



1557

Tadcaster
Grammar School

First Aid Policy

SLT Oversight	IWE
Adopted by the LGB	MAY 24
Review Date	MAY 27

Tadcaster Grammar School is committed to providing a safe environment for all students, staff and visitors, including the provision of effective First Aid in the event of an accident, illness or injury at school.

Aims

The aim of First Aid is the initial help or treatment of a sick or injured person, including summoning help from qualified medical staff if required. This policy aims to comply with the DfE guidance on first aid for schools. Links to other policies:

- Medical Needs Policy - See STARMAT Policy - [Medical Needs Policy](#)
- Health and Safety Policy [Health and Safety - Responsibilities for Schools](#)
- Supporting Students With Medical Conditions Guidance
[DfE - Medical Conditions Guidance](#)
- Health and Safety on Educational Visits [DFE - Health and Safety on Educational Visits](#)
We will ensure the safe and effective delivery of first aid at our school by:
 - Administering appropriate First Aid treatment as required
 - Arranging mandatory Training and 3 yearly First Aid updates for appointed School First Aiders
 - Ensuring all staff are aware of first aid procedures
 - Keeping copies of first aid certificates
 - Displaying lists of qualified first aiders and appointed persons, including their locations, around the school
 - Appointing suitable first aiders for all external school trips and residential visits
- Completing Risk Assessments to inform first aid provision
- Providing facilities for the provision of first aid at school, including the provision and maintenance of first aid equipment, and clearly displaying locations of first aid boxes
- When necessary, keeping parents informed of accident, injury or illness of their child as promptly as possible
- Ensuring the confidential recording of action taken
- Ensuring the safe administration and storage of medication; when parental permission has been granted for this as outlined in the ' Supporting Students with Medical Conditions' Policy
- Preventing the spread of infection via the promotion of infection control guidance

Contacting the Emergency Services

- Any person witnessing an injury or illness deemed to require emergency treatment should contact the on site first aid response. If there is doubt as to the seriousness of the illness, an ambulance should be called
- Dial 999 and ask for an ambulance. State the person's name, age and whether they are breathing or unconscious. Give clear instructions on accessing the site. The school postcode is **LS24 9NB**
- The Main Office and Site Staff should be informed if an ambulance has been summoned to ensure the emergency services can be directed to the correct location of the casualty immediately on their arrival

- Parents will normally be contacted immediately
- Any student taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives

Accident Reporting

A digital Accident Report Form must be completed for any accident or injury occurring at school or on a school visit/off site activity. The accident report form is located via the TGS School Bookmarks 'Accident Report Form' tab and accessible to all staff.

- Date, time and place of injury/incident
- Name of the person injured
- Nature of the injury, how it occurred and treatment provided
- Name and signature of first aider or person dealing with injury/incident
- Contacting parent/Guardian to inform them of injury if required

If Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) reporting is required, the appropriate form will be completed. Further details of this are available here: [HSE RIDDOR](#)

Completed forms will remain confidential and secure. They will form part of the annual review of future first aid provision and if required appropriately addressing any trends.

Designated First aiders

A list of qualified first aiders (this includes those with 1 day Emergency at Work training) and their locations in the school is displayed in the Main Office/First Aid Room and other prominent areas around the school. This also includes information about the location of first aid kits.

The school will ensure there is at least one first aider on site at all times when students are present.

Qualified first aiders will receive updated training every three years. A record will be kept. There will be annual staff training for Anaphylaxis awareness and competency in Diabetes, Asthma and Epilepsy. Two members of Staff supporting external visits/residential trips will also meet with the Diabetes Team and School First Aider to provide support to any students with Type 1 Diabetes.

First aid equipment and materials

- The school provides a designated First Aid room
- The first aid boxes are stocked according to HSE guidance. They are located in the Medical Room, Main Office, all Science classrooms, DT and Food Technology classrooms, Site Staff offices, TLH, Field View. Portable first aid packs are available for off site visits and located in the First Aid Department

- The School Health Manager is responsible for the provision of first aid equipment. First aid boxes will be checked half termly and recorded accordingly
- If first aid supplies are used, the School Health Manager should be notified immediately, so they can be restocked.

Procedures for infection control

First Aiders should take the following precautions to avoid risk of infection:

- Wear disposable gloves for all procedures and use additional protection as necessary (ie disposable apron or eye protection).
- Wash hands after every procedure and before the administration of medication
- Maintaining a clean environment.

If a First Aider suspects a person may have been contaminated with body fluids which are not their own, they must promptly:

- Wash splashes off skin with soap and copious running water.
- Wash splashes out of eyes with copious tap water and/or an eye wash bottle; wash splashes out of nose or mouth with copious tap water taking care not to swallow the water.
- Record details of the contamination.
- Take medical advice.
- Cleaning up blood or body fluids.
- The person cleaning up must take regard to their own safety. Gloves and protective clothing should be worn and hand washing afterwards must be very effective.
- Ensure the area is disinfected with appropriate products.

AED (automated external defibrillator)

The school has Five AEDs located outside the medical room, outside the girls gym, on the Astro Turf, inside Field View and in the Science Staff room.

They will be checked weekly by the School Health Manager and intermittently by the First Aid Department to ensure all components are in correct working order.

The NHS ambulance service has been notified. [HSE - Guidance use of AED](#)