Ysgol Tŷ Monmouth Policy

First Aid (Local Policy & Procedure)

POLICY STATEMENT

- Ysgol Tŷ Monmouth recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain a school which is safe, health and safety compliant with all statutory requirements and codes of practice. This includes the provision of Qualified First Aiders in the school to manage the treatment of minor injuries.
- Although there is no legal requirement (Health and Safety (First Aid) Regulations 1981) to provide First Aid for non-Team Members, for example Pupils and Visitors, it is the policy of Phoenix Learning and Care to do so.
- This procedure has been written in conjunction with the Group First Aid Policy 523 and sets out the specific guidance for Team Members and Pupils at Ysgol Tŷ Monmouth.
- Article 23 of the UN Convention on the Rights of the Child states “every child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community.

Document Control			
Policy Code:	TŷM7	Policy Owner:	Rhuanedd Deroy-Jones
Version:	2025..12_v2.04	Policy Author(s):	Rhuanedd Deroy-Jones
Date ratified:	December 2024		
Review Frequency:	Yearly		
Next review date:	December 2026	Ratifying Committee:	PRG

Document History (last 3 versions)			
Date of Issue	Version No.	Person(s) responsible for change	Nature of Change
November 2025	V2.04	Rhuanedd Deroy-Jones	Annual Review
November 2024	v2.03	Rhuanedd Deroy-Jones	List of First Aiders updated
November 2023	v2.02	Rhuanedd Deroy-Jones	List of First Aiders updated

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1. Scope

1.1 First Aid

1.1.1 At Ysgol Ty Monmouth "First aid" refers to:

- The treatment of minor injuries that do not require the attention of a medical practitioner or nurse.
- The initial and appropriate management of illness or injury which aims to preserve life until professional medical help can arrive.
- Minimise the consequences of injury and illness.

1.2 Responsible Person

1.2.1 The responsible person at Ysgol Tŷ Monmouth and must ensure:

- Adequate and appropriate First Aid equipment and facilities are available to be rendered to all those who are injured or become ill whilst on the school grounds.
- An adequate number of suitably trained First Aiders, as defined in the regulations, are always available.
- Team Members at Ysgol Tŷ Monmouth are informed about the arrangements that have been made, including the location of equipment, facilities, and personnel.
- Ensure that procedures are in place to enable the contents of First Aid boxes are replenished and ensure that items are not passed their expiry date.

1.3 First Aiders

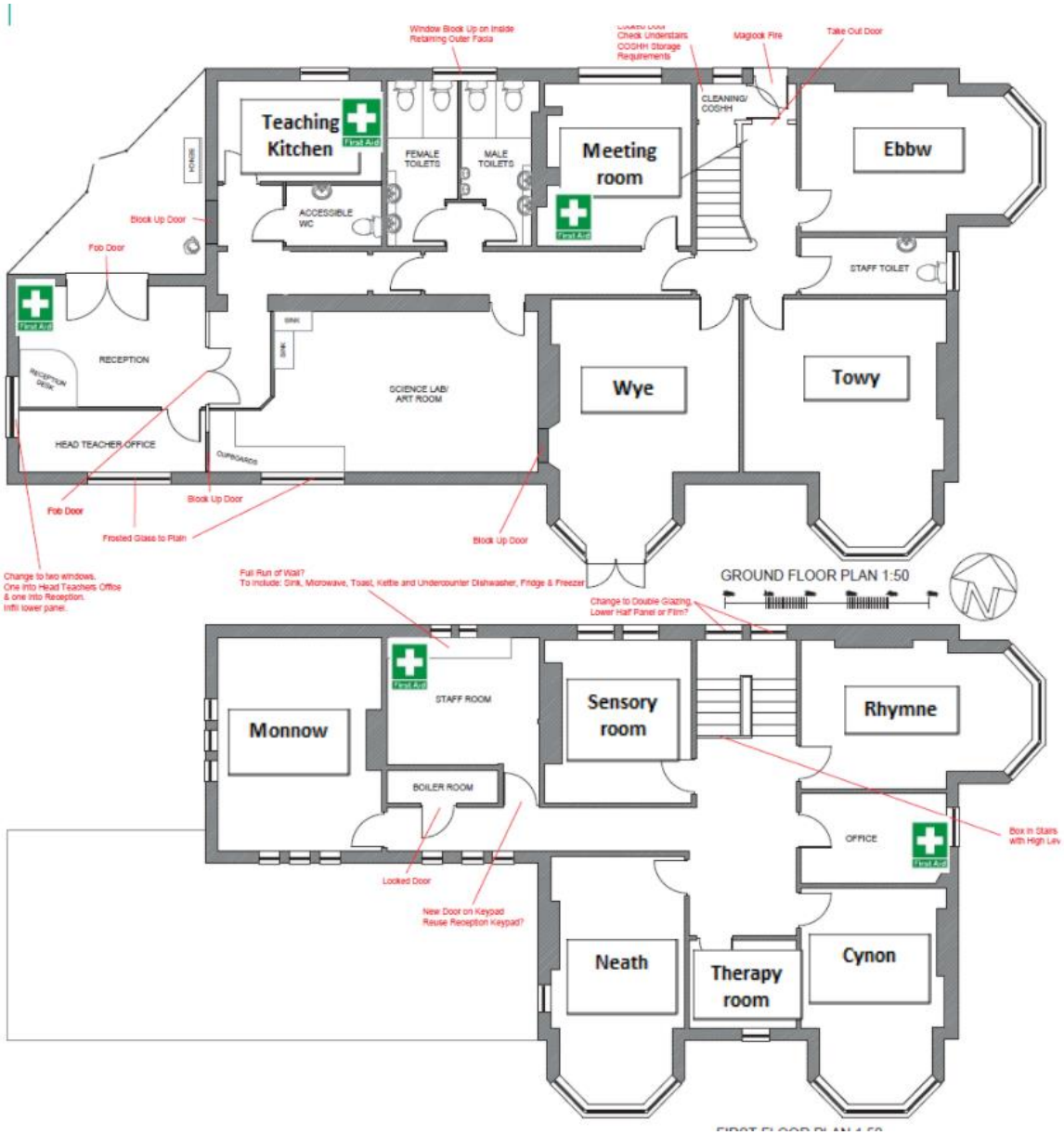
1.3.1 The Health and Safety Executive recommends in its approved code of practice that at least one First Aider will be required for every 50 Team Members. At Tŷ Monmouth we provide Emergency First Aid at Work training to all Team Members who have direct contact with Pupils. Training courses, lasting 1 day, are organised as soon as possible for new Team Members, if they do not have a recognised qualification.

1.3.2 Successful candidates are awarded an Emergency First Aid at Work certificate which is valid for 3 years, and refresher training and re-testing must take place before the qualification expires. Training is outsourced and delivered by an organisation whose training and qualifications are recognised by the HSE.

1.3.3 Details of all qualified First Aiders at Tŷ Monmouth can be obtained from the Administrator, Headteacher or Deputy Headteacher. (See appendix 1)

1.4 First Aid Boxes

1.4.1 At Ysgol Tŷ Monmouth there are five First Aid kits onsite, one First Aid Kit in each of the school vehicles and burns kits in the kitchens. They have been placed where there has been deemed the greatest risk of injury occurring, for example the Teaching Kitchen:



1.4.2 First Aid boxes are replenished as soon as contents are used and are checked every term to ensure that items have not passed their expire date or pilfered without knowledge. This duty is assigned by the Headteacher to a First Aider.

1.4.3 Contents of the first Aid boxes are protected from dust and damp and are clearly identifiable in green plastic First Aid boxes. Where First Aid boxes are stored in cupboards, the cupboard is clearly labelled with a white cross on a green background in accordance with the Safety Sign Regulation 1980.

1.4.4 The First Aid Boxes must contain a sufficient quantity of suitable First Aid materials and nothing else.

1.4.5 The following is a suggested list of items:

ITEM	QUANTITY
First Aid in An Emergency Booklet	1
Medium First Aid dressing 12 x 12cm -sterile	4
Triangular bandage 18 x 18cm – sterile	1
Disposable triangular bandage 90 x 90 x 130cm -non-sterile	2
First aid finger dressing 3.5 x 3.5cm -sterile	2
Conforming bandage 7.5 x 4.5 -single	1
Safety pins pack of 6 – assorted sizes	1
No.16 eye pad First Aid dressing – sterile	2
Wash proof plasters assorted - pk 10	4
Sterile cleansing wipes – pk 10	2
Microporous tape 2.25 x 10 – single	1
Nitrile powder free gloves – large	6
Resuscitation face shield	1
Disposable heat retaining adult foil blanket	1
Burnshield dressing 10 x 10cm	1
Tuff Kut Scissors	1

1.4.6 The treatment of minor illnesses, such as headaches, by the administration of tablets and/or medicine falls outside the definition of First Aid in the Health and Safety (First Aid) Regulations 1981. For this reason, the treatment of minor illness does not form part of a First Aider and No medicines such as paracetamol, aspirin, etc. may be kept in the First Aid box.

1.4.7 First Aid requirements for educational visits

1.4.8 All school visits will have a First Aid qualified Team Member as part of the supervisory adults. The minimum First Aid provision is:

- A suitably stocked First Aid bag/box (see below)
- A person appointed to oversee First Aid arrangements
- A key Team Member (group leader or deputy leader) to be responsible for Pupil medication. The medication would be stored and administered as required in line with the Pupil's medical plan.

1.4.9 The First Aid Bag should be suitable for the number of Pupils and Team Members involved and the potential hazards identified when carrying out the activity risk assessment.

1.4.10 The following is a suggested list of items for an offsite First Aid kit:

ITEM	QUANTITY
First Aid in An Emergency Booklet	1
Medium First Aid dressing 12 x 12cm -sterile	1
Triangular bandage 18 x 18cm – sterile	1
Disposable triangular bandage 90 x 90 x 130cm -non-sterile	1
First aid finger dressing 3.5 x 3.5cm -sterile	1
Conforming bandage 7.5 x 4.5 -single	1
Safety pins pack of 6 – assorted sizes	1
No.16 eye pad First Aid dressing – sterile	1
Wash proof plasters assorted - pk 10	1
Sterile cleansing wipes – pk 10	1
Microporous tape 2.25 x 10 – single	1
Nitrile powder free gloves – large	1
Resuscitation face shield	1
Disposable heat retaining adult foil blanket	1
Burnshield dressing 10 x 10cm	1
Tuff Kut Scissors	1
Eye Wash 500ml	1

1.5 In-School Procedure

1.5.1 The closest Team Member 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.

1.5.2 The First Aider, if called, will assess the injury, and decide if further assistance is needed from a Team Member or the emergency services. They will remain on scene until help arrives.

1.5.3 The First Aider will also decide whether the injured person should be moved or placed in a recovery position.

1.5.4 If the First Aider judges that a Pupil is too unwell to remain in school, Parents will be contacted and asked to collect their child. Upon their arrival, the First Aider will recommend next steps to the Parents.

1.5.5 If emergency services are called, a member of the Senior Leadership Team will contact Parents immediately.

1.5.6 The First Aider will complete an accident report on the same day or as soon as is reasonably practical after an incident resulting in an injury.

1.6 How to deal with blood and body fluid Spillages

1.6.1 Spillages should be dealt with as soon as possible.

1.6.2 Ventilate area if possible.

1.6.3 Keep anyone not involved with dealing the spillage away from the area.

1.6.4 Wear appropriate protective apparel when dealing with a spillage (gloves, apron, mask, eye protection)

1.6.5 Use granules to cover spillage.

1.6.6 Soak up as much spillage using paper towels.

1.6.7 Remove towels and debris and treat as clinical waste.

1.6.8 Wash area with hot water and detergent.

1.6.9 Dry area.

1.6.10 Dispose of paper towels and protective clothing.

1.6.11 Wash hands.

1.7 Emergency Incident

1.7.1 In the event of a First Aider determining that the illness or injury of the patient is very serious or life threatening and is necessary to call an ambulance to take the patient to hospital, it is appropriate for the First Aider to remain with the patient pending arrival of the ambulance.

1.7.2 In the event that an ambulance does not or cannot respond, then the following action should be considered:

- A patient may be taken to hospital in a company vehicle if it is possible to do so.
- A patient may be taken to hospital in a taxi or other non-company vehicle.

1.7.3 In these cases, and because the patient is suffering from a serious or life-threatening conditions it may be appropriate for the First Aider to accompany the patient to hospital.

1.7.4 It should be stressed here that the option above is only to be taken in extreme circumstances and that ambulance transfer is always the preferred option.

1.8 Reporting and Record keeping

1.8.1 All accidents to Pupils, Team Members and visitors, no matter how small will be reported to a Team Member, Senior Leadership team and Parents/Carers as soon as possible after the incident took place. The appropriate accident forms will be filled in and witnessed. Accidents are logged electronically on Databridge and reviewed by the SHEF (Safety, Health, Environment, Fire) Group. All Team Members have training on their induction on how to use the system. Injuries at work are also covered by RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995) and may require a report to be made to the Health and Safety Executive (see Group Policy 531 RIDDOR)

1.9 Medical Information

1.9.1 Details of individual medical complaints, allergies, and medication, along with guidance (where appropriate) will be kept securely on Databridge, for all Pupils and Team Members. Allergen information will be displayed in the kitchens and with all First Aid boxes. Specific information about managing medical conditions is included in Pupils individual risk assessments, and any Team Members supporting a Pupil must make themselves familiar with this information.

First Aiders

Mental Health First Aider: Rhuanedd Deroy-Jones
Designated First Aider: Kerry Davies and Corey Mansell

Marina Mataix Tortosa
Rio Scibona
Francis Rabbitt
Ann Lynch
Gemma Foster
Alex Taylor-Mudge
Chantelle Wilson
Caitlin Atkinson
Paul Bartlett
Stephanie Moss

Updated 2025