



**OAKLEA GRANGE**

## **First Aid Policy**

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|---------------------|----------------------------------------------|
| <b>Authors:</b>     | Natasha Moore & Darren Gilmour               |
| <b>School Role:</b> | Head of Education & Deputy Head of Education |
| <b>Date:</b>        | 15.10.2022                                   |

|                     |                                            |
|---------------------|--------------------------------------------|
| <b>Reviewer:</b>    | Austin Bowers                              |
| <b>School Role:</b> | Wellbeing, care, support and guidance lead |
| <b>Date:</b>        | 06.07.2026                                 |

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| <b>Next review date:</b> | 06.07.2027 |
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**I agree that I have read and understood this policy, and that I am aware of my responsibilities in meeting the expectations stated within this policy.**

| <b>Name</b>                  | <b>Role</b>                       | <b>Signature</b> |
|------------------------------|-----------------------------------|------------------|
| <b>Austin Bowers</b>         | <b>Headteacher</b>                |                  |
| <b>Natalie Hughes-Evans</b>  | <b>Teaching and Learning Lead</b> |                  |
| <b>Darren Gilmour</b>        | <b>Wellbeing Lead</b>             |                  |
| <b>Dawn Small</b>            | <b>Business Administrator</b>     |                  |
| <b>Jessica Francis-Burke</b> | <b>Teaching Assistant</b>         |                  |
|                              |                                   |                  |
|                              |                                   |                  |
|                              |                                   |                  |

#### **Key Contacts and Roles:**

| <b>Name</b>     | <b>Role</b>                                | <b>Contact</b>                                                                                 |
|-----------------|--------------------------------------------|------------------------------------------------------------------------------------------------|
| Austin Bowers   | Headteacher                                | <a href="mailto:Austin.Bowers@youngfoundations.com">Austin.Bowers@youngfoundations.com</a>     |
| Darren Gilmour  | Wellbeing, care, support and guidance lead | <a href="mailto:Darren.Gilmour@youngfoundations.com">Darren.Gilmour@youngfoundations.com</a>   |
| Lynette Edwards | Director of Education & Chair of Governors | <a href="mailto:Lynette.Edwards@youngfoundations.com">Lynette.Edwards@youngfoundations.com</a> |
| Niall Kelly     | CEO                                        | <a href="mailto:Niall.Kelly@youngfoundations.com">Niall.Kelly@youngfoundations.com</a>         |

## **Oaklea Grange School Aim:**

Our aim is for every pupil to have the chance to develop and grow into confident, happy, positive young people, through honesty, opportunity, progression, and empowerment.

## **Oaklea Grange School Vision:**

We believe that all pupils can achieve success, and we encourage our pupils to recognise that in themselves.

As a small school providing specialist mental health support, we get to know every pupil as an individual and can both challenge and nurture them. We set high standards for our pupils and an approach to attitude, work and discipline that will allow them to succeed when they leave the school. We also recognise the importance of pupils' wellbeing, building their character and skills, and developing young people who will have the confidence to flourish.

### **1. Purpose**

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities, and personnel to ensure their employees and anyone else on the premises receive immediate attention if they are injured or taken ill at work. The Head Teacher and Wellbeing lead recognise that they are responsible for the timely and competent provision of first aid facilities for all pupils, staff, and any visitors while on site.

### **2. The school's objective is to ensure that arrangements are in place:**

- To provide adequate first aid cover in school, within the competence of the staff trained to provide it
- To ensure that first aid is administered in a timely and competent manner
- For taking the appropriate action where further treatment or advice is needed, including the circumstances where an ambulance should be called
- For informing parents, care givers, teachers and other appropriate persons of the action taken
- Where appropriate, for following up and monitoring progress after treatment
- For proper and confidential recording of treatment given and action taken
- To make the above provision available to all pupils, staff, and visitors

### **3. To this end the school will provide:**

- The Headteacher is to oversee the arrangements for first aid (and all health matters).
- A trained person or persons to provide first aid cover on site during school hours who will also:
  - be available to pupils and staff for consultation
  - co-ordinate arrangements for pupils with conditions (e.g., allergies, asthma, and epilepsy)

- liaise with parents/ care givers as necessary regarding medical matters, including following up injuries
- oversee use of accident reporting forms and the reporting of accidents and incidents (including, where appropriate reporting under RIDDOR) and maintain associated records; and to complete care plans detailing arrangements for pupils with long term medical conditions such as asthma, epilepsy, or diabetes.
- An adequate number of staff with valid first aid qualifications within school and on each school site when pupils are present (including ensuring that update training is provided as necessary)
- Training in first aid for all PE and games teachers and staff supervising expeditions/ trips
- Facilities for the provision of first aid, including medical rooms, first aid boxes within school and first aid kits for activities outside school
- Information on health and safety noticeboards regarding the names of qualified first aiders and location of first aid equipment
- Facilities to enable staff to summon assistance in case of accident
- In circumstances where a pupil needs to be taken to hospital immediately by ambulance and a carer is not available to accompany him/her, a member of the school staff should go to the hospital to await the arrival of the carer
- Arrangements so that contact details for a pupil or member of staff are available in case of an incident, whether within school or not

#### **4. Staff qualified to provide first aid will:**

- Provide **immediate care** until further assistance is available
- Assess whether further assistance is required and if appropriate seek it (e.g., call an ambulance) – Darren Gilmour will lead on all first aid decisions, and in his absence Austin Bowers will lead. For information regarding the threshold for calling an ambulance in education, please follow this guidance in appendix 1.
- If a first aider believes that any injury is beyond the realms of their capabilities, an ambulance must be called immediately.
- If the incident is within Oaklea Grange School and within school hours, inform the Care Manager and/or School Office, who will, if appropriate, arrange to inform parents/social worker (in the case of a pupil) or appropriate adult in the case of a member of staff or adult visitor
- If the incident is outside school and/or outside school hours, inform the parents/social worker depending on the severity of the injury. The care manager will always be informed.

First aid equipment and supplies will only be used or administered by qualified first aid staff, in accordance with the instructions for their safe use.

For the purposes of this policy, a member of staff is deemed to be qualified to administer first aid if they have a valid Practical First Aid certificate issued by a recognised body.

Oaklea Grange has two trained members of staff.

Arrangements for the provision of first aid will be considered in the risk assessment for all sports and adventure activities.

## **Administration of Medication:**

In line with the Oaklea Grange School First Aid Risk Assessment – No medication will be stored on the Oaklea Grange School site. As Oaklea Grange Care Home is on the same site as the school, all medication will remain within the Care Home. If a pupil requires medication on an outdoor activity/educational visit, fully trained staff in administering medication will accompany the pupil on their activity.

The staff administering medication will have completed the following training:

- Educare: Administration of Medication in Schools

Oaklea Grange School can only administer non prescribed medication which is in its original container/packaging and is clearly labelled with a permission letter from the care home. For prescription medication the label must have been printed by the dispensing pharmacy with the medication's name, pupil's name and details, GP's name, date of issue, dosage, instructions, and expiry date. For all medication administered, a 'transfer of medication' document must be completed by both the care home and the education setting.

All medication taken off the education site must:

Be contained in a lockable container

Be labelled appropriately and contain all relevant information i.e., GP name, pupil name, date of issue, dosage, instructions, expiry date

Have a transfer of medication document completed outlining the amount of medication given and the amount returned

A member of staff must sign that medication has been administered, along with another member of staff to countersign that medication has been administered correctly, however, only trained staff must administer medication.

## **First Aid Box and Contents:**

Health and Safety (First Aid) Regulations 1981 (SI No. 917) states that a first aid box should be made of suitable material and clearly identified by; a white cross on a green background.

The box should contain only items which a first aider has been trained to use. The box should be in an accessible position, access to the box should not be dependent on using a key or other restricted access. Oaklea Grange vehicles (not company cars) are required to carry a fully stocked first aid kit which includes face shield resuscitation masks.

All staff should be made aware of how and where to get first aid treatment. This can be achieved through signage and verbal reminders.

Enough of each item should always be available in every first aid box/container.

(Contents check list routine for maintaining contents, numbers of items and date items expire.)

Plasters for kitchen first aid box should be of a different colour (blue etc.).

First aid boxes/first aid kits must not contain any tablets or medication

(Above list to be enclosed within each of the first aid boxes for check list of contents and re-order form process.)

The boxes should be replenished as soon as possible after use and checked from time to time for deterioration.

First aid boxes and travelling first aid kits (each company vehicle should be equipped with one) should contain enough suitable first aid materials AND NOTHING ELSE.

**Number of boxes and locations within each site**

- One first aid box located in classroom one – (where the kitchen is)
- One first aid box located in classroom three - (science room)
- Two trip/grab bags have travelling first aid kits

### First Aid Box Suggested Contents

| Item                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Guidance card/leaflet                                                                                                                                                                                                          |
| Individually wrapped sterile dressings                                                                                                                                                                                         |
| Sterile eye pads, with attachment: an example of a suitable eye pad currently available would be the Standard Dressing No.16 BPC                                                                                               |
| Triangular bandages (if possible, sterile)                                                                                                                                                                                     |
| Sterile coverings for serious wounds (if triangular bandages not sterile)                                                                                                                                                      |
| Medium sized sterile un-medicated dressings approx. 12cm x 12cm: example of suitable dressings currently available are the Standard Dressings No.8 and No.13 BPC                                                               |
| Large sterile un-medicated dressing approx. 18cm x 18 cm: examples of suitable dressings currently available are the Standard Dressings No.9 and No.14 BPC and the Ambulance dressing No.1                                     |
| Extra-large sterile un-medicated dressings approx. 28cm x 17.5cm: an example of a suitable dressing currently available would be the Ambulance Dressing No.3                                                                   |
| If tap water is not available, sterile water or sterile normal saline in disposable containers, each holding at least 300 ml, needs to be kept near the First Aid box.<br>At least these numbers of containers should be kept: |

Weekly checks are completed to ensure that the first aid boxes are kept stocked to the required standard, that they are always clean and ready for immediate use and have not gone past their expiry date.

Any wilful damage or misuse with any first aid items may render the offender to disciplinary action being taken against them.

#### Training requirements:

Oaklea Grange School has two fully trained First Aiders. There will always be at least two first aiders on site – unless educational trips are taking place where ratios may alter.

#### Records:

Records must be kept of all cases treated - however minor.

Oaklea Grange School is fully compliant with Independent School Standards regarding First Aid and Medical provision for Schools.

Our first aid book is GDPR compliant, has links to HSE & RIDDOR reporting should it be needed- this is in the staff room.

The HSE runs a special Employment Medical Advisory Service.

When in doubt, seek medical advice or dial 999.

## Timing

All First Aid should be administered as soon as reasonably practicable/ possible.

## Appendix 1:

