior Park Schools (PPS) is a family of Christian schools based in Bath and Gibraltar. Prior Park College (PPC) and The Paragon School (TP) are incorporated in England as Prior Park Educational Trust Ltd. Prior Park School Gibraltar (PPSG), is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Prior Park Schools Values:

Curiosity - Generosity - Courage

2. Policy Statement

First Aid is the immediate and temporary care given in the case of an injury or health emergency until the services of a medical practitioner can be obtained where necessary.

The objective of First Aid is to give help as soon as practicable to pupils, staff, or visitors, who are injured or suddenly taken ill before expert help arrives.

The principal aims are to save life or limbs, help recovery, and prevent a deterioration in the individual's condition.

3. Provision of First Aid

TP recognises the need to provide First Aid facilities for the care of pupils, staff or visitors who become injured or suddenly ill.

Pupils primarily receive first aid at the Sick Bay, from the school health team. Staff can receive first aid at point of need or the designated first aid locations. This can be via self-administration or from a qualified first aider as listed in Appendix A.

Generally, staff and visitors do not receive more general care from the sick bay unless it is an emergency, where immediate support will be given from the school health team before the emergency services arrive.

3.1 First Aid for Pupils at The Paragon

Arrangements

- First aid for pupils is provided by the health team and by all trained First Aiders.
- First aid kits found in designated areas within TP (as found in Appendix A) can be accessed by all staff, when they are located behind a locked door their staff pass will gain them access.
- Should further care be required beyond that which a first aider can deliver, arrangements should be made to get them to definitive care, and parents/carers should be immediately contacted.
- In life or limb threatening circumstances an ambulance should be called, and where a trained First Aider is available, they should attend the scene, and if additional emergency first aid is required, the school health team will provide immediate support.
- In situations where an ambulance is not required but urgent transfer to definitive care is required parents/carers will be contacted.
- Any first aid given to a pupil will be communicated with their parents/carers.
- All situations which require First Aid will be documented on the Accident and Near Miss reporting form.

3.2 First Aid for staff and visitors at The Paragon

Arrangements

- First aid is provided for staff and visitors by trained First Aiders
- First aid kits found in designated areas within TP (as found in Appendix A) can be accessed by all staff, when they are located behind a locked door their staff pass will gain them access.
- Visitors will have first aid provided by the qualified first aiders who will utilise the first aid kit as necessary.
- Should further care be required beyond that which a first aider can deliver, arrangements should be made to get them to definitive care.
- In life or limb threatening circumstances an ambulance should be called, and where a trained First Aider is available, they should attend the scene, and if additional emergency first aid is required, the school health team will provide immediate support.
- In situations where an ambulance is not required but urgent transfer to definitive care is required a taxi or public transport can be used according to the situation.
- All situations which require First Aid will be documented on the Accident and Near Miss reporting form.

3.3 First Aid for Educational Visits

On educational visits, and in line with the Educational Visits Policy, a first aider will be identified by the Group Leader. This member of staff should be a trained First Aider (3-day First Aider at Work qualification) or when this is not possible, must have completed the EduCare module “First Aid Essentials” and will be designated the first aid kit custodian.

The identified ‘first aid kit custodian’ will administer first aid when required. For trips where there is likely to be a high need for first aid, it may be necessary to have more than one designated first aider. The Group Leader can liaise with the Senior Deputy Head to ascertain appropriate levels of staff for this purpose.

The first aid kit custodian will collect the first aid kit from the Medical Room on the last working day before the trip and will return the kit to the Medical Room on the first working day after the trip if it not possible to collect and return on the first/last day of the trip. The Senior Deputy

Head will go through the contents of the kit, including how and when to use it with the custodian and ensure they are clear on their responsibilities during and after the trip.

The first aid kit is the responsibility of the custodian for the duration it is signed out of the Medical Room. The kit must not be used for other trips unless expressly agreed with the Senior Deputy Head prior to the associated trips.

All situations which require First Aid will be documented on the Accident and Near Miss reporting form, even when off site.

4. Supplies

- First Aid kits are in designated areas within TP (see Appendix A).
- Heads of Department/Lead, where a first aid kit is stored, are to appoint custodians.
- First aid kit custodians must check the contents monthly and arrange with the health team to replenish the kits as necessary.
- It is the responsibility of each member of staff to familiarise themselves with this First Aid Policy.

5. Reporting of Accidents and Incidents

- Accidents, injuries and near misses should be reported within 24hours via the Accident and Near Miss recording form.
- Any first aid given should also be recorded on the Accident and Near Miss recording form.
- The form is available [here](#).

6. First Aid Emergency Situations

6.1 Step by Step

Danger: Before approaching the casualty, always make sure the area is safe.

Response: Check for a response from the casualty.
1. Gently shake their shoulders asking, 'Are you OK?', 'Can you open your eyes?'
2. If they do not respond to you in any way, they are unresponsive and should be treated as quickly as possible.
3. If there is catastrophic bleeding, apply direct pressure to the wound before managing their airway and CALL 999.

Airway: Check the airway is open and clear. Open the airway by placing one hand on the forehead to tilt the head back and use two fingers to lift the chin.

Breathing: LOOK, LISTEN and FEEL for breathing for a maximum of 10 seconds. If they are unresponsive and not breathing normally you need to CALL 999 and start CPR. Ask a helper to find and bring a defibrillator (AED).

Circulation: check for signs of life, if no signs of life start CPR

- child 15:2 (compressions to breaths)
- adult 30:2 (compressions to breaths)

6.2 Calling for help

- Call for help from pupils or staff nearby who can assist you or take over.
- Arrange for someone to call 999, ask for an ambulance, state location and casualty details.
- Arrange for someone to call the trained First Aiders, tell them the location. They will bring a first aid kit and defibrillator if needed.

6.3 Severe Allergies

An allergy is an abnormal reaction to an allergen or 'trigger' substance. Anaphylaxis is a severe, life-threatening form of allergic reaction.

All pupils at risk of anaphylaxis, should have an Allergy Action Plan that describes exactly what to do and who to contact in the event that they have an allergic reaction. The [BSACI Allergy Action Plans](#) include this information and are recommended for this purpose.

The plan should include First Aid procedures for the administering of adrenaline. Identify activities which the child may be at risk - for example food-based and outdoor activities.

Symptoms of anaphylaxis include one or more of the below:

Airway:

- Swollen tongue
- Difficulty swallowing/speaking
- Throat tightness
- Change in voice (hoarse or croaky sounds)

Breathing:

- Difficult or noisy breathing
- Chest tightness
- Persistent cough
- Wheeze (whistling noise due to a narrowed airway)

Circulation:

- Feeling dizzy or faint
- Collapse
- Babies and young children may suddenly become floppy and pale
- Loss of consciousness (unresponsive)

Action to be taken:

- Position is important -lie the person flat with legs raised (or sit them up if having breathing problems)
- Give adrenaline - WITHOUT DELAY - if an AAI is available
- Bring the AAI to the person having anaphylaxis, and not the other way round. Avoid standing or moving someone having anaphylaxis
- Call an ambulance (999) and tell the operator it is anaphylaxis
- Stay with the person until medical help arrives
- If symptoms do not improve within five minutes of a first dose of adrenaline, give a second dose using another AAI
- A person who has a serious allergic reaction and/ or is given adrenaline should always be taken to hospital for further observation and treatment
- Sometimes anaphylaxis symptoms can recur after the first episode has been treated. This is called a biphasic reaction.

Pupils who have a known severe allergy must carry at least two Adrenaline Auto Injector (AAI) to treat anaphylactic shock, at The Paragon this is kept in a named AAI kit in the pupil's classroom with the Teacher. The AAI Kit contains 2 x named AAIs (and antihistamines if part of the individual health care plan).

A second pair of named AAI kit is kept in the Sports Department for offsite games.

Additionally, there are unnamed AAI kept in the following locations:

- Medical Room
- The School Hall
- Behind Reception Desk

It is the parent or guardians' responsibility to provide at least two named AAI's for their child.

All key staff and first aiders are trained to use AAI.

Full medical information and a HealthCare Plan is available to all staff via iSAMS Medical Module.

A legal exemption under Regulation 238 permits a school's unnamed adrenaline auto-injector(s) to be used for the purpose of **saving a life**, for a pupil or other person not known by the school to be at risk of anaphylaxis (and thus does not have medical authorisation/consent in place for the spare device).

This might be, for example, a child presenting for the first time with anaphylaxis due to an unknown allergy. The provision under Regulation 238 should be reserved for exceptional **circumstances only**, that could not have been foreseen.

The use of a school's unnamed adrenaline auto-injector, rather than using another pupil's personal auto-injector, to treat an individual not known by the school to be at risk of anaphylaxis ensures that the personally prescribed auto-injector remains available to that pupil.

6.4 Asthma

- Pupils with an Asthma diagnosis are added to the Asthma register, which is shared with staff, and it is flagged in the schools MIS system.
- Pupils with an Asthma diagnosis should carry their required medication with them throughout the school day or it be in their classroom looked after by the class teacher.
- Where available, a second named inhaler is also kept on reception.
- It is the parent or guardians' responsibility to ensure that pupils have their inhalers and spacer with them if carried on their person.

Additionally, there are unnamed inhalers (and spare spacers) for emergency use for those diagnosed with asthma, kept in the following locations:

- Medical Room
- The School Hall
- Behind Reception Desk

A pupil's own inhaler **cannot be used by any other person**, even if they have an asthma diagnosis. Under no circumstances can an unnamed inhaler be used by anyone who does not have a diagnosis of asthma.

For more information please see the following document: [Guidance on the use of emergency salbutamol inhalers in schools \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/2015/09/01/guidance-on-the-use-of-emergency-salbutamol-inhalers-in-schools)

All key staff and first aiders are trained to use Inhalers and Spacers.

6.5 Cardiac arrest

- A casualty that is unresponsive and not breathing indicates a respiratory or cardiac arrest.
- A defibrillator is available from Reception.
- Signs are placed around the school to indicate which defibrillator is the closest.
- When required turn on the defibrillator and follow the audio prompts from the defibrillator.
- Defibrillators are checked according to the contract with SWAST.

All key staff and first aiders are trained to use Defibs.

7. First Aid Training

- Designated staff roles are trained and qualified to provide first aid (please see Appendix A).
- All first aid training is contracted into the school to ensure consistency and compliance with current practice.
- Annual training provided by the Lead Nurse to all pupil facing staff includes the use of:
 - AAI
 - Spill kit
 - Defibrillator

APPENDIX A:
First Aid Kit Location

AREA	KIT	Notes
Playground	Basic First aid kit	
Every classroom	Basic First aid kit Vomit bowls	*Named AAI Kit and Inhalers where applicable for the pupil
Lyncombe House Reception	Defibrillator Full First Aid kit Unnamed AAI (Adult & Paediatric dosage) Inhalers (Spare unnamed) & Spacers	Defib serviced 25/09/2024 - Inform Lead Nurse if green rescue ready light becomes red.
The Lodge	Full First Aid kit	
Brand House	Full First Aid Kit	
Frew House	Full First Aid kit	
Main Hall	Unnamed AAI (Paediatric dosage) Inhalers (Spare unnamed) & Spacers	
Sick bay	All first aid supplies are stored here and children's own medicine Unnamed AAI (Paediatric dosage) Inhalers (Spare unnamed) & Spacers	
Sports	Mini kits x12	Basic kit for cuts, grazes and cleaning up. No medicines to be stored in these. Unnamed emergency Asthma Kits Named AAI(s)

Trained First Aiders

Justin Ryan	Sarah James	Toby Goodman
Katy Whyte	Tom Isherwood	Farah Vervoorst
Clare Elsley	Joe Garlington	Joe Vine
Carolyn Bevan	Ed Crawford	Rebecca Watson

Trained Paediatric First Aiders

Beccy Hughes	Jo Taylor	Germaine Greig
Carol Donn	Shannon Crane	Clare Batstone
Laurel Stabik	Nina Pugh	Bryony Ares
Emily Murphy	Georgie Martin	Arusha Hurd
Izzy Howden	Rachael Grinyer	

