



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## FIRST AID POLICY

### 1. Introduction and Context

- 1.1 Cannock Chase High School is committed to providing first aid provision in order to deal with accidents and incidents affecting employees, students and visitors. Every reasonable precaution will be taken to ensure the health, safety and wellbeing of all staff, students and visitors.
- 1.2 The aims of this policy are to:
  - Ensure that the academy has adequate, safe and effective first aid provision in order that every student, member of staff and visitor can be well looked after in the event of any illness, accident or injury;
  - 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 of the outcomes;
  - Ensure that all staff and students are aware of the procedures in the event of any illness, accident or injury;
  - Ensure that medicines are only administered at the academy when express permission has been granted for this;
  - Ensure that all medicines are appropriately stored;
  - Promote effective infection control.

### 2. Scope

- 2.1 This policy is applicable to all staff, students, contractors, volunteers and work placement students at Cannock Chase High School.

### 3. Definitions

**First Aid**: “The initial assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, or to promote recovery.”

**First Aider**: “Someone who has been given the appropriate formal training to enable them to give immediate help in an emergency”

**RIDDOR**: “The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)”

**HSE:** “The Health & Safety Executive – a government body responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare in Great Britain”

## 4. Legislation, Guidance and Related Documents

4.1 This policy is based on advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), 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 students.

4.2 This policy also has due regard to school documents, including but not limited to the following:

- Health and Safety Policy;
- First Aid Procedure;
- Guidance – First Aid (Appendix 5).

## 5. Responsibilities

### The Governing Body

5.1 The Governing Body 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.

### Responsibilities of the Headteacher

5.2 The Headteacher has the overall responsibility to ensure that appropriate and sufficient arrangements are in place to enable prompt action to be taken in the event of any medical emergency, accident or illness. This includes ensuring that sufficient time and resources are allocated to enable this to happen, such as:

- Ensuring that sufficient numbers of competent trained first aiders are available at all times within the academy and first aid provision is available at both upper and lower school sites;
- Ensuring that all staff are aware of first aid policy and procedures and understand their role in implementing these;
- Ensuring that appropriate risk assessments are completed and necessary control measures are put in place;
- Ensuring that sufficient facilities are available on site (e.g. First aid room, equipment and supplies);
- Ensuring that staff, students and parents are aware of the school's Health and Safety and First Aid Policies.

5.3 The Headteacher delegates the following responsibilities to the **Executive Business Manager**, who will:

- Ensure that adequate stocks of first aid equipment are available at all times;
- Ensure that first aiders have a current certificate and that new persons are trained as existing first aiders leave;
- Ensure that all new employees complete a safety induction package;
- Ensure adequate signage is provided to enable people to easily recognise and locate both first aiders and first aid equipment;
- Provide advice, guidance and training, where necessary, to anyone involved in the risk assessment process;
- Monitor all accident reports centrally and decide whether an investigation is necessary, nominating an appropriate member of Leadership to complete the investigation and report;
- Initiate corrective actions where required;
- Report any serious accidents, where relevant under RIDDOR to the HSE.

#### **Appointed Person**

5.4 The school's appointed persons for first aid purposes are the First Aid Coordinator for day to day activities and Leadership Team members in the case of emergency. They are responsible for:

- Taking charge when someone is injured or becomes ill;
- Ensuring that an ambulance or other professional medical help is summoned when appropriate;
- The First Aid Coordinator is responsible for ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.

5.5 **First Aiders** are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person and provide immediate and appropriate treatment;
- Where necessary, ensuring that an ambulance or other professional medical help is called;
- The First Aid Rota Team must ensure that they have their school first aid phone in working order and with them at all times;
- Sending students home, where necessary;
- Recording all accidents on an *Emergency First Aid Incident Form* on the same day, or as soon as is reasonably practicable, after an incident (see Appendix 2);

- Informing the Executive Business Manager where a RIDDOR reportable incident has occurred and provide all information required to complete the report to HSE;
- Regularly checking their first aid boxes to ensure that they are suitably stocked;
- Undertaking first aid related training as required and ensure that their First Aid qualification remains up to date.

5.6 **Our school's first aiders are listed in Appendix 1.** Their names are also displayed prominently around the school including in staff rooms, reception, reprographics and practical based subject classrooms and laboratories where appropriate.

5.7 **All staff** are responsible for:

- Ensuring that they are aware of and follow first aid procedures;
- Ensuring that they know who the first aiders are in school;
- All staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of students at the school;
- Completing *Emergency First Aid Form* (Appendix 2) or *Medical Incident Form* (Appendix 3) for all incidents they attend where a first aider is not called and otherwise to liaise with first aiders to provide information;
- Ensure that they have appropriate first aid supplies when using school vehicles or supervising school trips.

## 6. First Aid Procedures

6.1 Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

6.2 In the event of an accident resulting in an 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;
- A first aider can be called by contacting Reception;
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives. The first aider will contact emergency services whilst present with the patient to enable them to effectively assess and communicate the current situation;
- 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 student 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;
- If emergency services are called, Reception staff will contact parents immediately.

6.2 The first aider/relevant member of staff will complete an *Accident Report Form* on the same day or as soon as is reasonably practical after an incident resulting in an injury.

*During coronavirus: first aiders will follow Health and Safety Executive (HSE) guidance for first aid during coronavirus. They will try to assist at a safe distance from the casualty as much as possible and minimise the time they share a breathing zone. Treating any casualty properly will be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it will pay particular attention to sanitation measures immediately afterwards including washing their hands.*

## **Off-Site Procedures**

- 6.3 Before undertaking any off-site events, the staff member organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Headteacher before the event is organised.
- 6.4 When taking students off the school premises, staff will ensure they always have the following:
- A school mobile phone;
  - A portable first aid kit (this should contain a minimum of: a leaflet giving general advice on first aid; sterile adhesive dressings; a large sterile adhesive wound dressing; triangular bandages; safety pins; cleansing wipes; disposable gloves);
  - Information about the specific medical needs of students, additional first aid items may be required for these students and a risk assessment should be completed;
  - Parents' contact details.

Where possible there will be at least 1 first aider on school trips and visits.

## **Consent**

- 6.5 Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.
- 6.6 Emergency contact details will be held on SIMS and accessible to all staff through their login.

## **Storage of Medication**

- 6.7 Prescribed medications will be kept in school, where they are specifically prescribed for a student and at the request of their parent/carer. These medications will be managed by the First Aid Coordinator. Students will either self-medicate or medication will be administered in accordance with parental consent. All medication will be administered to students in accordance with the DfE document [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)
- 6.8 Medicines will always be securely stored in accordance with individual product instructions, except where individual students have been given responsibility for keeping such equipment with them.

- 6.9 In agreed circumstances non-prescribed medications e.g. paracetamol, may also be held in school. These are held at the first aid point and can only be administered following specific consent from the parent/carer for each individual dose and by first aid staff who hold the Administration of Medicines qualification. The parent must be contacted on each occasion that medication is requested and must expressly give their consent. The first aider must record details of the student, details of the medication, the dose, the date and time of consent, the name of the parent/carer who has given consent and the date/time of administration if this is different from the above. Staff who are qualified to administer medication are: D Potts, J Cartwright, D Elsworthy, J Leadbeater and H Wilson.

*See Appendix 5, List of staff qualified in Administration of Medicines.*

## Health Care Plans

- 6.10 The Assistant Headteacher, Behaviour and Attitudes, is responsible for ensuring that health care plans are in place for those students with complex medical needs e.g. chronic or on-going medical conditions (diabetes, epilepsy, anaphylaxis etc.).
- 6.11 These plans are written and reviewed annually by Directors of Year and written precautions/procedures made available to staff.
- 6.12 Staff undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) as appropriate.

*During coronavirus: we will take account of any government advice in relation to educational visits during the coronavirus pandemic.*

## Lettings

- 6.13 Anyone hiring school buildings must be able to confirm that they can/will provide appropriate first aid cover for those attending their activity.

## 7. First Aid Equipment

### Facilities

- 7.1 The Academy Premises (England) Regulations 2012 state that academies must have a room that is fit for use and readily available to use for caring for sick or injured students. It must also be reasonably close to a W.C. and contain a washbasin.
- 7.2 **Defibrillators are located in the MIS Office at Upper Site and the First Aid cupboard to the rear of Reception at Lower School. Both location doors are clearly marked.**
- 7.3 The First Aid Coordinator will hold the central stock of first aid supplies and is responsible for checking the contents of first aid boxes on a half termly basis to ensure that they are fully stocked and all items are in date. First Aiders should notify the First Aid Coordinator when they have used stock and what requires replenishment. The First Aid Coordinator, in

liaison with the Executive Business Manager, will ensure that first-aid boxes comply with legal requirements.

7.4 A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice;
- Regular and large bandages;
- Sterile eye pad bandages;
- Individually wrapped triangular bandages;
- Adhesive tape;
- Safety pins;
- Assortment of sizes of individually wrapped sterile unmedicated wound dressings;
- Disposable gloves;
- Antiseptic wipes;
- Plasters of assorted sizes;
- Scissors;
- Cold compresses.

No medication is kept in first aid kits.

7.5 First aid kits are stored in:

- Reception booth;
- MIS Officers office;
- All science labs;
- All design and technology classrooms;
- All art classrooms;
- Each First Aider has a first aid kit;
- The school kitchens;
- School vehicles.

7.6 The school minibus, in line with Transport Regulations, will be equipped with a first-aid box containing the following items:

- 10 foil packaged antiseptic wipes;
- 1 disposable bandage, not less than 7.5cm wide;
- 2 triangular bandages;
- 24 assorted adhesive dressings;
- 3 large sterile unmedicated ambulance dressings (at least 15cm x 20cm);
- 2 sterile eye pads with attachments;
- 12 assorted safety pins;
- Rust-free blunt-ended scissors.

## **8. Record-keeping and Reporting**

8.1 **First aid and accident record book**

- An *Accident Report Form* will be completed by the first aider or member of staff attending the incident on the same day or as soon as possible after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident, including all of the information required on the *Emergency First Aid Form* at Appendix 2.

- A copy of the *Accident Report Form* will also be added to the student's educational record by the first aider or member of staff attending to the incident.
- Records held in the first aid and accident book will be retained by the school in line with student record retention periods. They will be securely disposed of at the end of the retention period.

## Reporting to the HSE

- 8.2 The Executive 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).
- 8.3 The Executive 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.
- 8.4 Reportable injuries, diseases or dangerous occurrences 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);
  - 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;
  - Injuries where 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);
  - Where an accident leads to someone being taken to hospital;
  - 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.
- 8.4 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)

## School records

- 8.5 Records will be made on the appropriate school form (see Appendix 2 and 3) of any first aid treatment given and will include:
- The date, time and place of the incident
  - The name (and tutor group in the case of students) of the injured or ill person



- Details of the injury/illness and what first aid treatment was given
- What happened to the person immediately afterwards, e.g. went home, went back to class, went to hospital
- Name and signature of the first aider or person dealing with the incident.

### **Notifying parents**

- 8.6 The **school Receptionist** will inform parents of any accident or injury sustained by a student and any first aid treatment given on the same day, or as soon as reasonably practicable.

### **Reporting to Ofsted and child protection agencies**

- 8.7 The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a student while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.
- 8.8 The Headteacher will also notify Staffordshire Safeguarding Board of any serious accident or injury to, or the death of, a student while in the school's care.

## **9. Training**

- 9.1 All school staff are able to undertake first aid training if they would like to.
- 9.2 All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see Appendix 4).
- 9.3 Staff are encouraged to renew their first aid training when it is no longer valid.

*During coronavirus: if PFA certificate requalification training is prevented for reasons associated with the pandemic, the validity of current PFA certificates (expiring on or after 1 October 2020) can be extended to 31 March 2021 at the latest. We will do our best to arrange requalification training at the earliest opportunity. If staff members' certificates do need to be extended, we will encourage them to access online resources to refresh their knowledge of first aid procedures while waiting for face-to-face training.*

## **10. Monitoring and review**

- 10.1 This policy will be reviewed annually by the Executive Business Manager, any changes to this policy will be communicated to all members of staff.
- 10.2 At every review, the policy will be approved by the governing board.

**All members of staff are required to familiarise themselves with this policy as part of their induction programme.**

## List of trained First Aiders

### School First Aid Team

Staff Name	Site	Room		Times
Miss Cartwright	Upper	Office	MIS Officer	Not in Wed
Ms Elsworthy	Lower	F Block	Attendance	
Miss Leadbeater	Lower	Reception/Finance Office	Reception/Admin	
Mrs Potts	Lower	Library	First Aid Coordinator	Mon - Thu
Mrs Wilson	Lower	Reception/Finance Office	Reception/Admin	12.00 - 4.15pm +Wed/Fri am
Miss Brunskill		Various	Cover supervisor	
Mrs Paterson	Lower	F Block	Pastoral	
Miss Wain	Upper	Sixth Form	Pastoral	Tue - Thur

### First Aiders Within Learning Communities and Departments

*First Aiders below will deal with minor incidents within their Learning Community or Department.*

Staff Name	Site	Room	Role	Times
Mrs Elliot-Kelly	Upper	PE /H9	Teacher	
Mr Fawcett	Upper	PE /H8	Teacher	
Mrs Pearson	Upper	PE / H4	Teacher	
Mr Rickards	Upper	PE / G14	Teacher	
Miss Campbell-Lynch	Lower	A2	Teacher	
Mr Jones	Lower	A5	Teacher	
Mrs Onion	Lower	B11	Teacher	Wed – Fri
Mrs Rowley	Lower	A7	Teacher	Tue - Fri
Mrs Billings	Upper	G12 Drama Studios	Teacher	
Miss Chambers	Upper	Art Block G5	Teacher	
Miss White	Upper	M6	Teacher	
Mrs Sieradzki	Lower	D3	Teacher	
Mr Belshaw	Upper	J2	Teacher	
Mrs Boulton	Upper	L6	SEN	
Mrs Cooper	Upper	Various	SEN	

### Cleaning Team First Aiders (after school)

Staff Name	Site	Room	Role	Times
Mrs Horton	Lower		Cleaner	2.30 - 6.00pm
Mrs Moss	Lower		Cleaner	15.45 - 6.00pm

**Defibrillators are located in the MIS Office at Upper Site and the First Aid cupboard located to the rear of Reception at Lower Site. Both locations are clearly signed on the leading door.**

**Emergency First Aid - Incident Form**

**Medical Incident Form**

## First Aid Training Record

### First Aid at Work (First Aid Rota Team)

Name	Role	Date completed	Refresher due
Miss Cartwright	MIS Manager	05/02/2021	Feb 2024
Mrs Edwards	Pastoral Manager	24/10/2019	Oct 2022
Ms Elsworthy	Attendance Officer	24/10/2019	Oct 2022
Miss Leadbeater	Receptionist/Administrator	05/02/2021	Feb 2024
Mrs Potts	Librarian/First Aid Coordinator	05/02/2021	Feb 2024
Mrs Wilson	Receptionist/Administrator	05/02/2021	Feb 2024
Miss Brunskill	Cover Supervisor	19/01/2022	Jan 2025
Mrs Paterson	Pastoral Support	19/01/2022	Jan 2025
Miss Wain	Pastoral Support	19/01/2022	Jan 2025

### Emergency First Aid

Name	Role	Date completed	Refresher due
Mrs Elliot-Kelly	Teacher	04/03/2021	March 2024
Mr Fawcett	Teacher	04/03/2021	March 2024
Mrs Pearson	Teacher	02/03/2021	March 2024
Mr Rickards	Teacher	04/03/2021	March 2024
Miss Campbell-Lynch	Teacher	15/10/2018	October 2021
Mr Jones	Teacher	04/03/2021	March 2024
Mrs Onion	Teacher	02/03/2021	March 2024
Mrs Rowley	Teacher	04/03/2021	March 2024
Mrs Billings	Teacher	02/03/2021	March 2024
Miss Chambers	Teacher	02/03/2021	March 2024
Miss White	Teacher	13/12/2019	December 2022
Mrs Sieradzki	Teacher	13/12/2019	December 2022
Mr Belshaw	Teacher	13/12-2019	Dec 2022
Mrs Boulton	Assistant SENCO, Learning Support	04/03/2021	March 2024
Mrs Cooper	Attainment Manager	04/03/2021	March 2024

### Administration of Medicines

Name	Role	Date completed	Refresher due
Miss Cartwright	MIS Manager	05/02/2021	Feb 2024
Mrs Edwards	Pastoral Manager	24/10/2019	Oct 2022
Ms Elsworthy	Attendance Officer	24/10/2019	Oct 2022
Miss Leadbeater	Receptionist/Administrator	05/02/2021	Feb 2024
Mrs Potts	Librarian/First Aid Coordinator	05/02/2021	Feb 2024
Mrs Wilson	Receptionist/Administrator	05/02/2021	Feb 2024

### Not on First Aid Rota – out of hours first aid only

Mrs Horton	Cleaning Supervisor	14/01/2022	January 2025
Mrs Moss	Cleaner	02/03/2021	March 2024
Mr Humphreys	Groundsman	13/12/2019	December 2022
Mr Pugh	Site Supervisor	13/12/2019	December 2022
Mr Thomas	Caretaker	13/12/2019	December 2022

## EMERGENCY IMMEDIATE REMEDIAL MEASURES

<b>Chemicals in the eye</b>	Immediately wash the eye with gently-running water for at least 10 minutes, and for much longer in the case of alkalis (unless very dilute). Hold back the eyelids to rinse underneath. Contact lenses must be removed. If the first aider has any concerns, send for an ambulance (and, for alkalis, ensure irrigation is continued during the journey).
<b>Chemicals in the mouth</b>	Even if swallowed, do no more than wash out the casualty's mouth. Do not induce vomiting. Sips of water may help cool the throat and help keep the airway open. If the first aider has concerns after treatment, seek medical help.
<b>Chemicals on clothes</b>	If the chemical is flammable (R10, R11 or R12), extinguish all flames. Remove contaminated clothing immediately and wash the contaminated area. Take steps to ventilate the area of the spill. If necessary, take contaminated clothing outside.
<b>Chemical splashes on the skin</b>	Brush off any solids. Wash the skin for 5 minutes or until all traces of the chemical have disappeared. (If immediately available, for phenol, rinse with glycerol and, for bromine, use sodium thiosulfate solution.) Remove clothing as necessary. If the chemical adheres to the skin, wash gently with soap. For chemical burns, irrigate for 20 minutes. If the first aider has concerns after treatment, especially if blistering occurs, seek medical help.
<b>Toxic gas</b>	If more than a sniff is inhaled, sit the casualty down in uncontaminated air. Explain to the first aider that chlorine, bromine, iodine, nitrogen dioxide and sulphur dioxide can have a delayed-action effect. If the first aider has concerns after treatment, seek medical help.
<b>Hair on fire</b>	Smother with a fire blanket, thick cloth or coat, whatever is close to hand.
<b>Clothing on fire</b>	Stop, drop and roll. This means stop the casualty moving around and make her/him lie down on the floor. Then either roll the casualty to smother the flames or, with the flames on top, cover with a fire blanket, thick cloth or coat, whatever is close to hand.
<b>Burns</b>	Cool under gently-running water for 10 minutes or until heat is no longer felt. Call a first aider if there are concerns.
<b>Electric shock</b>	Taking care for your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty with the power still on, use a wooden broom handle or window pole or wear rubber gloves. Call a first aider
<b>Severe cuts</b>	Lower the casualty to the floor. Raise the wound as high as possible. If feasible, ask the casualty to apply pressure on or as close to the cut as possible, using fingers, a pad of cloth or, better, a sterile dressing (adding further layers as necessary). If the casualty is unable to do so, apply pressure yourself, protecting your skin and clothes from contamination by blood if possible. Leave any embedded large bodies and press around them.
<b>Asthma attack</b>	Anaphylactic shock etc. Follow the schools agreed procedures. Vulnerable students will have been trained in what to do. Help them to access their medication. In the case of anaphylactic shock, those at risk will have access to an Epipen which allows adrenaline to be injected into the thigh through clothing. Seek medical help.
<b>Fainting</b>	Lie the casualty down on the floor and raise the legs