



First Aid at Work Policy

Document Reference Number (if already used)	TPS 036		
Title	First Aid at Work Policy		
Policy Owner	DYR		
Version	2.0		
Approved Date	01/09/26		
Approving Body	SSC		
Next Review Date	30/06/27		
Version Control			
Version	Last Modified	Last Modified By	Document Changes
2.0	17/08/26	ED	18 Allergy Man



Contents

1. Aim.....	3
2. Legislation and Guidance.....	3
3. Role and responsibilities	3
Roles and responsibilities of a First Aider	3
The Headteacher	4
Staff	4
4. Emergency First Aid Response.....	4
5. Emergency Response.....	4
If emergency first aid is required during class / lessons,.....	4
If emergency first aid is required outside of the classroom	4
6. Non-Emergency Response	5
7. Attending a First Aid Call.....	5
8. Walking Patients / Students and Reception Medical Room	6
9. Walking Patients / Students and Student Services	6
10. Break time and Lunch Period	6
11. Information Points for Staff / Pupils / Visitors / Contractors	6
12. First Aiders Medical Information Access.....	7
13. Recording First Aid, Accident & Incidents.....	7
14. Communication with Parents.....	7
15. School Events, Trips/ Visits & Mini Buses	7
16. Supporting Pupils with Medical Needs	8
17. Emergency Equipment	8
18. Allergy Management.....	8
19. Head Injuries and Spinal Injuries First Aid Procedures.....	9
20. Infection control	10
21. The emergency services	10
22. Disposal of Clinical Waste Procedure.....	11
23. Cleaning Procedure Bodily Fluid Spills (normally undertaken by cleaning and/or Facilities staff)	11
24. Appendix 1 - Concussion Recognition Checklist	12
25. Appendix 2 - First aid box location list	14



Aim

The Polesworth School is committed to providing emergency first aid provision in order to deal with accidents, incidents and issues affecting children and adults at school. First aiders will undertake a suitable and sufficient assessment of first aid needs to ensure compliance. The School will take every reasonable precaution to ensure the safety and wellbeing of all staff, learners and visitors in accordance with the following legislation and guidance

1. Legislation and Guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety at work Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Education (Independent School Standards) Regulations 2014

2. Role and responsibilities

Roles and responsibilities of a First Aider

Our school's first aiders will be displayed prominently around the school. First aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responder to any incidents
- They will be assessing the situation where there is an injured or ill person, and providing immediate and appropriate treatment if possible
- Contacting the Parent if the pupils need to be sent home
- Completing the necessary documentation on the same day, or as soon as is reasonably practicable, after an incident

Qualified First Aiders are **NOT** trained doctors or nurses.



The Headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are always present in the school
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role (delegated to Compliance & Operations Manager (Lead First Aider) in conjunction with the Head of Finance & Operations)
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of staff, pupils and visitors
- Reporting specified incidents to the HSE when necessary. (delegated to Compliance & Operations Manager)

Staff

School staff are responsible for:

- Ensuring they understand the first aid procedures
- Ensuring they know who the first aiders in school are
- Support in the completion of any accident reports for all incidents they have attended / witnessed
- Informing the headteacher or their manager of any specific health conditions or first aid needs they have been made aware of by a student

3. Emergency First Aid Response

Log an emergency call via Arbor (see appendix 3 for guidance) or contact Reception on Extension 2268 Phone 01827 702205 or Radio channel 6 for First Aiders and channel 3 for Facilities.

4. Emergency Response

If emergency first aid is required during class / lessons, a first aid call should be raised in Arbor (see appendix 3 for guidance) or via reception on 2268 or 2316 or on radio channel 3 or 6. Once a call is received a first aider will be summoned and directed to the relevant classroom as quickly as possible. The first aider will then deal with the scenario in hand.

If a first aider is based within your department, in emergency situations, they should be called upon to deal with the first aid for a quicker response.

If emergency first aid is required outside of the classroom (e.g. lunch or break), reception should be the first point of contact or channel 3 on the walkie Talkie. Details of location of the incident and as much detail as possible of the accident / incident should be provided. If an

ambulance is required before the first aider arrives at the incident, inform reception that a call has been made.

The receptionist will contact emergency response first aiders via radio/channel 6 or phone numbers if available.

All First Aiders should report to the Compliance or Facilities Manager as soon as possible if they are not available to respond to emergency calls for any reason during shift.

Generally, the 1st call and/or 2nd call first aiders should be the first contact during an emergency as per the daily rota.

Outside of school hours 08:00 – 16:00 a member of the facilities team will assist in any first aid incident. Facilities team hours of working hours are 06:00 – 18:30 and they can be contacted on radio channel 3 or by calling 07904323060.

5. Non-Emergency Response

All other non-emergency response incidents should be dealt with by a first aider via the Arbor and first aid response.

A weekly 1st Call and 2nd Call first aid rota is in place. First aid requests should be made via Arbor to summon assistance. The 1st Call first aider will then be contacted by reception via the first aid telephone to attend.

Should the 1st Call first aider be busy with an emergency or are overwhelmingly busy with calls, then the 2nd first aider will be called upon to assist.

6. Attending a First Aid Call

First Aider on arrival at the scene should first assess the area is safe for them and others.

The Compliance & Operations and Facilities Managers should be informed as soon as possible if an incident is deemed to be unsafe for first aiders to approach. The Facilities Manager and the Headteacher should also be informed if an ambulance has been or needs to be called, but this is secondary to summoning the ambulance. The Head of Finance & Operations Manager or the Compliance & Operations Manager will decide if further investigation or risk assessment is required.

First Aiders should treat casualties by following the training they have received. If a first aider needs assistance or feels they need support for their decision making they should call for further (FA) trained assistance. If for any reason you are unsure how to treat the casualty make them as comfortable as possible as training dictates and call an ambulance.

The Head of Finance & Operations, Compliance Manager or the Facilities Manager should be



contacted if the first aider considers the incident requires SLT guidance and support. All First Aid treatment decisions should only be made by the First Aider attending the incident - assistance from another first aider should be sought when deemed necessary.

Once the emergency services have arrived all staff will follow instructions given by the emergency services.

7. Walking Patients / Students and Reception Medical Room

All first aiders are equipped to manage the majority of first aid needs. However, should students be suffering with sickness and other conditions that are fluid based, the medical room is available.

Students deemed too ill to remain in school are to be monitored throughout until collected by the relevant parent/guardian.

8. Walking Patients / Students and Student Services

Pupils with nonfluid based conditions, for example headaches, should be dealt with in the first instance by the teacher, encouraging fresh air and or water. If symptoms persist a first aider can be requested via Arbor.

The first aider should call a parent/guardian explaining the situation and arrange collection as soon as possible.

Students deemed too ill to remain in school are to be escorted to Reception and monitored throughout until collected by the relevant parent/guardian.

9. Break time and Lunch Period

Incidents occurring during lunch or breaktimes should be reported to a first aider on channel 3 on the walkie Talkie or reception.

Details of location of the incident and as much detail as possible of the accident / incident should be provided. If an ambulance is required before the first aider arrives at the incident, inform reception that a call has been made.

10. Information Points for Staff / Pupils / Visitors / Contractors

The following information will be displayed at first aid points in various buildings:

- How to contact a first aider
- Where to go for first aid
- Map showing locations of alternative first aid boxes

- How to call for a first aider in an emergency
- Names and picture board of the first aid team and their work locations
- Other useful first aid / medical information

11. First Aiders Medical Information Access

Details of students with medical conditions can be found in Arbor in their pupil profile, which is accessible to all First Aiders. First Aiders will update Arbor after dealing with a first aid call-out

12. Recording First Aid, Accident & Incidents

All first aid calls or treatment involving students will be recorded on Arbor:

- This can be found in Arbor in Medical – Medical Events
- Staff who receive first aid treatment will be recorded on Smartlog. It is the responsibility of the first aider administering treatment to record this and to report to the Facilities Manager so an Accident form can be completed.

Arbor an electronic recording mechanism and is easily accessible by all first aiders.

Any accident and dangerous incident forms should be completed and passed on to the Facilities Manager to investigate and to report if required any reports under RIDDOR, will be completed and submitted by The Head of Finance & Operations or CAT Compliance Manager. A list of reportable accidents and incidents is available in the Facilities office.

The Head of Finance & Operations will have oversight of accident recording, delegating the day to day recording to the Facilities & Compliance Manager.

13. Communication with Parents

Parents will be contacted if an ambulance is called or a student needs to be taken home or taken to their Doctors Surgery for treatment or further investigation.

The Head of Finance & Operations Manager will act as SLT link when injuries are severe, or the first aider needs SLT support.

14. School Events, Trips/ Visits & Mini Buses

The risk assessment completed for Events, Trips/Visits should include provision of first aid and it is the responsibility of the EVC to ensure that this has happened. The trip co-ordinator should ensure a travel first aid kit is taken on the trip/visit. The school minibuses are supplied with a travel first aid kit.

15. Supporting Pupils with Medical Needs

First Aiders will be provided with information to support students with medical needs as required in the school policy (Supporting Pupils with Medical Conditions).

16. Emergency Equipment

Across the site, there are a number of emergency equipment for ease of access.

1. Defibrillators – See Appendix 3 for locations
2. Allergy Response boxes – See Appendix 3 for locations
3. First aid boxes – See Appendix 3 for locations

Each first aider is equipped with first aid bags with an abundance of first aid equipment. Each member of the team is responsible for ensuring their bags are fully stocked at all times. Stock to replenish can be sourced from the facilities office or the Facilities Manager.

First Aid Notice Boards are available across the site for various first aid information. These are updated periodically.

Defibrillators are maintained by the Facilities Manager.

17. Allergy Management

Please refer to the standalone Allergy Policy for full details of the school's approach to allergy management, including reducing the risk of exposure and the procedures in place in case of allergic reaction. A summary of what to do in an emergency is detailed below:

In an Emergency

What to look for:

- swelling of the mouth or throat
- difficulty swallowing or speaking
- difficulty breathing
- sudden collapse / unconsciousness
- hives, rash anywhere on the body
- abdominal pain, nausea, vomiting
- sudden feeling of weakness
- strong feelings of impending doom



Anaphylaxis is likely if all of the following 3 things happen:

- sudden onset (a reaction can start within minutes) and rapid progression of symptoms
- life threatening airway and/or breathing difficulties and/or circulation problems (e.g. alteration in heart rate, sudden drop in blood pressure, feeling of weakness)
- changes to the skin e.g. flushing, urticaria (an itchy, red, swollen skin eruption showing markings like nettle rash or hives), angioedema (swelling or puffing of the deeper layers of skin and/or soft tissues, often lips, mouth, face etc.) Note: skin changes on their own are not a sign of an anaphylactic reaction, and in some cases don't occur at all. If the pupil has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so a treatment is needed that works rapidly. Adrenaline is the mainstay of treatment, and it starts to work within seconds. Adrenaline should be administered by an injection into the muscle (intramuscular injection)

EMERGENCY ACTION

1. Stay with individual and call for a first aider and state that anaphylaxis is suspected
2. Administer the adrenaline auto-injector (EpiPen) immediately if anaphylaxis is suspected.
3. Call 999 for an ambulance and say that you think the individual is having an anaphylactic reaction
4. Lie the individual down – you can raise their legs, and if they're struggling to breathe, raise their shoulders or sit up slowly (if they're pregnant, lie on your left side)
5. If they have been stung by an insect, try to remove the sting if it's still in the skin
6. If the symptoms have not improved after 5 minutes, use a 2nd adrenaline auto-injector
7. If no signs of life commence CPR
8. Inform the school's Facilities and or Compliance Manager, and a member of SLT.
9. Phone parent/carer as soon as reasonably possible

The individual concerned must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can re-occur after treatment.

18. Head Injuries and Spinal Injuries First Aid Procedures

The Procedures to follow is available in all first aid boxes for first aiders to use for support and guidance when dealing with Head and Spinal Injuries. The Concussion Recognition Checklist should be used for all cases involving a Head Injury.



19. Infection control

To minimize risk of infection whilst administering first aid (for example, from hepatitis B and HIV), first-aid personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood must be wiped away using a clean cloth or handkerchief.

Although mouthpieces are available for administering mouth-to-mouth resuscitation, they should only be used by trained personnel as incorrect use may cause bleeding.

Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitizing powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags. Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

20. The emergency services

First aid trained staff are expected to act within the scope of their training and in good faith. They will exercise their judgement about individual situations, following the terms of this policy, summoning the assistance of the emergency services, when necessary.

On behalf of the school, first aid staff have a moral responsibility not to summon the assistance of the emergency services unnecessarily, as this may prevent their deployment to genuine emergency cases.

It is the case that the position of an injured party can deteriorate after they have left the care of school first aid staff, either to their parents/carers or professional medical staff. Provided correct procedures have been followed, with advice sought when appropriate, the school will seek to support staff should circumstances have changed after the event or alternative judgements be made with the benefit of hindsight.

The Head of Finance & Operations Manager will act as the link between parents/carers and medical professionals in receiving feedback, on a case-by-case basis, which might help to inform the future conduct of school staff.



21. Disposal of Clinical Waste Procedure

To ensure good hygiene and control of cross contamination, the following actions must be adhered to when dealing with bodily fluids.

1. Only use yellow bin bags for clinical waste
2. Put all items used during treatment and clearing up spills into the yellow bag including the gloves used during treatment.
3. Seal the yellow bin bags and place them in the yellow clinical waste bin located in the medical room
4. Do not put yellow bin bags into general waste skip or bins
5. Yellow Bin bags are located at every first aid box location or call facilities team and they will provide one for you.

22. Cleaning Procedure Bodily Fluid Spills (normally undertaken by cleaning and/or Facilities staff)

1. Always ensure you have put on disposable gloves before starting to clean area
2. Use paper towel/ blue roll to wipe up as much of the spill as possible placing waste into a yellow bin bag.
3. Using a red cloth, wipe down surface areas affected including tables, chairs, walls using the red sanitizer pre-diluted spray.
4. Only use yellow mops and buckets for bodily waste
5. After use dispose of cloth and all waste in to a yellow bin bag
6. The yellow bin bag should then be placed in the yellow bin located in the medical room. Do not put yellow bin bags into the skip or other general waste bins.
7. Ensure your yellow mop and bucket are washout and sprayed with sanitizer after use.



23. Appendix 1 - Concussion Recognition Checklist

Name: Tutor Group (if applicable):

Date: Time of incident: First Aider Attending:

Give a brief description of the cause of injury (how, where, what)						
	Time: As soon as possible after your arrival with the student		Time: Approx. 15 minutes after first assessment		Time: Approx. 30 mins after first assessment if student is still with you	
	Yes	No	Yes	No	Yes	No
Recent blow to head?						
Headache?						
Impaired / loss of consciousness?						
Dizziness?						
Memory loss?						
Confusion?						
Do the pupils constrict (grow smaller) when introduced to light source? Look out for irregular eye movements / unequal pupil size						
Poor responses?						
Slow, noisy breathing?						
Change in emotional state?						
Weakness on one side?						
Drowsiness?						
Vomiting?						
Wound / bruise to head?						
Soft area / dip in scalp?						
Nose / ear fluid leak?						
Distortion of head / face?						



Finger-nose-finger test?						
Signature of first aider						



24. Appendix 2 - First aid box location list

First Aid Box Number	First Aid box Location
1	Editha Staff Room
2	Editha Science prep Room
3	Goodere Facilities Managers Office
4	Goodere School Kitchen
5	Inigo Office
6	Drayton Ground Floor Workroom
7	Nethersole Student Services
8	Rosetti ICT Suite
9	Facilities Workshop
10	Editha Maths Workroom
11	Editha Geography Workroom
12	Medical Room (Reception)
13	Bramcote 1st Floor Prep Room
14	Bramcote Ground Floor Workshop
Defibrillator Locations	
Nethersole Student Services	
Sports Centre	
Facilities Office	
Reception	
Other Emergency Equipment Locations	
Contents	Location



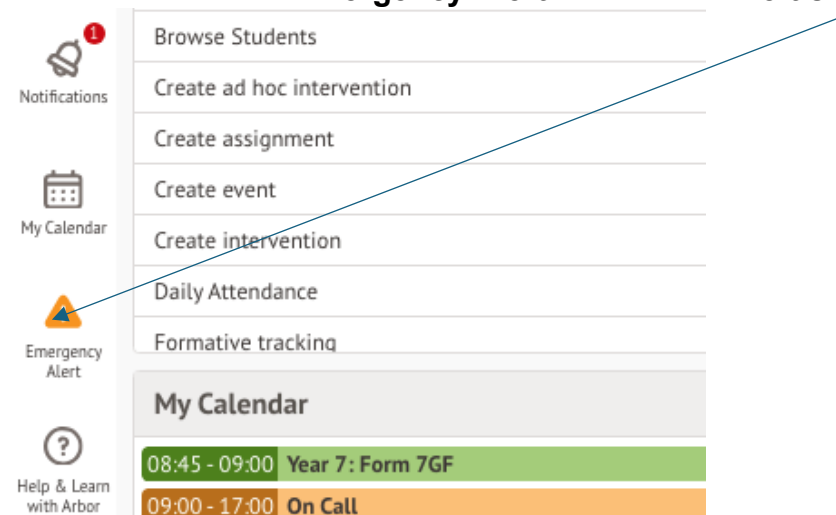
Auto-Adrenaline Injector	Bramcote (near high-risk DT classrooms)
Emergency Inhaler	Library
Emergency Diabetic kit	Facilities Office (near high risk area Kitchen)
	Reception
	Nethersole
The primary First Aider will carry an AAI pen & inhaler with them when on duty. This must be transferred to the next Primary First Aider on call.	
Public Defibrillator	
Front of School for public use	



Appendix 3

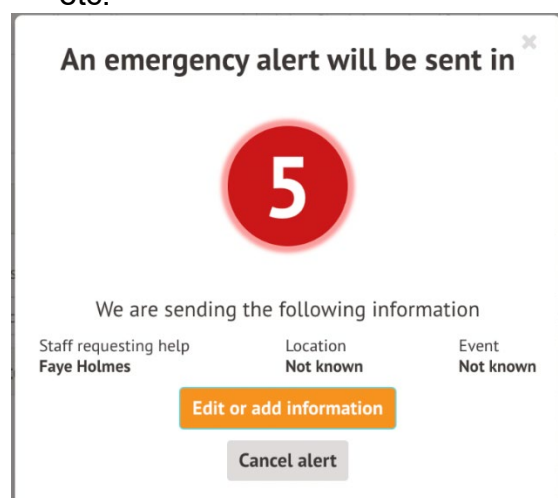
How to use the Emergency alerts for Sending a First Aid alert

All staff will see the **Emergency Alert** button on the **left side of the screen**.



When you click on the button a pop up screen will appear with a 5 second timer counting down. **You only have 5 seconds to click on *Edit information to register a first aid call***. You'll see you're automatically assigned as the person making the alert, and if you're timetabled to be in a certain location or event, Arbor will include these details automatically in the alert.

- If you don't take any action, the alert will automatically be sent once the timer reaches 0.
- Click **Cancel alert** to not send anything.
- Click **Edit or add information** to pause the timer and edit your location, event etc.





When you click **Edit or add information**, you can:

- Select a location or event so the staff on call know where to go
- Select an **emergency alert type** “First Aider Call Out”
- Select students the alert is involving - if you need a student to be removed, you can select this student. The registration form is included next to the student's name so you can tell them apart.
- **Add further notes in the Comments box e.g. brief description of the type of injury**

You can then cancel the alert or send it using the **Send alert** button.

The timer has stopped. Add or make changes to the information, then send.

Location
Select location from the drop-down list

Event
Select an event or leave blank

Emergency alert type
Select a type from the list below if available

Students involved
Select involved students from the drop-down list

Comments
Include any information that can help staff on call e.g. bring an Epi Pen or any other safety notices

Cancel alert Send alert

Once the alert has been sent, you'll get a notification. Click on the link to be taken to the alert overview.

The Arbor Alert/Notification will be sent immediately to the Admin Team to allocate to a First Aider.

A Polite reminder about First Aid Callouts:

- The role of a first aider is a one-time, short-term treatment that is given to someone who has suffered an accident, injury or illness and requires medical treatment. e.g. minor cuts, scrapes, or scratches; treating a minor burn, applying bandages and dressings, removing debris from the eyes, asthma attacks, allergic reactions, seizures, and broken bones.
- In more serious or life-threatening situations, a first aider will give basic medical treatment until emergency health care professionals arrive.

What does not require a first aider to be called:

- Students requesting icepacks – injuries sustained at school are the only situations where an icepack will be issued and only if deemed necessary by the first aider. Cold running water can sometimes be sufficient.
- Students feeling sick – only students that have physically been sick will be



attended to by a first aider (student will be sent home with a parent/guardian)– advise fresh air, a snack and water for those complaining of feeling sick – this is not a first aid scenario

- Plasters – for old injuries, these will be available within your department.
- Medication – Break and Lunchtimes only, (unless urgent during lesson times), will be supported by Becky, Kerri-Anne or Paul Rosen-Smart
- Headaches – advise fresh air and drink water
- Sore throat, limbs, muscles, or old injuries e.g. fingers, ribs, feet, legs, back. – advice to drink plenty of fluids to stay hydrated. First aiders cannot help with soreness or old injuries.
- Relationship issues, breakdowns. – advice to see a member of the pastoral team at break.