St David's College

— Est. 1965 —

FIRST AID POLICY

First Aid

Date	Review Date	Monitoring	Coordinator	Nominated Governor
22/06/2026	22/06/2027	Annually to Est com	Hannah McGreevy	-

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school.
The school Nurses are committed to ensuring that all students with medical conditions both in terms of physical and mental health are properly supported to play a full and active role in school life, remain healthy and achieve their academic potential, in line with the Children's and Families Act, (2014).

We will ensure that under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) that all accidents resulting in death, major injury or the prevention of the injured person undertaking their normal work for more than three days will be reported to the Health and Safety Executive (HSE).

We will ensure that first aid provision is always up to date and available in school and for all off-site educational visits and sporting events. Pupils and school personnel with specific health needs and disabilities will be given specific consideration.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that relates to this policy.

St David's aims to ensure that all pupils, members of staff and visitors will be well cared for in the event of an accident or the sudden onset of an illness or injury. The policy is intended to ensure a high standard of medical assessment, supervision and record-keeping is achieved in the provision of First Aid in the School or on School trips.

The specific aims of the Policy: -

1) To provide effective First Aid cover for pupils, staff and visitors
2) To ensure that all staff and visitors are aware of the First Aid policy in place.
3) To provide awareness of Health and Safety issues within the school.

4) To give advice regarding the prevention of, and reduction of risk of, illness and accidents both in School and out on School trips.

The Sister i/c Medical Centre will: -

1) Ensure that the qualifications of staff in the Medical Centre are kept up to date.

2) Ensure a qualified member of the medical staff is always available to provide First Aid when needed.

3) Be responsible for deciding whether to refer a casualty to a hospital MIU or ED department.

4) Ensure that portable First Aid kits are adequately stocked and available at appropriate places throughout the school. Including Anaphylaxis, Asthma, low blood sugar and ligature boxes.

5) Advise teaching staff on legal requirements regarding the medical welfare of pupils.

6) Ensure any child who is sent to hospital by ambulance is accompanied by a member of staff, either in the ambulance or a following vehicle, to act *in loco parentis* and contact parent/ guardian immediately.

7) Ensure that parents/guardians of any child sent to hospital are informed and kept updated.

8) Keep a record of all persons treated by staff in the Medical Centre, including First Aid and injuries.

9) Complete an Accident Report for pupil accidents and copy the Bursar. Report to the Bursar all pupil accidents that fall under RIDDOR.

10) Ensure that, in the event of an accident, the Accident form is completed by the appropriate person.

11) Provide relevant staff at the start of each academic year with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness, injuries or mental heal issues.

12) Provide staff i/c of school trips with any relevant information required for pupil consent forms.

13) Children with infectious diseases will not be allowed in school until deemed safe by their GP and/or the School Nurse and /or Public Health Wales. This policy is in accordance with ‘Keeping Learner Safe’ (2022) Child Protection & Safeguarding

The Senior Leadership Team will: -

1) Support the lead nurse in the Medical Centre in ensuring there is always a qualified First Aider available in the Medical Centre, both night and day during term-time.

2) Report to the Medical Centre and the Bursar all staff accidents at work that fall under RIDDOR.

3) Ensure all new staff are made aware of the School's First Aid policy as part of their induction programme.

4) Encourage all staff to hold, and regularly renew, a First Aid qualification.

5) Provide opportunities for staff to train in First Aid.

6) Provide opportunities for pupils to train in First Aid.

The Academic and ancillary Staff will: -

1) Familiarise themselves with the School's First Aid policy and know how to contact the Medical Centre.

2) Maintain awareness of the specific medical needs of individual pupils when notified by the Medical Centre.

3) Ensure that the pupils in their care are aware of the First Aid policy in operation in any given situation.

4) Never move a casualty who has not been assessed by a qualified First Aider, unless the casualty is in immediate danger.

5) If First Aid is required, send for help from the Medical Centre as soon as possible, either by person or telephone, ensuring that the messenger knows the precise location of the casualty.

6) Reassure, but never treat a casualty, unless such staff are in possession of a valid First Aid certificate or know the correct procedures; such staff may obviously start emergency aid, for example clearance of airway, until a First Aider arrives at the scene.

7) Instruct injured pupils capable of walking to walk to the Medical Centre and accompany them.

8) Taking pupils out on residential school trips must ensure that every pupil has a current medical consent form (including details of each pupil's GP) which indicates any specific conditions or medications of which they should be aware.

9) Have regard for their own personal safety.

10) Report to the Medical Centre all accidents at work involving themselves.

11) Not administer to pupil's paracetamol or any other medications.

12) For school trips students with a diagnosis of asthma or anaphylaxis must have their prescribed salbutamol inhaler or AAI with them prior to setting off. The trip leader is responsible for checking this by seeing the medication before departure. Likewise, if a student has type 1 diabetes the trip leader is responsible for ensuring the student has their diabetic emergency treatment. The trip leader should discuss student's specific needs with one of the school nurses during the planning stages of every trip and include all relevant information in the risk assessment for the trip.

13) Sporting Activities Student with medical conditions will be encouraged to participate in physical activities and extracurricular sport with support of the medical centre. Some children may need to take precautionary measures before or during exercise and will be allowed immediate access to their medicines such as diabetic treatment or asthma inhalers. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

14) Food Management and dietary needs of students e.g. those who have diabetes, coeliac disease, allergies and intolerances. Gluten and other intolerances or allergens are clearly marked.

The catering team works collaboratively with the school nurses and parents to ensure this. Consideration is given to availability of snacks. Sugar and gluten-free alternatives are always made available. As some conditions require high calorific intake, there is access to glucose-rich food and drinks. All menus and food on offer in the dining room have dietary labels on them so students and staff can be vigilant with their choice of meal or snack.

15) Sharing information and being open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so. Extract from HM Government Information Sharing: Guidance for practitioners and managers: Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so. Seek advice if you are in any doubt, without disclosing the identity of the person where possible. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest or a safeguarding issue. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is: necessary and relevant for the purpose for which you are sharing it, is shared only with those people who need to have it, shared securely and in a timely manner, and keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Recording Accidents and Injuries

All accidents and injuries will be:

- recorded in the Accident forms with all details given.

- Accident forms go to the Estates Manager and bursary for staff/pupil accidents and any reportable accidents on site under RIDDOR regulations 2013, which includes investigation reports.
- The medical centre holds an accident form for all pupils' accidents.
- reported to parents in person, by letter or phone

All accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days must be reported to the Health and Safety Executive (HSE).

Training

All school personnel:

- ☐ Anaphylaxis AAI training
- ☐ Diabetes
- ☐ Asthma
- ☐ Epilepsy

- medical centre to send out training videos at the start of each term to members of staff and extra training for staff if taking pupils out with medical conditions on trips

Emergency Medicines

Medicines required in a lifesaving emergency should always be accessible. Termly checks are made of the expiry dates of all EPIPENS and asthma inhalers.
Students with a history of anaphylaxis who have been prescribed an AAI are encouraged to always carry them with them.
Emergency AAI'S grab box are in each boarding house, canteen, with the Defibrator, animal care and the medical centre. The school nurse delivers training to school staff who go on trips and canteen staff.

Asthma Inhalers, Students with asthma are encouraged to always carry their salbutamol inhaler with them. There is emergency asthma grab box are in each boarding house, canteen, with the Defibrator, animal care and the medical centre.

Dextrose tablets are in an emergency grab box are in the boarding house where the diabetic pupil resides, canteen, with the Defibrator and the medical centre.
Any student with type 1 diabetes diagnosis is encouraged to always carry dextrose tablets with them in case of hypoglycaemia.

Parents/Guardians and Students

Are to be involved in the creation, development and review of an IHCP (individual health care plan) where appropriate. The medical centre has the IHCP forms. The parent and student are best placed to provide information about how their healthcare needs affect them. They should be fully involved in discussions about how the student's healthcare will affect school and how the medical centre can help by implementing any interventions to aid them at school.
Provide school with sufficient and up-to-date information about healthcare needs, including any guidance regarding the administration of medicines and/or treatment from healthcare professionals. Where appropriate, students should be encouraged and supported to manage their own healthcare needs. Inform school of any changes such as type of medication, dosage or method of administration. provide relevant in-date medicines, correctly labelled, with written dosage and administration instructions.

Equality

Under the Equality Act 2010, St. David's has a duty not to discriminate against any of the protected characteristics. Due regard has been given to equality law when developing and implementing St David's policies, practices and day-to-day activities. St David's will continually monitor the way this policy operates to ensure it does not unlawfully discriminate, permit harassment or victimisation, or limit equality of opportunity. St David's is committed to always meeting its obligations under the Equality Act 2010.