



# Three Towers

An Alternative Provision Academy

*Expanding Horizons*

## First Aid Policy

Adopted: September 2023

Review: September 2024

## 1. Aims

The principles of first aid, as set out by the Health and Safety (First-Aid) Regulations (FAR) 1981, are to:

- **Preserve** life;
- **Prevent** the condition from getting worse/minimise its consequences until medical help arrives (if needed);
- **Promote** recovery of the person requiring first aid;
- **Provide** treatment where medical attention is not required.

TTAPA aims to ensure that:

- ensure the health and safety of all staff, learners and visitors;
- ensure that staff and governors are aware of their responsibilities with regards to health and safety;
- provide a framework for responding to an incident and recording and reporting the outcomes.

## 2. Legislation & Guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel;
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees;
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept;
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records;
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of learners.

This policy complies with our funding agreement and articles of association.

## 3. Roles & Responsibilities

**3.1 The Rowan Learning Trust** has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

**3.2 The headteacher** is responsible for the implementation of this policy, including:

- ensuring that an appropriate number of appointed persons and/or trained first aiders are present in the school at all times;
- ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role;

- ensuring all staff are aware of first aid procedures;
- ensuring appropriate risk assessments are completed and appropriate measures are put in place;
- undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place;
- ensuring that adequate space is available for catering to the medical needs of learners;
- reporting specified incidents to the HSE when necessary (see section 6).

### 3.3 Staff are responsible for:

- being aware of and following first aid procedures;
- ensuring they know who the first aiders in school are;
- with the School Business Manager, completing accident reports for all incidents they attend to where a first aider/appointed person is not called;
- informing the headteacher or their manager of any specific health conditions or first aid needs.

### 3.4 Appointed person(s)

Our school's appointed persons are C Banks (Hindley) and C Higgins (Whelley).

It is our policy that the appointed person is **not**, in the first instance, to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained first aider or to assist a first aider in situations requiring another trained person for help and/or advice.

They are responsible for:

- overseeing the arrangements for first aid within the school;
- taking charge when someone is injured or becomes ill;
- ensuring there is an adequate supply of medical materials in first aid kits placed at strategic points across the school, and checking/replenishing the contents of these kits on a monthly basis;
- ensuring that staff are aware of where first aid boxes are located and who the first aiders are;
- ensuring that first aid boxes are available to take on all offsite visits/trips (including emergency asthma kits);
- ensuring that an ambulance or other professional medical help is summoned when appropriate;
- ensuring that first aiders are trained with a valid certificate of competence and that training is refreshed every three years;
- organizing and maintaining the room(s) designated for use as medical rooms as suggested by HSE;
- ensuring the appropriate medical resources (asthma inhalers, insulin, Epi-pens) are easily and readily available to those learners with specific health needs.

**3.5 First Aiders** are trained and qualified to carry out the role (see section 7) and are responsible for:

- maintaining their accredited training as first aiders and undertaking refresher training every three years;
- understanding their role as a first aiders and acting as first responders to any incidents;

- assessing an emergency situation where there is an injured or ill person, and provide immediate and appropriate treatment in a safe and effective manner;
- summoning an ambulance or other professional medical help when required;
- providing first aid for an adult, child or infant who
  - is unresponsive and not breathing normally;
  - has a foreign body blocking their airway;
  - is wounded and bleeding (including self-inflicted wounds);
  - is suffering from shock;
  - has a suspected fracture or dislocation;
  - has injuries to bones, muscles or joints.
- knowing how to administer first aid to an adult, child or infant who
  - has a condition affecting their eyes, ears or nose;
  - has a sudden onset illness;
  - is experiencing the effects of extreme cold or heat;
  - has sustained an electric shock;
  - has sustained burns or scalds;
  - has ingested poison;
  - has been stung or bitten.
- sending learners home to recover, where necessary;
- with the School Business Manager, filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident;
- writing up the incident on ARBOR;
- ensuring that the incident is communicated to parents/carers as soon as possible;
- keeping their contact details up to date.

TTAPA relies on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons in the first instance but to retain the option of calling upon the services of the appointed person, if felt appropriate/necessary, when they are onsite.

**In emergency situations**, the first aider will still call for (or will instruct another member of staff to call) 999 and request that an ambulance and/or paramedics attend but can still be supported in the developing situation by the appointed person if required/appropriate.

Our school's first aiders are listed in appendix 2. Their names will also be displayed prominently around the school.

### 3.6 Learners

All learners are required to:

- be aware of and comply with this policy;
- report all accidents and/or injuries;
- listen carefully to instructions given by the first aider dealing with the incident.

### 3.7 Parents/Carers

To keep everyone safe and well, we expect parents/carers to:

- be aware of our duty and responsibility to keep all members of the school community safe by agreeing to the provision of first aid for their child;

- be aware of and comply with this policy;
- provide contact details of at least **two** people who are contactable during school hours in the event of their child being injured/unwell or involved in an accident.

### 3.8 Contractors working on site

All contractors working on site are made aware of our first aid procedures including who they should notify if there is an accident by the Site Manager or Business Manager at Hindley, or by the Caretaker or Deputy Headteacher at Whelley.

## 4. First Aid Procedures

The term first aid means

- treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical help arrives; and
- treating minor injuries which do not require medical help.

First aid does not normally include giving/administering medicines except in the event of asthma attacks or allergic reactions.

### 4.1 In-school Procedures

#### 4.1.1 In the event of an accident resulting in injury:

- the closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment;
- the first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services (see Appendix 3). They will remain on scene until help arrives.
  - if emergency services are called for a learner a member of the office staff will contact parents/carers immediately. If a parent/carer is not available, a member of staff will accompany the learners to hospital and remain there until either a parents/carer arrives or they are relieved by a member of CLT.
  - if emergency services are called for an adult, their emergency contacts will be informed immediately by the most appropriate member of staff.

*In both cases at an appropriate point in the injured persons care, CLT and the Headteacher must be informed that the emergency services have been called.*

If further assistance from the emergency services is not required the first aider will provide the required first aid treatment.

Before administering first aid, consideration should be given to potential allergies (e.g. plasters).

- In the event of a head injury, the first aider will ascertain:
  - how it happened;
  - when it happened;
  - where it happened;
  - how the patient/injured person feels.

Patients should be monitored for 20 minutes in the designated room for signs of concussion. If the patient is to be collected, their relatives should be advised to seek medical advice if the patient's condition deteriorates.

- the first aider will also decide whether the injured person should be moved or placed in a recovery position;
- if the first aider judges that a learner is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers. Reference should be made by the first aider to the UK Health Security Agency Guidance on Infection Control in Schools and other Childcare Settings to advise on timescales for periods off school in case of illness (for example: nausea/vomiting/diarrhoea – 48 hours from last bout).;
- the School Business Manager will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

4.1.2 *In the event of an asthma attack:* (see Appendix 4 for signs & symptoms)

**CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE PERSON**

- **appears exhausted;**
- **has a blue/white tinge around lips;**
- **is going blue;**
- **has collapsed.**

If emergency services are called for a learner a member of the office staff will contact parents/carers immediately. If a parent/carer is not available, a member of staff will accompany the learners to hospital and remain there until either a parents/carer arrives or they are relieved by a member of CLT.

If emergency services are called for an adult, their emergency contacts will be informed immediately by the most appropriate member of staff.

*In both cases at an appropriate point in the injured persons care, CLT and the Headteacher must be informed that the emergency services have been called.*

- the closest member of staff present will seek the assistance of a qualified first aider by either clicking the appropriate first aid button in class charts, or by calling out “first aider needed in....”
- the closest member of staff, and/or first aider will:
  - keep calm and reassure the person;
  - encourage the person to sit up and slightly forward;
  - ask the person to use their own inhaler;
  - stay with the person;
  - if needed, obtain emergency asthma kit either by calling for it or sending someone to collect it.
- if their own inhaler is not available, use the emergency inhaler
  - immediately help the person to take two separate puffs of the salbutamol via the spacer

**A learner may be prescribed an inhaler for their asthma which contains an alternative reliever medication to salbutamol (such as terbutaline). The salbutamol inhaler should still be used by these learners if their own inhaler is not accessible – it will still help to relieve their asthma and could save their life.**

- if there is no immediate improvement, continue to give two puffs every two minutes up to a maximum of 10 puffs, or until their symptoms improve. Shake the inhaler between puffs;
- if worried at ANYTIME before reaching 10 puffs, CALL 999 FOR AN AMBULANCE;

- if an ambulance does not arrive within 10 minutes give another 10 puffs as described above;
  - if there is improvement, stay with the person until they feel better, then return the person to school activities.
- if the first aider judges that a learner is too unwell to remain in school, parents/carers will be contacted and asked to collect their child.
  - upon their arrival, the first aider will recommend next steps to the parents/carers.
  - the first aider will log the incident of Class Charts and complete an accident report form on the same day, or as soon as is reasonably practical after an asthma attack.

#### 4.1.3 In the event of a mild allergic reaction: (see Appendix 4 for signs & symptoms)

- The closest member of staff present will seek the assistance of a qualified first aider by either clicking the first aid button in class charts, or by radioing using channel 3 “first aider needed in....”
- The closest member of staff will:
  - keep calm and reassure the person;
  - encourage the person to sit up and slightly forward;
  - stay with the person;
  - watch for signs of anaphylaxis.
- if the first aider judges that a learner is too unwell to remain in school, parents/carers will be contacted and asked to collect their child.
- upon their arrival, the first aider will recommend next steps to the parents/carers.
- the first aider will log the incident of Class Charts and complete an accident report form on the same day, or as soon as is reasonably practical after an allergic reaction.

#### 4.1.4 In the event of a severe allergic reaction:(see Appendix 4 for signs & symptoms)

**CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE SEVERE ALLERGIC REACTION PROCEDURE WITHOUT DELAY IF THE PERSON SHOWS SIGNS OF ANAPHALAXIS**

**ALWAYS use adrenaline autoinjector(Epi-pen) FIRST in someone with known food allergy who has SUDDEN BREATHING DIFFICULTY (persistent cough, hoarse voice, wheeze) – even if no skin symptoms are present**

If emergency services are called for a learner a member of the office staff will contact parents/carers immediately. If a parent/carer is not available, a member of staff will accompany the learners to hospital and remain there until either a parents/carer arrives or they are relieved by a member of CLT.

If emergency services are called for an adult, their emergency contacts will be informed immediately by the most appropriate member of staff.

*In both cases at an appropriate point in the injured persons care, CLT and the Headteacher must be informed that the emergency services have been called.*

- the closest member of staff present will seek the assistance of a qualified first aider by either clicking the appropriate first aid button in class charts, or by calling out “first aider needed in....”

- the closest member of staff, and/or first aider will:
  - keep calm and reassure the person;
  - encourage the person to sit up and slightly forward;
  - stay with the person;
  - obtain the emergency Epi-pen either by calling for it or by sending someone else to collect it.
  - ask the person to use their own Epi-pen;
    - lie the person flat with legs raised (if breathing is difficult allow person to remain sitting up);
    - use Epi-pen without delay **\*\*\*IF IN DOUBT, GIVE EPI-PEN\*\*\*** If their own Epi-pen is not available use the emergency one;
    - do **not** stand the person up;
    - commence CPR if there are no signs of life;
    - if no improvement after 5 minutes, give a further dose of adrenaline using the second Epi-pen;
    - stay with the person until the emergency services arrive.
- The first aider will log the incident of Class Charts and complete an accident report form on the same day, or as soon as is reasonably practical after an allergic reaction.

## 4.2 Offsite Procedures

When taking learners off the school premises, staff will ensure they always have the following:

- a school mobile phone;
- a portable first aid kit;
- information about the specific medical needs of learners;
- parents'/carers' contact details.

Risk assessments will be completed by the Trip Leader prior to any educational visit that necessitates taking learners off school premises. There will always be an 'appointed' supervising adult who will take charge of a situation and organise assistance in the event of a first aid incident as well as at least 1 qualified first aider on school trips and visits.

## 5. First Aid Equipment

### 5.1 First Aid Kits **See appendix 2 for locations**

First aid kits/boxes are marked with a white cross on a green background. A typical first aid kit in our school will include the following:

- a leaflet with general first aid advice;
- individually wrapped regular and large bandages;
- sterile eye pad bandages;
- individually wrapped triangular bandages;
- adhesive tape;
- safety pins;
- disposable gloves;
- individually wrapped antiseptic cleansing wipes;
- individually wrapped plasters of assorted sizes including hypoallergenic plasters;
- scissors;

- cold compresses;
- sterile, individually wrapped burns dressings;
- sterile, individually wrapped un-medicated wound dressings of assorted sizes.

No medication is kept in first aid kits.

## 5.2 Asthma Inhalers & Epi-pens

We purchase asthma inhalers and epi-pens to use in an emergency where parental/carer consent has been given. Our equipment would be administered where the learner's own resources were unavailable.

Learners who require asthma inhalers and/or Epi-pens are required to have two working inhalers/pens with them. If these fail our supply will be used, having gained parental/carer agreement on induction. All such events will be logged on the learner's ARBOR profile.

## 5.3 First Aid Facilities

First aid rooms are normally only necessary where staff/learners are engaged in higher risk activities. This is not the case at TTAPA. There is a dedicated First Aid room at Hindley on the F-corridor. In addition, both sites have quiet rooms where injured persons can be treated for minor injuries and spaces for sick/injured learners who need to rest on a bed/lying down. Foot operated refuse containers, first aid boxes and a telephone are available in these spaces, in addition to washing facilities. There is easy access to a toilet from both rooms.

## 5.4 Automated External Defibrillators (AEDs)

An AED is available in Reception on both sites. These can be used by anyone including the general public. Some trained first aiders have completed additional training in the use of AEDs which provides additional knowledge/skills and promotes greater confidence in the use of defibrillators.

When opening the AED clear instructions are given to follow and any equipment needed e.g. scissors/gloves are provided in the attached bag.

## 5.5 Wheelchair

There is a transit wheelchair on each site which can be used when it is necessary to move an injured person from one location to another, providing it is safe to do so. They are checked over for safety on a termly basis by a member of the site team and a log kept of the check. These are stored in the site office on each site.

## 5.6 Eye Irrigation

The science department has specific eye irrigation equipment in each lab in case of eye contact with chemicals.

# 6. Record-keeping & Reporting

## 6.1 First Aid and Accident Record Book

An accident form in the accident book will be completed by the first aider and School Business Manager on the same day or as soon as possible after an incident resulting in an injury including as much detail as possible.

A copy of the accident report form is also be added to the learner's educational record on ARBOR by their Head of House.

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. Copies of accident and/or first aid form included in the learner's records on ARBOR are retained and disposed of in line with the Trust's policy on Retention and Disposal of Records.

## 6.2 Reporting to HSE

The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident, except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### 6.2.1 School staff: Reportable injuries, diseases or dangerous occurrences.

These include:

- death;
- specified injuries, which are:
  - fractures, other than to fingers, thumbs and toes;
  - amputations;
  - any injury likely to lead to permanent loss of sight or reduction in sight;
  - any crush injury to the head or torso causing damage to the brain or internal organs;
  - serious burns (including scalding) which
    - covers more than 10% of the whole body's total surface area; or
    - causes significant damage to the eyes, respiratory system or other vital organs;
  - any scalding requiring hospital treatment;
  - any loss of consciousness caused by head injury or asphyxia;
  - any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- work related injuries that lead to an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the School Business Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident;
- occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - carpal tunnel syndrome;
  - severe cramp of the hand or forearm;
  - occupational dermatitis, e.g. from exposure to strong acids or alkalis including domestic bleach;
  - hand-arm vibration syndrome;
  - occupational asthma e.g. from wood dust;
  - tendonitis or tenosynovitis of the hand or forearm;

- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent;
- near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - the collapse or failure of load-bearing parts of lifts and lifting equipment;
  - the accidental release of a biological agent likely to cause severe human illness;
  - the accidental release or escape of any substance that may cause a serious injury or damage to health;
  - an electrical short circuit or overload causing a fire or explosion.

### 6.2.2 Learners and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- death of a person that arose from, or was in connection with, a work activity\*
- an injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- a failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- the condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm) (<http://www.hse.gov.uk/riddor/report.htm>)

### 6.3 Physical Assault/Injury

Staff should complete an accident log, as well as recording the incident on ARBOR, if they or a learner have been physically assaulted or injured by another learner. The record should include a timeline leading to the assault, any triggers and resulting behaviours.

### 6.4 Notifying Parents

Learners do not contact their parents/carers directly in the event of them feeling unwell or if they are injured. The first aider, relevant Head of House or member of CLT will inform parents/carers of any accident or injury sustained by a learner, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

For **all learners** the following must be notified to parents/carers:

- contagious rash;
- sting or bite from an animal or insect;
- injury to the head;
- non-accidental injury.

For **KS3 & KS4 learners** there is no need to inform parents/carers for:

- minor cuts and grazes;
- a headache that goes away.

Depending on their age and wherever possible, learners are expected to take responsibility for their own health. They are also expected to be resilient and responsibly assess their need for adult assistance in terms of first aid. Learners are then expected, if possible, to inform an adult if they need first aid assistance. Where we do not contact parents/carers (see above), the learner is

expected to inform their parent/carer of any minor injury/illness that has occurred during the school day.

## 7. Training

All school staff are able to undertake first aid training if they would like to. All PE, science, cooking, outdoor education and outreach staff are required to undertake at least emergency first aid training.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. TTTAPA keeps a register of all trained first aiders, what training they have received and when this is valid until. Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 member of staff based on the Whelley site has a current paediatric first aid (PFA) certificate which is updated at least every 3 years.

## 8. Liability & Indemnity

The Rowan Learning Trust will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. Staff who undertake responsibilities within this policy are covered by the Trust/school's public liability insurance which is arranged through the DfE RPA scheme.

## 9. Monitoring & Evaluation

This policy will be monitored by the Headteacher and appointed person and reviewed in accordance with any new guidance given or when staff changes affect named first aiders. At every review, the policy will be approved by the local governing committee.

First Aiders are asked to sign confirming that they have read, understood and are willing to comply with this policy using the statement below:

*I am signing to confirm that I have read and understood my roles and responsibilities as a first aider at TTAPA and will comply with all requirements within this policy or seek further clarification of policy and/or procedures as required.*

This policy forms part of the induction of any member of staff new to the school.

*This policy should be read alongside:*

- *Administering Medication Procedures*
- *Asthma Policy*
- *First Aid Risk Assessment*
- *Health & Safety Policy*
- *Safeguarding Policy*
- *Supporting Learners with Medical Conditions Protocol*

### UNICEF - UNCRC

The UN Convention of the Rights of the Child sets out human rights of every person under 18 (Article 1) and applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background (Article 2). Articles directly relating to this policy are:

2 (Non-discrimination)	24 (Health & health services)
3 (Best interests of the child)	28 (Right to education)
12 (Respect the views of the child)	29 (Goals of education)

## Appendix 1: First Aid Requirements

The Health & Safety (First Aid) regulations do not oblige schools to provide first aid for anyone other than their own staff, but guidance recommends that organisations, such as schools, which provide for others should include these other persons in their risk assessments and provide for them.

**First aid provision must be available at all times while people are on school premises and off the premises whilst on school visits/trips.**

In determining appropriate provision, we have considered:

- the nature of the work and workplace hazards and risks including offsite activities;
- higher risk curriculum areas such as PE, science, cooking, art and drama;
- the size and location of both our sites and the distribution of staff and learners;
- the needs of travelling, remote and lone workers;
- work patterns;
- first aid provision for non-employees;
- our historical record of incidents/accidents;
- distance emergency services would need to travel to site;
- provision for absence of first aiders due to sickness, holiday cover, staff accompanying trips/visits;
- staff and learners with medical conditions and/or disabilities;
- provision outside normal hours.

The Health & Safety (First Aid) regulations 1981 require an employer to provide an adequate number of suitable persons who are able to render first aid to employees (and in this situation learners and onsite visitors) if they are injured or become ill during their time at work/onsite.

There are two levels of provision:

- Emergency First Aid at Work (EFAW) – this level is relevant when qualified first aiders are required but the environment is deemed to be lower risk (such as an office)
- First Aid at Work (FAW) – this level is relevant when qualified first aiders are required but where the work environment is deemed to be higher risk.

**It is recommended that schools provide first aiders qualified to the higher level of ‘first aid at work’ (FAW).**

The following chart has assisted us in determining what level and how many first aiders are required:

Hazard level	No. of Employees and/or learners	Level of first aid provision required
Higher	<5	At least 1 appointed person
	5-50	At least 1 EFAW or FAW trained first aider, depending on the types of injuries that may occur
	>50	At least 1 FAW trained first aider for every 50 employees (or part thereof).

## Appendix 2: First Aiders

<b>FIRST AIDERS</b>				
FAW = First Aid at Work (3-day course)		EFAW = Emergency First Aid at Work (1-day course)		
MHFA = Mental Health First Aider		PFA = Paediatric First Aid (2-day course)		
Full Name	Location / Ext No	Training		Expiry date of certificate
Mrs C Banks	E6 / 1114	MHFA(completed Aut '21)	FAW	March 2024
<a href="#">Mrs C Lynch</a>			FAW	March 2024
Mr P King-Williams			FAW	March 2024
<i>Mr D Heyes</i>		<i>MHFA(completed Apr '22)</i>	<i>FAW</i>	<i>May 2024</i>
<i>Mrs A Scott</i>	C8 /1119	<i>MHFA(completed Aut '21)</i>	<i>FAW</i>	<i>May 2024</i>
Ms S Taylor			FAW	May 2024
<a href="#">Ms C Marsh</a>			<a href="#">FAW</a>	<a href="#">May 2024</a>
<a href="#">Mr C Hill</a>			<a href="#">FAW</a>	<a href="#">May 2024</a>
<i>Ms G Murphy</i>	C8 / 1118	<i>MHFA(completed Aut '21)</i>	<i>FAW</i>	<i>July 2024</i>
<i>Mr A Worswick</i>			<i>FAW</i>	<i>December 2024</i>
<a href="#">Ms J Edwards</a>			<a href="#">FAW</a>	<a href="#">December 2024</a>
<i>Miss R Baldock</i>			<i>FAW</i>	<i>March 2025</i>
Mrs C Wareing			FAW	March 2025
Mr J Cook	G2 / 1153		FAW	September 2025
Mr J Atherton	G1 / 1105		FAW	October 2025
Ms S Box		<b>MHFA(completed Aut '23)</b>	FAW	January 2026
Mrs A King			EFAW	March 2025
<a href="#">Mrs L Thorley</a>			<a href="#">EFAW</a>	<a href="#">March 2025</a>
<a href="#">Mr S Vernazza</a>			<a href="#">EFAW</a>	<a href="#">March 2025</a>
<a href="#">Ms D Halliwell</a>			<a href="#">EFAW</a>	<a href="#">September 2025</a>
Ms E Arkwright			EFAW	September 2025
Ms J Campbell			EFAW	September 2025
Mr A Kindred			EFAW	September 2025
Miss D Rigby			EFAW	January 2026
Miss R Gibson			EFAW	January 2026
<a href="#">Mrs H Holden</a>			<a href="#">EFAW</a>	<a href="#">January 2026</a>
<b>Mrs C Seggie</b>			<b>EFAW</b>	<b>October 2026</b>
<a href="#">Mrs K King</a>			<a href="#">PFA</a>	<a href="#">February 2025</a>
<a href="#">Mrs L Thorley</a>			<a href="#">PFA</a>	<a href="#">October 2026</a>
<a href="#">Mrs C Higgins</a>		<a href="#">MHFA(completed Aut '21)</a>	<a href="#">MHFA</a>	
Mrs V Scott		MHFA(completed Aut '21)	MHFA	
Ms H Parry		Adult MHFA (July '21)	MHFA	
<b>FIRST AID BOXES ARE LOCATED IN:</b>				
<b>Hindley</b>		<b>Whelley</b>		
<b>Ground floor</b> Reception Staffroom Site Managers Office Main Kitchen G2 G6 G7 G8	<b>First floor</b> E7 (The Zone) E3 (DHT Office) D7 (AHT Office) Pastoral Office C2 (Cooking Room) C1 (Art) B4 (DHT Office) H5 (Cooking Room) H1 (AHT Office) Meeting Room	Reception Staffroom Caretakers Office Main Kitchen Cedar Classroom Maple Classroom Elm Classroom Little Acorns Classroom Cooking Room		

*Italics = will move to EFAW at next training. Course to be completed this year.*

### Appendix 3: Emergency Services

To request an ambulance – dial 999 ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- Your name
- School telephone number
- Your location

Three Towers Hindley	or	Three Towers Whelley
Leyland Park House		28 Heiland Road
Park Road		Whelley
Hindley		Wigan
WN2 3RX		WN1 3UR

- The name of the patient and a brief description of what has happened including their symptoms
- The exact location of the injured person in school
- The best entrance to use and state that the crew “will be met and taken to the patient on arrival”

If the patient is a member of staff or a learner have a SIMS print out of their details ready to hand to the crew on arrival.

## Appendix 4: Specific Situations

### Asthma Signs & Symptoms

Common 'day to day' symptoms of asthma are:

- cough and wheeze (a 'whistle' heard on breathing out) when exercising;
- shortness of breath when exercising;
- intermittent cough.

These symptoms are usually responsive to use of a person's own inhaler and rest (e.g. stopping exercise). They would not usually require the person to be sent home from school, or to need urgent medical attention. Signs of an asthma attack include:

- persistent cough (when at rest);
- a wheezing sound coming from the chest (when at rest);
- being unusually quiet;
- the learner complains of shortness of breath at rest, feeling tight in the chest (younger children may express this feeling as a tummy ache);
- difficulty in breathing (fast and deep respiration);
- nasal flaring;
- being unable to complete sentences;
- appearing exhausted;
- a blue / white tinge around the lips;
- going blue.

### Allergic Reaction and Anaphylaxis Signs and Symptoms

Mild-moderate allergic reaction:

- swollen lips, face or eyes;
- itchy/tingling mouth;
- hives or itchy skin rash;
- abdominal pain or vomiting;
- sudden change in behaviour.

### Anaphylaxis

- Airway: Persistent cough - Hoarse voice - Difficulty swallowing, swollen tongue;
- Breathing: Difficult or noisy breathing - Wheeze or persistent cough;
- Consciousness: Persistent dizziness - Becoming pale or floppy - Suddenly sleepy, collapse, unconscious

IF ANY ONE (or more) of these signs are present, treat as anaphylaxis.

Anaphylaxis may occur without initial mild signs

### Infectious Diseases

The school follows the Public Health Agency's "Guidance on Infection Control in Schools and Other Childcare Settings" which can be access using this link

[https://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf)