



First Aid Policy

First Aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First Aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner. The objective of First Aid is to aid anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives.

The Unicorn School understands the duties it holds under the Health and Safety (First Aid) Regulations 1981 and we have made arrangements to ensure that adequate provision for first Aid is in place.

At The Unicorn School, we recognise the importance of providing adequate and appropriate First Aid equipment and facilities for all children, teaching, non-teaching staff and visitors to the school, and will take all reasonable practical steps to fulfil our responsibility to provide adequate training to staff, and facilities to meet the needs of people on site and on school run activities.

We will:

- Regularly assess our First Aid needs to ensure all reasonable practical steps are taken to meet the needs of all site users, and participants in off-site school activities.
- Ensure that we have sufficient First Aiders to cover on and off site requirements, and provide information to staff and site users as to who they are.
- Ensure we have sufficient First Aid equipment on site, in our vehicles, and available for off-site activities and regularly check for items that go out of date.
- Ensure all medicines are stored safely and administered according to instructions received from parents.
- Keep detailed, accurate records of illnesses, accidents and injuries, as well as non-prescription medication or treatment given to a pupil.
- Report any incidents that fall under the scope of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) within the statutory deadline.
- Ensure First Aid provision is covered as part of Induction Procedures for new staff, and within risk assessments for regular and one off activities.

This policy should be read alongside the school's Health & Safety Policy, & Administration of Medicines Policy.

The following policy and guidance is also relevant to this policy: Accident, Investigations & RIDDOR reporting, Infection Control, COSHH, AED guidance, AED operator instructions.

First Aid Trained Staff

The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. At the time of writing this policy, our first aiders are:

Dee Chappelle – 1:1 Teacher and Sports Teacher - Remote Emergency Care

Alex de Jong – Class Teacher – Remote Emergency Care
Jackie Lynn – 1:1 Teacher and TA
Andrew Day – Headteacher - Remote Emergency Care
Paula Stephenson – Office Administrator – First Aid at Work
Julian Puffitt – Caretaker – First Aid at Work
Ivan Pilfold – REC level 3 – outdoor first aid

Many of our First Aiders are trained to use the AED (Defibrillator) located in the main kitchen.

A list of our current first aiders is displayed in the main kitchen, staff room, Stable Cottage and reception. The number of First Aiders is considered sufficient to cover break and lunchtimes, and absences. The school also ensures that there is appropriate provision for school clubs, activities and off site visits. All staff carry out the first aid essentials training on the TES/Educare on-line platform.

First Aid Resources:

Green First Aid kits are located throughout the school site, including in Stable Cottage, the science lab, kitchen and in each minibus. Portable First Aid kits are kept in reception and should be taken on all off site visits.

There is a locked medicine cabinet on the wall in the office.

There is a cupboard with first aid equipment in reception. The office administrator regularly checks the boxes and restocks the first aid resources.

There is a defibrillator in the kitchen. A function test of the defibrillator is completed on a regular basis and batteries replaced in line with manufacturer's recommendation. Ice packs are kept in the freezer in the kitchen.

We have a dedicated First Aid room on the second floor, where people who are unwell can be treated and cared for. Facilities include a bed, bedding, sink and First Aid equipment.

First Aid Incidents

These fall into 3 categories:

1. Minor bumps and bangs (dealt with in school, no ongoing monitoring required)
 - First Aiders will deal with this at the time.
2. Accidents, including all head injuries (ongoing monitoring or treatment required beyond the end of the school day, reportable to parents)
 - Accident report completed on Schoolbase. Parents notified, and advised to monitor or seek professional medical opinion.
 - Head injuries must always be reported to parents.
3. Major accidents (emergency medical treatment needed, immediate parent attendance requested)
 - These must be brought to the attention of the Headteacher and parents, if a child is involved.
 - An internal accident report should always be completed on Schoolbase and sent to parents if a child is involved. If the action is externally reportable (eg under

RIDDOR), the person who suffered the accident, or an adult who witnessed or was responsible for the supervision of that child who sustained the injury must complete the appropriate form.

- Our insurers should be notified of any externally reportable accidents.
- If a person needs to be taken to Minor Injuries or Hospital, a member of staff will accompany them until the parents are able to attend. If travelling by vehicle, two members of staff should always accompany a child.
- If necessary, staff will call an ambulance, and attempt to contact parents as a matter of urgency. An adult will accompany the child to hospital in the ambulance if parents have not yet arrived.

Reporting of First Aid incidents

Reports must contain:

- the date, time and place of the event
- outline details of those involved (without disclosing the name of any other child)
- a brief description of the accident/illness and any first aid treatment given
- details of what happened to the casualty immediately afterwards - for example went to hospital, went home, resumed normal activities, returned to class.

First Aid and Medical Conditions

- Please see our Administration of Medicines Policy.
- Every child with a diagnosed medical condition that potentially requires care within the school day has a care plan that is written in consultation with the child, their parents and relevant medical professionals.
- If access to medication is potentially required e.g. for asthma, the child will have their own kit with them or with their class teacher, and can also use an emergency kit if needed. Prescription medications e.g. Insulin or Adrenaline are kept by children's class teachers.
- The Leader for every trip and visit off site must ensure they are familiar with specific medical conditions and, if appropriate, medication consents. As part of the preparation for the trip the Leader should familiarise themselves with the medical needs of the students involved. As part of the trip planning they are expected to risk assess the children with medical conditions in the light of their itinerary and seek advice for any specific needs.
- Lists of emergency contact details and information about specific medical conditions are kept on school base. Staff are provided electronically with a medical report for pupils on trips and they also have access to the schoolbase app where they can obtain relevant information.
- Medical consent forms are in place for relevant pupils and these are readily available for staff responsible for school trips/outings.

Hygiene Procedures (bodily fluids)

The cleaning staff must be advised of bodily fluid spillages so that appropriate cleaning methods and equipment can be used. The area should be isolated if necessary. All First Aid kits are equipped with gloves.

Created by: Bursar
Reviewed by: Headteacher/ Bursar Sept 2022

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