



First Aid Policy

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ETHICAL LEADERSHIP

1. Thomas Tallis School Plan 2023-24 has six aims.

1	A powerful curriculum
2	The best teaching and learning
3	Great achievement and progress
4	Excellent personal development
5	Behaviour for a strong community
6	A model for a better world

As part of aim 6 Thomas Tallis School has adopted the *Framework for Ethical Leadership in Education*. This means that we try to behave in a principled and correct manner in everything we do.

Schools and colleges serve children and young people and help them grow into fulfilled and valued citizens. As role models for the young, how we behave as leaders is as important as what we do. We therefore behave with **selflessness, integrity, objectivity, accountability, openness, honesty and leadership**. We demonstrate **trust, wisdom, kindness, justice, service, courage and optimism**.

1. General

It is our policy to ensure that appropriate first aid arrangements are in place for our students, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment

2. Legislation and Guidance

Our duty to provide First Aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents

3. Roles and Responsibilities

a) First Aiders

The school has first aiders that are trained and qualified for their role. Their names will be displayed prominently around the school. They are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Calling 999 or 111, if necessary – following the procedure in clause 4 below
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided
- Providing First Aid in a caring and sensitive manner, taking account of the diverse needs of our school community

b) Appointed Person

The school's Appointed Person (interim) is Cheryl Campbell. They are responsible for:

- In the absence of a first aider, taking charge when person has been injured or falls ill.
- Keeping a list of qualified First Aiders with their qualification renewal dates. The Appointed Person will remind staff when their qualification is due for renewal and arrange appropriate courses.

c) Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the HR manager of any specific health conditions or first aid needs

4. Illness and Accidents

Students who fall ill at school should be sent to the school reception if they are well enough to move independently, where they will be assessed by a First Aider. The First Aider will decide on the appropriate treatment for the student.

If the First Aider determines that a student should go home, and the student is well enough to move independently, they should request permission from their Head of Year for the student to leave.

In the absence of a Head of Year, permission should be sought from the Attendance Officer, a member of the Leadership Group or the Appointed Person.

If a student's attendance is greater than 97%, reception staff can authorise a student leaving school due to illness or injury. In such instances, reception staff must inform the Head of Year and attendance team that they have authorised a student to leave and the reasons for doing so.

If it is decided that a student should go home, a parent or carer must be contacted to collect the student.

If no one is available to collect the student, he or she may be allowed to go home independently if a parent gives permission.

Students who fall ill or are injured at school and who are not able to move independently should have a first aider called to them.

The First Aider will complete an accident report form as soon as is reasonably practical after treating an injury. The form should be completed in time to accompany the student home or back to lesson.

5. Procedure for calling an Ambulance

a) An emergency 999 ambulance should be called when a qualified First Aider has assessed a casualty and determined that it is necessary to do so. Usually this will be for casualties with the following problems:

- Any instance in which it would be dangerous to approach and treat a casualty
- Unconscious
- Not breathing
- Not breathing normally and this is not relieved by the casualty's own medication
- Severe bleeding
- Neck or spinal injury
- Injury sustained after a fall from a height (higher than 2 metres)
- Injury sustained from a sudden impact delivered with force (eg car knocking a person over)
- Suspected fracture to a limb
- Anaphylaxis
- Seizure activity that is not normal for the casualty, especially after emergency medication has been administered
- Symptoms of a heart attack or stroke

- Rapid deterioration of condition despite the casualty not initially being assessed as requiring an ambulance.

IF IN DOUBT IT IS BETTER TO CALL FOR AN EMERGENCY AMBULANCE THAN NOT

- The First Aider in attendance should call for the emergency ambulance. Where practical to do so, a second first aider should be called to the casualty to confirm the need for an ambulance. The requirement for a second First Aider should never cause undue delay to the calling of an ambulance.
- The First Aider should remain with the casualty when they call the emergency services. If they do not have access to a phone, they should send someone to obtain a phone for them. Reception have a spare mobile phone for this purpose.
- The First Aider should be ready to provide details of their name, telephone number, address and exact location within the school.
- The First Aider should remain with the casualty up until the arrival of the emergency services.
- As soon as is reasonably practical, the First Aider should inform the Appointed Person that an ambulance has been called, their precise location and as much information about the condition of the casualty.
- The Appointed Person will inform G4S and Reception of these details.
- Reception will run a student report from Bromcom to provide to the ambulance crew upon arrival and will escort the crew to the casualty.
- In the absence of the Appointed Person, the First Aider should inform the Chief Operating Officer or Reception directly. The Chief Operating Officer and/or Reception will then inform the relevant parties as stated in clause (g).

6. Safeguarding

- First Aid training states that clothing should only be removed if absolutely necessary.
- Where clothing needs to be removed which could cause a safeguarding issue, two members of staff should be present.
- Students will be asked for permission and to lift or remove their own clothing, where able.
- In non-urgent cases, parental permission will also be sought prior to the removal of clothing, when reasonable to do so.
- Urgent treatment should not be delayed however in compliance with any of the above.

7. Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

The Educational Visits Coordinator will ensure that risk assessments are completed prior to any educational visit that necessitates taking pupils off school premises.

Portable First Aid Kits are available in reception.

8. First aid equipment

There is a fully equipped medical room, containing a washbasin and adjacent to a WC in Block 6.

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- Block 1 PWT Office 1111
- Block 2 0207 (DT Prep Room) 1212 (Biology Prep Room) 2230 (Physics Prep Room)
- Block 3 LSU
- Block 4 PE Office
- Block 5 Main Office, Reception (including Portable First Aid Kits)
- Block 6 PA Office

9. Reporting to the HSE

The Chief Operating Officer will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Chief Operating Officer will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations

- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

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