Empowering all to achieve

Severn Vale School
An Academy

FIRST AID POLICY

Date of Policy	September 2026
Date of Next Review	September 2027
Staff Responsible	Site Manager
Reference	FAP/OPERATIONS MANAGER
School/Governor Policy	School

Statement of First Aid policy

The First Aid Policy and Procedures at Severn Vale School are in operation to ensure that each pupil, member of staff and visitor will be well looked after in the event of an accident or illness.

On site primary care is provided by First Aiders who hold a certificate. Training for this must be updated every three years. The rolling programme to ensure renewal of this training is overseen by the First aid coordinator (Site Manager).

The school has assessed the need for the provision of first aiders and will commit to providing adequate cover at all times.

The purpose of the Policy is to:

- Provide a list of the first aiders around the school that will be updated by the First Aid Coordinator/Site Manager.
- Provide effective, safe First Aid cover for pupils, staff and visitors.
- Ensure that all staff and pupils are aware of the system in place.

First Aid equipment around the school

The first aid coordinator is responsible for overseeing the arrangements for provision of first aid equipment around the school. These areas are:

Reception Site Manager's Office Heads of year Office KS3 Office

PE Office Science Prep Room SLS Care Suite English Office

Student Support Art/DT Department Inclusion Office Art Office

The school holds two bleed kits. One in Reception and one in MFL office.

In the event of an accident all members of the school should be aware of the support available and the procedures available for this.

Supplies for the replenishment of first aid equipment is kept in the Site Manager's office.

It is the responsibility of the trip leader to check medical conditions to ensure that the appropriate first aiders are available to assist during the trip.

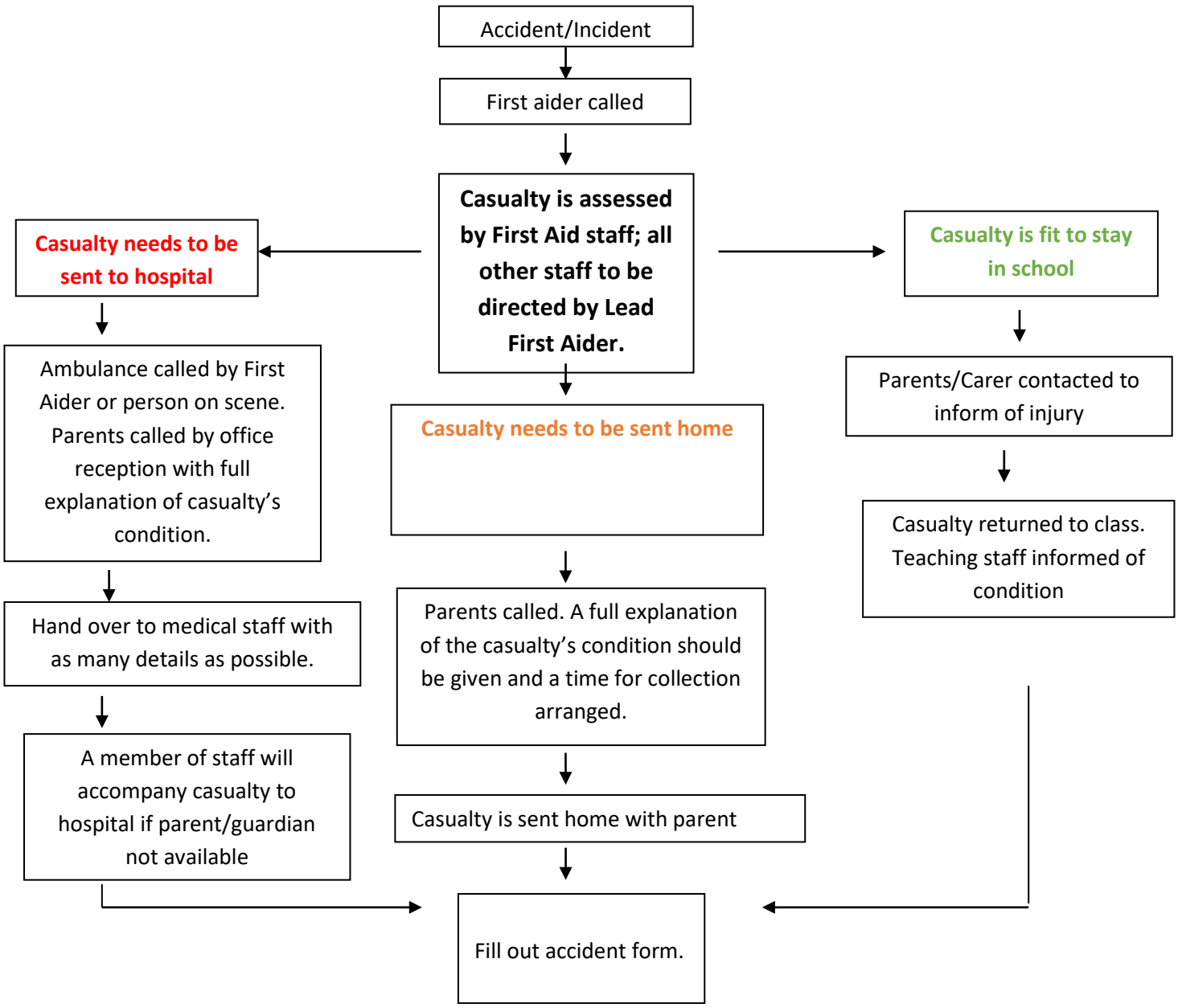
Training

All First Aiders are trained to a minimum qualification of Emergency First Aid (EFA) with other staff being trained to First Aid at Work qualification (FAAW)

Training updates and renewals are kept on record, monitored and booked by the First Aid Co-ordinator.

In the event of specialist training being required the First Aid Co-ordinator will arrange for this to take place.

First Aid procedure



Role of First Aiders:

- 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 as an absolute minimum, calling for help from other First Aiders or Emergency Services if required.
- Ensure that another member of staff is present while an examination of any kind is taking place.
- Ask the patient for permission to examine them in any way.
- Student Support Officers can administer medication following parental consent.
- Help fellow First Aiders at an incident and provide support.
- Take charge at any incident requiring first aid attention.
- Insist that any casualty who has sustained a significant head or skeletal injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up pupils to take them to hospital;
- Ensure that parents are aware of any head and/or musculoskeletal injuries (however minor) promptly by phone.
- Contact the parents of any pupil who experiences a significant injury or illness, as soon as possible.
- Ensure that a pupil who is sent to hospital by ambulance is either:
    - Accompanied in the ambulance at the request of paramedics.
    - Followed to a hospital by a member of staff if a relative cannot be contacted.
    - Met at hospital by a relative.
- Ensure that any contaminated or used items are cleared away, using gloves. These items must be put in a yellow bag (available in care suit & Site Manager's Office) for contaminated/used items and sealed tightly before disposing of the bag for collection by the authorised clinical waste disposal contractor.
- The member of staff accompanying the casualty to hospital need not be the First Aider, however, an appropriate person should be sent.
- Any aftermath of an accident/incident will be cleaned and washed away thoroughly.
- Ensure that a record of each pupil attended to, the nature of the injury and any treatment given is recorded for inclusion on an "Accident/Incident sheet" available from Site Manager (First Aid staff may want to keep a stock of their own). All treatment undertaken should be given in writing to student support. It must be completed in full, and signed by the first aider. Student Support will ensure that the information is recorded and retained for analysis and reported to Governors.
- The Lead First Aider will ensure that at the start of each academic year, staff are provided with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, and epileptic or have any other serious medical conditions.
- In the event of a notifiable accident or other occurrence reportable under the provisions of the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) the Accident Book will be completed by the First aider who will advise the Site Manager who is responsible for reporting all such occurrences to the HSE and for keeping the Health and Safety Officer fully informed.

Role of Reception / Office staff:

- Call for a qualified First Aider to treat any injured pupil unless they hold an approved qualification themselves. This should be done by radio/telephone giving the specific location of the casualty.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Send pupils who simply do not feel well to Student Support or notify a qualified First Aider from the list.

Role of Teaching Staff:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils when publicised by HOY
- Ensure that their tutees are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Reception as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid first Aid Certificate
- Send a pupil who has very minor injuries who feels generally ‘unwell' to Student Support if they are able to walk where staff will arrange for them to be seen by a First Aider. Such pupils should be accompanied to Student support.
- Ensure that they have current medical information for every pupil that they take out on a school trip which indicates any specific conditions of which they should be aware or medications they will need to take with them, for example asthma pumps or anaphylaxis pens.

Role of Headteacher and SLT:

- Ensure that first aid cover is available throughout the working hours of the school week.
- Ensure that all new staff are made aware of First Aid procedures in school via the first aid coordinator.

Role of Governors:

- Ensure that sufficient resources are provided to fulfil adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the Health and Safety of all persons on school premises.

Treatment of specific Medical Conditions

It is the responsibility of the parents to ensure they provide necessary medication required for pupils. This medication should be current and up to date.

Staff will be aware of any pupils with specific medical conditions in their care during off school activity and will ensure the emergency medication required is available for those trips.

Diabetes

Diabetes is a medical condition in which the level of glucose (sugar) in the blood is too high because the body is unable to use it properly. This happens because:

- The pancreas does not make any or too little insulin
- The insulin produced does not work correctly
- A combination of both the above.

Student Support will inform all relevant staff of any pupils with diabetes. A list of all pupils will be displayed on Staff notice boards.

It is the responsibility of the parents to ensure that all supplies of snacks, glucose therapy, insulin and blood glucose testing are kept in stock and in date.

Staff will be aware of any pupils with diabetes in their care during off school activity. They should feel confident on how to recognise a Hypo and its treatment. However, a first aider should be present for off school activities.

It is vital that the diabetic pupil have regular meals and snacks in order to maintain stable blood sugar levels. Teachers understand that the pupil may need to drink or eat snacks during lessons in order to prevent the possibility of a “Hypo”.

Pupils with diabetes should carry their own supplies of extra snacks/drinks when they take part in strenuous activities. Emergency supplies of Glucose drinks, tablets, gel and biscuits will be kept in student support.

The school will provide a safe environment where the pupil can store and administer his/her insulin if desired. The pupil may wish to carry his/her insulin around- in this respect the independence and wishes of the pupils should be respected. This will only be allowed with parental/ guardian consent

Sharps boxes will be provided in the medical room and a locked area of Student support for safe disposal of needles/vials.

Epilepsy

Epilepsy is currently defined as a tendency to have recurrent seizures (sometimes called fits). A seizure is caused by a sudden burst of excess electrical activity in the brain, causing a temporary disruption in the normal message passing between brain cells. This disruption results in the brain’s messages becoming halted or mixed up.

The brain is responsible for all the functions of the body, so what is experienced during a seizure will depend on where in the brain the epileptic activity begins and how widely and rapidly it spreads. For this reason, there are many different types of seizure and each person will experience epilepsy in a way that is unique to them.

Student Support will inform all relevant staff of any pupils with epilepsy.

It is the responsibility of the parents to ensure they provide necessary medication required for pupils. This medication should be current and up to date.

Staff will be aware of any pupils with epilepsy in their care during off school activity and will ensure the emergency medication required is available. They should feel confident on how to recognise a seizure and its treatment. However, a first aider should be present for off school activities.

Student Support will provide updates to staff on the specific needs of any children with epilepsy and will advise on the management of any seizures.

Anaphylaxis

Anaphylaxis is an extreme and severe allergic reaction. The whole body is affected, often within minutes of exposure to the allergen but sometimes after hours.

Common causes include foods such as peanuts, tree nuts (e.g. almonds, walnuts, cashews, Brazils), sesame, fish, shellfish, dairy products and eggs. Non-food causes include wasp or bee stings, natural latex (rubber), penicillin or any other drug or injection. In some people, exercise can trigger a severe reaction - either on its own or in combination with other factors such as food or drugs (e.g. aspirin).

The Lead First Aider will inform all staff of any pupils at risk.

It is the responsibility of the parents to ensure they provide necessary medication required for pupils. This medication should be current and up to date.

Staff will be aware of any pupils at risk of anaphylaxis in their care during an off-site school activity and will ensure the emergency medication required is available. They should feel confident on how to recognise symptoms and its treatment. However, a first aider should be present for off-site school activities.

The school will provide a safe environment where the pupil can store and administer his/her adrenalin device/Epipen if desired. The pupil may wish to carry this device around- in this respect the independence and wishes of the pupils should be respected. This will only be allowed with parental/ Guardian consent.

The Lead First Aider will provide updates to staff on the specific needs of any children at risk of anaphylaxis and will advise on the management of any seizures.

First aiders are aware of these specific conditions and how to treat them.

Asthma

Asthma is a condition that affects the airways, the small tubes that carry air in and out of the lungs.

When a person with asthma comes into contact with something that irritates their airways (an asthma trigger), the muscles around the walls of the airways tighten so that the airways become narrower and the lining of the airways becomes inflamed and starts to swell. Sometimes sticky mucus or phlegm builds up which can further narrow the airways.

It is the responsibility of the parents to ensure they provide necessary medication required for pupils. This medication should be current and up to date.

Staff will be aware of any pupils at risk of Asthma in their care during an off-site school activity and will ensure the emergency medication required is available. They should feel confident on how to recognise symptoms and its treatment. However, a first aider should be present for off-site school activities.

CRITICAL BLEED KIT

A bleed kit is available in reception and the MFL office

To provide a casualty with the best chance of survival when suffering from a severe bleed, this kit contains items such as a tourniquet and haemostatic dressings designed to stop blood flow as quickly as possible. Basic instructions are also included in the kit to assist until emergency services arrive.

You **DO NOT** need to be trained to use the kit.

Automatic External Defibrillator - AED

Use of the AED in Severn Vale School

Storage and Accessibility

The AED is stored in the corridor of the Sports Department and in Main Reception. This allows access to evening users as well as during the school day.
The AED is registered with "The Pulse" service allowing first responders access in the community.

Staff are notified of the location and how to access the AED equipment in an emergency on the school first aid list and at the beginning of each school year.

The first Aid Co-ordinator is responsible for periodic maintenance of the AED.

Responsibilities of School

Coordination of training for emergency responders
Coordinating equipment and accessory maintenance
Maintain on file a specifications/technical information sheet for each approved AED model assigned or donated to the school

AED-Trained Employee Responsibilities

Activate internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent they are comfortable.

AED Guidelines

The following AED response protocol has been developed as a recommended guideline for school. The protocol should be reviewed on an annual basis and updated as needed.

1. Conduct an initial assessment of the patient and environment.
• Assess the scene for safety.
• Assess patient for responsiveness.
• If unresponsive, dial 999 from mobile and ask bystander to inform Site and SLT(Give as much information as possible about the casualty to the call handler)
• Call for an AED.

2. Assess breathing.
• Open the airway.
• Look, listen and feel for breathing.
• If patient is not breathing, start chest compressions.

3. Assess circulation.
• If signs of circulation are absent, continue CPR until the AED or Emergency Services arrive.

4. Begin treatment with the AED.
• As soon as the AED is available, turn on the AED and follow prompts.
• Remove all clothing from the chest area. Dry the chest if it is wet.
• Apply defibrillation pads. Look at the symbols on the AED pads and place pads as shown on the illustrations. Ensure pads are making good contact with the patient's chest. Do not place pad over the nipple, medication patches, or visible implant devices.
• Follow instruction on shock from the AED unit. The shock will be delivered automatically.
• When advised by the AED, initiate/resume CPR starting with compressions.
• Continue to perform CPR until otherwise prompted by the AED or Emergency services.

5. Actions to take when the Emergency Services arrive.
Responders working on the casualty should document and communicate important information to the emergency Services as:
• Casualty name
• Known medical problems, allergies or medical history
• Time the casualty was found, condition and vital signs if obtained
• Type and time of intervention(s) provided, to include the number of shocks delivered and length of time the defibrillator was used (the AED will provide a record of this automatically)
• Patient response to intervention(s) and information from the AED screen

Post-incident Procedures

• An employee involved should notify First Aid Co-ordinator as soon as possible.
• The First aid Co-ordinator should check the AED, restock the supplies immediately after the event and perform the after-patient-use maintenance on the AED.
• First Aid Co-ordinator should conduct an employee incident debriefing and document as indicated by school policy.

Periodic Maintenance- scheduled and after use
• Inspect the exterior and connector for dirt or contamination.
• Check supplies, accessories and spares for expiration dates and damage.
• Check operation of the AED by removing and reinstalling the battery and running a battery insertion test.

School Trips

The Event leader and/or the First Aid Coordinator must make a judgment as to the level of first aid required for a particular visit. This decision could be influenced by factors such as the environment and proximity to emergency services or professional care.

It is a legal requirement that "First-aid provision must be available at all times while people are on school premises, and also off the premises whilst on school visits."
This includes providing suitably stocked first-aid kits which are available from main reception, and an appointed person to take charge of first-aid arrangements.

An 'appointed person' is someone who:

- takes charge when someone is injured or becomes ill
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed Persons are not first aiders. They should not give first aid treatment for which they have not been trained.

You must consider in your risk assessment whether the Appointed Person has had basic Emergency First Aid training. Such training is not a legal requirement for an Appointed Person, but is good practice.

Where First aid is not provided

First aid will not be provided for contractors or events organised by third parties/outside organisations. (Unless life threatening)

A risk assessment will be required for contractors and third parties detailing procedures in case of injury/incident with a list of their own first aid arrangements.

Monitoring and Evaluation

This policy will be monitored, reviewed and evaluated annually by the School Safeguarding Committee in relation to other whole school policies including the school's Healthy and Safety Policy and national guidelines.