



FIRST AID (including Mental Health First Aid) POLICY

whole school, including EYFS

Aim of the Policy:	To ensure that health and mental health first aid provision is available while people are on school premises, and on school visits. To provide support and direction for first aid and mental health first aid (in line with management of Health & Safety at Work Regulations 1981, 1992 and 1999), infection control and prevention and the storage and administration of medicines in school.
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Author:	Lead nurse School nursing team Compliance Manager
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The Grammar School at Leeds (GSAL) runs on FREDIE principles:
Fairness, Respect, Equity, Diversity, Inclusion and Engagement

Introduction

This policy outlines the responsibilities of The Grammar School at Leeds (GSAL), to provide appropriate first aid and mental health first aid to pupils, colleagues, and visitors. The policy will provide guidance for accessing the procedures required to meet that responsibility.

Aims:

- To define the operational provision of first aid and mental health first aid.
- To clarify definitions for terms used throughout the policy.
- Articulate the organisational arrangements for first aid and mental health first aid within school.
- Determine the responsibilities for first aid and mental health first aid provision.
- Explain the process for first aid bags.
- State the location of the defibrillators.
- State how immunisations are organised.
- State how health information on pupils is gathered and stored.
- State the process for supporting pupils with medical conditions.
- Detail medication management in school.
- State procedures to follow in the event of illness, injury or mental ill health.
- State the procedure for calling an ambulance.
- Explain record keeping and incident reports.
- Specify the process for trips.
- Detail infection control measures.

Operational First Aid and Mental Health First Aid

This policy applies to pupils, employees and visitors:

- At school during a school day 07:45-18:00 (Monday to Friday).
- Attending Saturday sports fixtures at school during term time.
- Attending school residential or day trips.

A qualified first aider is on duty when the school site is open every day of the year.

Where this policy impacts employees and visitors specifically, this is signposted within the body of this policy.

Definitions:

- AAIs – Auto adrenaline injectors, portable injector pens which administer adrenaline to treat anaphylaxis.
- AED – Automated external defibrillator, used to help save the life of someone experiencing sudden cardiac arrest.
- ASIST – Applied Suicide Intervention Skills Training.
- CPOMS – Child protection online management system. Electronic data base for recording pastoral, academic and medical information for pupils.
- Early Years Foundation Stage (EYFS) – Pupils within Primary School aged from 3-5.
- First Aid – immediate help given to a sick or injured person at the location the injury or illness occurs.
- First Aider – Someone who has undertaken training appropriate to the circumstances, and who holds a valid certificate of competence recognised by the Health and Safety Executive (HSE).
- GSAL world – Electronic database of information accessible to all colleagues.
- HSE – Health and Safety Executive; a UK government agency responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare, and for research into occupational risks in Britain.

- Mental Health First Aid – the help you give to someone developing a mental health problem, experiencing a worsening mental health problem, or in mental health crisis.
- Mental Health First Aider - Someone who has undertaken training appropriate to the circumstances and who holds a valid certificate of competence to deliver mental health first aid.
- Notifiable disease: a disease which is notifiable to the local authority proper offices, under the UK health security agency (UKHSA).
- Over the counter medication – medication that can be purchased without a prescription that we provide at school are: paracetamol, Calpol, ibuprofen, cetirizine, and rennies.
- Owls – Primary School (including EYFS) after school care for pupils aged 3-11, operational from 15:30-18:00.
- Primary School Treatment Room – treatment and rest room in Primary School, used to look after nursery to year 6 pupils, who are unwell or injured, or in need of a quiet space, also where Primary School pupil's medications are stored.
- Personal protective equipment (PPE) – equipment used to prevent or minimise exposure to hazards (for example bodily fluids).
- School – The Grammar School at Leeds.
- School nurse – a qualified nurse, registered with the Nursing and Midwifery Council (NMC) in the United Kingdom.
- SIMs – School information management system. Electronic database and source of information which holds pupil and colleague individual personal health, timetable and attendance records.
- Standard Operating Procedures (SOPs) – Evidence based, peer reviewed guidance on the management of minor injuries, common ailments, medical conditions, emergency situations and pastoral interventions within school.
- Student Support Services (SSS) – a treatment room, counselling rooms and bedrooms in Secondary School, reserved to look after Secondary School pupils who are unwell, injured, or in need of a quiet space to talk or take time out. Non-emergency medication belonging to individual pupils, and over the counter medications and controlled medications are stored in SSS.
- Portable first aid bags – a first aid bag carried around by a member of the team, for example during sport lessons or during Primary School play time.

Organisation and Arrangements for First Aid and Mental Health First Aid

A list of school colleagues with first aid, mental health first aid, ASIST and national rescue award qualifications is held on GSAL world, as well as being in primary school administration office and main school reception.

A school nurse is on duty at school Monday to Friday from 08:00 – 18:00, and on Saturdays during term time, when sporting fixtures held at school. A First Response Emergency Care (FREC) service is commissioned for pitch side first aid provision, during Saturday fixtures for contact sport. School nurses provide the first aid provision for non-contact winter sporting fixtures.

A member of the team with paediatric first aid (PFA) training is always on site 08:00 – 18:00, and at least one paediatric first aider accompanies EYFS pupils when they are off site. All colleagues working in EYFS who obtained a level 3 qualification on or after 30 June 2016, must hold either a full PFA or emergency PFA certificate within 3 month of starting work to be included in colleague to child ratios.

All teaching colleagues within the sports faculty, are qualified to deliver first aid.

All health related first aid and mental health first aid standard operating procedures (SOPs) (guidance on processes such as, calling an ambulance and giving medication) is located together in one section of GSAL world. The information is located under ‘School Information’ and entitled ‘First Aid Guidance, Processes and SOPs’. The list of all SOPs available, can be found in Appendix 1 of this policy.

Responsibilities for First Aid and Mental Health First Aid

The Principal is responsible to the governors for the health and safety of their colleagues and anyone else on the premises. This includes teachers, support colleagues, pupils and visitors (including contractors). The Principal must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. They should ensure that the insurance arrangements provide full cover for claims arising from actions of colleagues acting within the scope of their employ.

The Vice Principal, Head of Senior School and the Vice Principal, Head of Primary School are responsible for putting the policy into practice, and for developing detailed procedures within school. They should ensure that the policy and information on the school’s arrangements for first aid and mental health first aid are made available to parents.

First aiders and mental health first aiders attend to pupils with injuries, illnesses, and mental health concerns in the first instance. The standard operating procedures provide a guide for intervention for nurses and first aiders to utilise, they do not replace professional judgement and should be delivered within the scope of the individual’s certified competence. First aiders and mental health first aiders provide immediate care, until further assistance from a school nurse or another qualified first aider is available or required. Non first aid qualified colleagues are expected to do all they can to ensure the welfare of the pupils.

First Aid Bags

First aid bags are in or near every department and have a security tag seal. School nurses are responsible for the checking and re-stocking of first aid bags each half term or when used. Colleagues who use portable first aid bags are responsible for bringing their first aid bag for re-stocking as required to the school nurse. The Estates team check each first aid bag once a month. If tag is not in-situ the bag is taken to the nurses for restocking. The stock of the first aid bag supplies, is standardised throughout the school, and maintained by the school nurses based upon NHS guidance (NHS 2021).

Automated External Defibrillators

There are five AEDs within school located:

1. Secondary school pupil reception – on the wall opposite the office by pupil entrance.
2. The Theatre foyer – on the wall near the exit to the courtyard.
3. The Sports Department reception area.
4. Primary School – on the wall outside the school administration office
5. External – 3G Changing rooms – access code C01477X or dial 999

The AEDs are checked on a termly basis by the school nurses.

The 3G defibrillator is registered with The National Defibrillator Network, once 999 is called out of hours the ambulance service will provide the caller with the code number for the cabinet.

If an AED is found to be faulty, an engineer will be contacted to check the machine. Each AED has 2 sets of pads labelled 'adults' or 'paediatric'. Standard AED pads are suitable for use on children older than 8 years.

Immunisations

Pupils receive immunisations at school, administered by the Leeds Immunisations team. Information and consent for immunisations is issued to parents via the parent portal on behalf of the Leeds Immunisation Team.

If a parent requires information regarding vaccinations, they contact the immunisation team directly.

Information on Pupils

Information relating to pupil's medical conditions, allergies (including food allergies), and medication are held on a central management information system, the School uses SIMs.

Parents/guardians are requested to complete a dietary and medical condition disclosure form when their child is entered into school. The form is completed and submitted to the Data Manager who uploads the information onto SIMs. Where a medical condition is disclosed on entry to school, or presents during the pupil's time at school, parents/guardians will be requested to complete a health care plan for their child. The health care plan is completed via the parent portal and submitted to the Data Manager to be uploaded onto SIMs.

It is the parents/guardian's responsibility to ensure health needs are updated with accurate information regularly as required. School nurses will maintain checks on health care plans and instigate requests for updates from parents/guardians where required.

Pupils with Medical Conditions

In accordance with the Equality Act 2010, reasonable adjustments will be made, to facilitate pupils with diagnosed medical conditions (for example diabetes, asthma or epilepsy), to participate fully in school life.

Pupils with medical conditions will have a health care plan held on SIMs accessible for colleagues.

The health care plan will articulate the support or facilities the pupil needs to manage their condition day to day, and actions to take in an emergency.

The school nurses will present to colleagues an overview of all pupils with medical conditions that may require an emergency response management annually on INSET days.

SOPs for the management of emergency first aid and mental health first aid situations for pupils with medical conditions, are located on the GSAL world website.

The school nurse is responsible for providing information about a pupil's medical condition and management to other members of the wider school team, on a 'need to know' basis to keep the pupil safe at school. All pupil personal information will be treated as confidential and only shared with the parent/guardian's permission among colleagues who need to know.

When a pupil is receiving regular medical treatment, the school will work in conjunction with the medical management plan as advised and via parent/guardian and health professional guidance.

The parent/guardian will be asked to complete a health care plan.

Medication in school

The process for the safe administration of medication at school is located on GSAL world. Pupils who require emergency medication at school for management of asthma, anaphylaxis, and diabetes are identified on SIMs, and the school nurses keep a record of all pupils prescribed these medications.

Within Primary School, pupils' own prescribed medication (inhalers, AAIs, pupil's own prescribed medication) is kept for them in a central cupboard in the treatment room, to which all colleagues have access. A primary school pupil can be permitted to keep their medication on them provided the pupil is deemed competent by the school nurse/Head Pastoral Care in Primary School, and the pupil's form tutor.

Within Secondary School, pupils carry their own inhalers, AAIs, and insulin with them. The school nurse is responsible for checking with pupils each half term, that they are carrying their own medications safely at school (Allergy UK 2022, First Aid in schools 2023).

The school nurse is responsible for the checking and storage of all other medication for pupils which is not for emergency use, for example pupil's own prescribed medication to treat migraines or nausea or short-term prescriptions such as antibiotics. Medication prescribed for pupils for administration in school on a regular basis or 'as required', are stored in locked medication cupboards in the Primary Treatment Room and SSS.

Medication can only be administered with written consent from parents. Parents complete and sign a 'Consent for administration of medication' form on the GSAL parent portal, which is submitted by email to the school nurses to print and retain. Medication supplied to school must be in its original packaging with the pupil's name, medication, dose and frequency on the pharmacy label.

Consent for the administration of over-the-counter medication, is obtained upon the pupil's entry to school. Parents/guardians are required to complete a 'consent for medication' form, on the parent portal. The consent form is then submitted to the Data Manager and uploaded onto SIMs.

Controlled medications are stored within a locked cupboard within the locked medication cabinet (NICE 2016).

Procedures in the event of illness, minor injuries, major injury

Any pupil complaining of illness or suffering an injury is assessed by either a first aider or school nurse. Pupil illnesses and minor injuries at school are managed in accordance with standard operating procedures located on GSAL world, for the full list of SOPs entitled 'first aid injuries', 'first aid emergencies' and 'common ailments' (appendix 1).

Additional SOPs will be added in accordance with conditions pupils present to the first aider/school nurses with. SOPs will be reviewed by the nursing team every year to ensure their content is up to date.

Procedures to support pastoral conversations and mental ill health

A record of colleagues trained in Mental Health First Aid and ASIST, is located on GSAL world under 'guidance' (appendix 1). Guidance for pastoral conversations about difficult situations, for example

bereavement or pupil pregnancy, together with the management of mental ill health situations, is found on GSAL world under 'pastoral support', (appendix 1).

Confidentiality

Pupils have access to speak to teaching colleagues, pastoral team, and school nurses about any concerns or situations. The overriding consideration for the school must always be the best interests of the child. Where a pupil discloses information which may implicate their safety, the school's Designated Safeguarding Lead/ Deputy will be informed. A child under 16 may be mature enough to understand what is involved in their proposed management after making a disclosure (that is, the child is Gillick competent). If so, they are also likely to be able to make a decision about the extent to which information relating to that treatment can be provided to others, who may include their parents.

Ordinarily, the individual's wishes will be respected if they do not want their parents to know. However, every reasonable effort will be made to persuade the pupil to involve their parents or guardians. These procedures must always take into account the school's responsibility to safeguard the pupil and promote their welfare.

If information is disclosed to a Gillick-competent child's parents or guardians against their wishes, the child should be told before disclosing the information. This applies in all but very rare cases. Any decision to disclose must be in the child's best interests and you must be prepared to justify your decision.

Calling an Ambulance

The procedure for calling an ambulance, is located on GSAL world under 'processes' (appendix 1). In an emergency during school hours, a school nurse/ first aider will be called to assess the situation. However, this should not delay the process of calling an ambulance if one is clearly required. In the absence of a nurse the first aider a member of the school team should assess the situation and decide based on their judgement. The school nurse/first aider will use clinical judgement and assessment skills to ascertain whether it would be appropriate to call an ambulance or if one is needed.

An ambulance should be called, when (but not limited to):

- An AAI has been used.
- Pupil has had a seizure and is not known to have epilepsy.
- Severe asthma attack.
- Any loss of consciousness that is not a faint e.g., because of accident or illness/diabetic coma.
- Pupil suffers from blood loss or severe burn or scald.
- A pupil has taken or suspected to have taken an overdose.
- A pupil with an open fracture or unstable fracture below the waist
- A pupil has a spinal or head injury.
- Any other circumstances where a pupil is perceived to require urgent medical attention.

Record keeping and incident reports

All illnesses, injuries and accidents are documented on the pupil's CPOMS database.

The record of the first aid intervention will include:

- Pupil's/colleagues/visitor's name.
- Date and time of the incident.
- Injury or illness, first aid or mental health first aid action or treatment administered.
- Medication given if relevant.
- Advice or signposting to further assistance is required.
- Whether contact was made with parents/guardian to inform them of the event.

Every event involving a member of the GSAL school team is an “accident” and must be reported on the Accident Reporting System via [Accident reporting](#) (as HSE have specific requirements in relation to injuries incurred at a place of work).

Every event involving a student must be recorded on [CPOMS](#) and any accidents *MUST ALSO* be reported on the [Accident Reporting System](#).

Assessing and reviewing accidents

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The following accidents must be reported to the HSE involving colleagues or self-employed people working on the premises:

- Accidents resulting in death or major injury that arose out of or in connection with a work activity.
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The Director of Estates must keep a record of any reportable injury, disease, or dangerous occurrence. This must include: the date and method of reporting; the date, time, and place of the event; personal details of those involved a brief description of the nature of the event or disease.

The Principal is responsible for ensuring that the HSE is notified of fatal and major injuries and dangerous occurrences. The principal must ensure that readily accessible accident records, written or electronic, are kept for a minimum of seven years. (See DSS The Accident Book BI 510).

Monitoring

Accident records can be used to help the Principal and Health & Safety Committee to identify trends and areas for improvement. The committee will examine whether a future, similar incident could be avoided and what procedures could be put in place to reduce the likelihood of a recurrence. Accident records can also help to identify training or other needs and may be useful for insurance or investigative purposes.

School Trips

The trip lead needs to be aware of any medical and/or dietary needs for the pupils in their care. The responsibility for providing pupils specific information, lies with the parents/guardian of the pupils. As part of the trip sign up process, parents/carers are required to confirm that the child's medical information is up to date on My School Portal and make any updates necessary prior to departure. The trips & visits co-ordinator then runs a report of all medical information for the relevant pupils and gives this to the trip lead.

For every school trip, the trips and visits co-ordinator then issues the names of attending pupils to the pastoral senior leadership team, and school nurses. The school nurses review the pupils, and identify using SIMs, those pupils on medications or who have health care plans and may need help or reasonable adjustments to be made for them on the trip and then communicates with the trip lead to ensure that they have any information and medication connected to the pupils.

First aid provision is identified as part of the trip planning process. A first aid bag and medication bag are taken on all trips, these are stocked by the school nurses. The process for the administration of medication on school trips is located on GSAL world under 'processes' (appendix 1).

During trips, the trip lead is required to report any accidents or incidents which may occur. Leaders of residential trips are expected to complete a written report within two weeks of return if there has been any accident during the trip. The accident form must be completed as soon as possible by the colleague who witnessed the incident.

Infection Control and Prevention

In relation to pupils being excluded from school where they have infectious conditions, the school will follow the advice from the Health Security Agency (2023). Please see the 'Exclusion Guideline' on GSAL world under 'guidance' (appendix 1.)

Where there is concern about a pupil with a notifiable disease, advice will be sought from the local Health Protection Team. A list of notifiable diseases and the contact details for the Leeds local health protection team, are on GSAL world, under 'guidance' entitled 'notifiable diseases' (appendix 1).

- **Bodily fluid spillage**

The spillage of bodily fluids will be attended to by the school's cleaning team, who have been trained to manage spillages and disinfect areas. The cleaning team can be accessed through channel 1 on the school radio.

- **Clinical waste**

Yellow clinical waste bins, and sharps bins for disposal of needles and sharps, are in the treatment room of Primary school and Student Support Services. The clinical waste bags and full sharps bin are collected by an external clinical waste contractor.

Procedures in the event of colleague emergencies or ill mental health

In the case of colleague emergencies, our policy encourages colleagues to approach the school nurses. For non-emergency situations, colleagues should seek support from their line manager, the HR Team or Mental Health First Aiders. Additionally, our Employee Assistance Program (EAP) provider, Vivup, offers valuable resources. Details about the free counselling sessions and free online GP services can be found on GSAL World in the well-being section.

This ensures that our colleagues have access to the necessary tools for maintaining their physical and mental well-being.

Medication for colleagues

Any colleagues who work in EYFS and are taking medication must store it outside of the classroom setting.

References

Allergy UK (2022) Your quick guide to auto-adrenaline injectors. **Allergyuk.org.**

Framework for the inspection of association independent schools, including residential (boarding) schools and registered early years settings. **Independent Schools Inspectorate (ISI).** Published April (2023).

NICE (2016) Controlled drugs safe use and management. NICE guideline NG46.

Guidance First aid in schools, early years and further education. Department of Education. **GOV.UK.** Updated February (2022)

HPECS (2023) guidance: Exclusion table. **UK Health Security Agency**

Keeping children safe in education 2023, Statutory Guidance for schools and colleges. **Department of Education.** September (2023).

NHS (2021) What should I keep in my first aid kit?

www.nhs.uk/common-health-questions/accidents-first-aid-and-treatments/what-should-i-keep-in-my-first-aid-kit

Statutory framework for the early years foundation stage, setting the standards for learning, development and care for children from birth to five. **Department for Education.** September (2023)

Appendix 1

First aid: processes, guidance, standard operating procedures

Table of contents on GSAL world:

Pastoral Support

- Gender questioning
- Panic attack / anxiety
- Return to school after an injury or illness
- Return to school after diagnosis of concussion or suspected concussion
- Suicide ideation
- Supporting a pupil – self harm
- Disordered eating risk

First aid – emergencies

- Basic Life Support CPR and use of defibrillator
- Anaphylaxis
- Asthma Attack
- Burns
- Diabetic hypo hyperglycaemia
- Fainting
- Head injury
- Seizure
- Spinal injury

First aid – injuries

- Finger constriction
- Grazes cuts wounds
- Head bump
- Soft Tissue Injury
- Tooth Injury

Common ailments

- Diarrhoea and vomiting
- Earache
- Feeling Sick
- Hay fever
- Headache
- Nose bleeds
- Period pain

Guidance

- Defibrillator Bag Locations
- First Aid Bags Locations
- First Aid, NRASTC & Mental Health Training Tracker
- LCH 0-19 Health and Wellbeing – School Immunisation Service
- HPECS guidance Exclusion table 2023
- Notifiable diseases poster and contacts

Processes

- Calling an Ambulance
- Infection Control and Prevention
- Medication administration in school
- Medication administration on school trips