



First Aid Policy

Grow Independent School

Completed June 2023
Completed by S Hawthorne
To be reviewed by September 2024

Introduction

Grow Independent School has a legal duty to ensure that employees receive immediate attention if they are injured or taken ill at work.

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. HSE has published detailed [first aid guidance](#) to help employers comply with the regulations and offers practical advice on what they need to do. While the regulations do not require employers to provide first aid for anyone other than their own employees, it is strongly recommended that all schools and colleges consider the needs of non-employees such as pupils, students and visitors when making provision for first aid.

School Headteacher Responsibility

- To ensure first aid provision is available while people are on school premises. It must also be available when staff, pupils and students are working elsewhere on school activities including any off-site activity such as educational visits. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment. This does not apply to work placements as work experience students are employed by the placement provider.

Grow School provides:

- a first aid policy
- a suitable first aid container stocked in accordance with the findings of the first aid needs assessment and holding at least the [minimum requirements](#) suggested by HSE
- an appointed person or designated first aider(s) to take charge of first aid arrangements
- information for employees detailing the location of equipment, facilities and personnel
- first aid container for educational visits

Health Education

Pupils at Grow School are taught basic first aid (for example dealing with common injuries), how to administer CPR and the purpose of defibrillators

First Aid Needs Assessment

In assessing the first aid needs of Grow Independent School, the headteacher has given consideration to the following:-

- The nature of the work and workplace hazards and risks;
- The nature of the workforce;
- The history of accidents within the service/premises; First Aid Arrangements Guidance
- The size of the service/establishment;
- The needs of travelling, remote and lone workers;
- Work patterns;
- The distribution of the workforce;
- The remoteness of the site from emergency and medical services;
- Employees working on shared or multi-occupied sites;
- Annual leave and other absences of first aiders and appointed persons;
- First aid provision for non-employees

First aiders

Grow School ensures that all first aiders undergo appropriate training delivered by a competent training provider and hold a valid first aid certificate. Grow School considers the following when selecting first aiders:

- reliability and communication skills
- aptitude and ability to absorb new knowledge and learn new skills
- ability to cope with stressful and physically demanding emergency procedures
- availability to respond to an emergency immediately

First aiders are expected to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits
- when appropriate, ensure that an ambulance or other professional medical help is called

First aid training

All teachers at Grow Independent School will have completed a Paediatric first aid course at least every three years, and will have an annual refresher in the interim years.

Recording and reporting

Grow School keeps a record of all incidents involving staff, pupils, students and visitors, which require first aid staff to be in attendance.

The record is readily accessible by the Headteacher, and details recorded include:

- date, time and place of incident
- name of injured or ill person
- details of the injury or illness
- details of what first aid was given

- what happened immediately after the incident (for example, went home, went back to class, went to hospital)
- name and signature of first aider or person dealing with the incident

HSE will be notified of fatal and major injuries, and dangerous occurrences without delay. See the [HSE RIDDOR advice](#) for more details.

Information for staff

Grow School informs employees, pupils, students and others of their first aid arrangements, including the first aid policy and location of:

- equipment
- facilities
- first aiders or appointed person and how to contact them

First aid notices are displayed at Grow Independent School.

Medicines administration in schools for first aid information only.

(Grow School has a separate Medication Policy)

First aid at work does not include giving tablets or medicines. The only exception is when aspirin is used as first aid to a casualty with a suspected heart attack for those over 16. Never give aspirin to a child younger than 16, unless it has been [prescribed by a doctor](#).

Medication should not be kept in a first aid container.

Whilst some pupils will have long-term and complex medical conditions or carry their own medication (for example, an inhaler for asthma or adrenaline for intramuscular use in anaphylaxis) the only role for a first aider is generally, limited (where appropriate) to helping pupils who need to take their own medication to do so.

Some pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

The administration of prescription only medication specified in [Schedule 19 of the Human Medicines Regulations 2012](#) should only be given by those trained to do so. However, where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, the employer may want to consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

Any member of school staff may be asked to provide support to pupils with administering of medicines, but they cannot be required to do so.

Mental health

Grow Independent school has a senior mental health lead who is trained to recognise warning signs of mental ill health and this information is made clear to students through posters.

Where students or staff members are experiencing more serious mental health problems, they will be informed of how to access support from sources which include professionals working in specialist Children and Young People's Mental Health Services (CYPMHS), voluntary organisations and local GP practices.

Further help

[Resources provided by HSE](#)

[School and college safety advice provided by Royal Society for the Prevention of Accidents \(RoSPA\)](#)

[A teaching guide developed by the British Red Cross](#)

[St John Ambulance first aid advice including guidance on how to deal with various illnesses such as allergic reactions](#)

[Resuscitation Council UK information on CPR in schools](#)

[HSE advice on first aid requirements for swimming pools](#)

Outdoor Education Advisers' Panel (OEAP) guidance for outdoor learning and off-site visits, including about [first aid provision](#), and [medication](#)