



# MacIntyre Academies Discovery Academy

## First Aid Policy

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## 1. Policy Statement

The Health and Safety (First Aid) Regulations 1981 require employers, in this instance MacIntyre Academies Trust to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. These Regulations apply to all workplaces. This policy applies to Discovery Academy and any location where it is carrying out its activities.

What is adequate will depend on the circumstances in the workplace. This includes whether trained first aiders are needed, what should be included in a first aid box and if first aid facilities are required. To determine this assessment of first aid needs should be made.

The policy will describe the responsibilities that the Trust, the Academy and individuals have in relation to:

- Undertaking first aid risk assessments
- Ensuring the provision of first aider training
- Providing adequate equipment and facilities for the use of treating casualties that require first aid treatment
- Ensuring lines of communication with parents/carers are in place if required.

## 2. Scope

The Policy applies to all employees of the Academy and individuals who are not direct employees but who undertake duties on any premises owned, leased, or managed by the Academy. These may include; bank or agency staff, volunteers, contractors and suppliers.

The treatment of minor illness by the administration of medicines and tablets falls outside the definition of first aid in the regulations and the Academy will not permit the presence of any such medication in designated first-aid boxes. Please refer to the Managing Medicines Policy for more information.

## 3. Definitions

**'The Trust / MAT'** means MacIntyre Academies Trust

**The Academy** means Discovery Academy

**First aid** is the immediate care given to an ill or injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered or the person recovers.

**First aider** is a person who holds a valid First Aid at Work (FAW) Certificate or Emergency First Aid qualification (EFA).

**Accident Record Book** is the place where details of accidents are recorded along with any first aid given. This may be a physical book or an online system depending on the technology in place at the time. The Academy uses the online First Aid Reporting facility in IRIS Adapt (hereafter referred to as Adapt)

**Medical Emergency** is an injury or condition that if left untreated or without prompt assistance could lead to significant deterioration or death for example:

- Cardiac arrest
- Chest pain
- Stroke
- Difficulty breathing

**First Aid Box** is a storage container which must be made of suitable material and designed to protect the contents from damp/dust and is clearly identified as a first aid box by a white cross on a green background. For trips and off-site activities a similarly marked green back pack may be used instead of a box.

**RIDDOR** stands for the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations.

**In School** where not otherwise specifically stated, should be assumed to include off site activities where the school is deemed to have a duty of care for employees and or loco parentis responsibility for pupils.

## 4. Policy Framework

The Academy recognises its responsibility to ensure that all employees and pupils have access to adequate and appropriate first aid equipment and facilities while they are on the school premises or engaged in off-site activities. It also recognises the Health and Safety Executive guidance which acknowledges that whilst the regulations make no provision for visitors, it is good practice to extend the First Aid provision to cover any person on the school premises.

### 4.1. First Aid Personnel

The Academy will ensure it provides an adequate number of suitable personnel to render first aid treatment within the school as determined by the first aid assessment.

### 4.2. Training Requirements

In order to be a certified First Aider, individuals will need to attend and successfully pass a First Aid at Work or Emergency First Aid course. These courses are usually delivered over three/two days respectively.

Certificates are valid for three years and must be renewed within 30 days prior to their expiry date.

Details of any training attended should be forwarded to the Office Manager.

Where necessary and relevant, all staff will be trained on how to administer aspects of first aid e.g. epi-pens.

## 5. Roles and Responsibilities

The Academy shall inform employees of the first-aid provisions made for staff, pupils and visitors including the position of equipment, facilities and names of designated first aiders.

- MacIntyre Academies Trust Board is the employer and as such holds overall responsibility for Health and Safety including ensuring the provision of First Aid is sufficient within all academies across the Trust.
- The Discovery Local Advisory Board (school governors) has delegated responsibility to ensure the policy is fit for purpose and to hold the school to account for the implementation of this policy.
- The overall responsibility for the day-to-day management of the Academy and the implementation of the First Aid Policy rests with the Executive Principal.
- The Head of School (HoS) is responsible for ensuring training is up to date.
- The Academy's Health and Safety Officers are the School Business Manager and the Facilities Manager.
- The class teacher is responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of students at break time.

### 5.1. Executive Principal

The Executive Principal (EP) is responsible for the implementation of the First Aid Policy and shall make an assessment of first-aid needs appropriate to the circumstances of the Academy. The EP will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision. The risk assessment will need to include considerations such as but not exclusively:

- Any hazardous work activities undertaken e.g. maintenance work, particular subject lessons, sports activities
- access to medical equipment and emergency medical equipment location on site
- numbers of staff on duty at any one time
- lone working and the people undertaking work activity (i.e. potential pregnant workers and disabled workers)
- employee mental health needs

The EP will ensure a competent person is available at all times to take charge of an incident where a person becomes ill or is injured whilst in school.

Where the first-aid assessment identifies a need for employees to be trained as first aiders, the EP shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise.

## 5.2. Head of School

The Head of School is responsible for ensuring training is kept up to date. **All designated first aiders must re-qualify every 3 years.** This means re-qualifying before the end of the third year when the certificate is no longer valid. It is the responsibility of the Head of School to ensure they are booked onto the course before cancellation of the certificate.

Will authorise sick or injured pupils to be sent home or taken to hospital. This may be delegated to other members of the Senior Leadership Team if the Head of School is unavailable.

## 5.3. School Business Manager / Facilities Manager

It is the responsibility of the School Business Manager and the Facilities Manager to ensure the provision of materials, equipment and facilities needed for the level of cover required. See Management of First Aid Materials for details.

## 5.4. Office Manager

Will provide details of first aid training providers and ensure that the standards and provision of the training meet the requirements to continue registration.

Provide information, advice and guidance on the availability, content and requirements of the educational programmes available

Maintain a record of First Aiders that have been trained. The record will include the names of first aiders currently in post and the dates of qualification and expiry.

Notify Managers when First Aiders' refresher courses are due.

Organise refresher training as directed by the Head of School

Organise the inspection of First Aid Kits on a termly basis and maintain a list of which First Aiders are responsible for which First Aid Kits

Will ensure replacement stock of supplies is ordered and any out of date supplies are disposed of.

Ensure sufficient levels of cover are maintained during times of absence.

## 5.5. First Aider

First aiders have a duty to and must:

Undertake to assess and treat any person they are required to whilst at work. However, they must ensure that this does not put them at risk and there is no potential danger to the health of others whilst attending to a casualty.

Ensure that ALL incidents of assessment and or treatment have been recorded in the Accident Record Book

Ensure that the first aid box for which they have responsibility is kept, clean, tidy and appropriately stocked with the minimum requirements. Stocks required to replenish the first aid box must be requisitioned through the Office Manager. Appendix 1 details minimum requirement

Maintain their first aid qualification and attend refresher training as required.

Inform the Head of School and the Office Manager when their certificate will expire and if they are unable to renew their qualification due to ill health or change of circumstance.

## 5.6. Employees

Employees **must**:

Take reasonable care of their own health and safety and the welfare of others who may be affected by their acts or omissions

An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Be familiar with and comply with instructions and training given by the Academy

Be aware of the nearest First Aider to their work situation and the first aid provision throughout the school.

Ensure that they have read the Academy's First Aid Policy, and sign the training record to say they have done this.

## 6. First Aid Needs Assessment

A first aid risk assessment is carried out to ascertain the needs of the school and the level of provision required. It takes into account:

- The number of staff / students on the site,
- The location of the school and higher risk parts of the school site
- The full range of activities undertaken by staff and pupils on the school premises during the normal school day, and as appropriate off-site and outside normal school hours, e.g. before / after the school day, at weekends and during the school holidays
- All areas deemed to be of higher risk due to hazardous substances, dangerous tools and machinery or the nature of the activity have a first aid trained person working in that area and all these areas have at least one first aid box.

## 7. Management of First-Aid Equipment

It is the responsibility of the School Business Manager and the Facilities Manager to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first-aid equipment, suitably marked and easily accessible, is available in the agreed designated areas listed below. Where additional or replacement material or equipment is required, staff should speak to the Office Manager or School Business Manager about ordering more items immediately. The Office Manager or SBM will also ensure that all out of date items are discarded and replaced. These need to be checked on a regular basis, at least termly.

Although the Office Manager, SBM and Facilities Manager are responsible for maintaining and checking the first aid equipment, it is also expected that before going on duty/ on a visit etc, first aiders shall take responsibility for ensuring their first-aid box and backpack contents are fit for purpose and sufficient.

All Academy first-aid boxes and backpacks are coloured green and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations.

Each fixed box should be placed where it can be clearly identified and readily accessible. Portable First Aid Boxes are located:

- First Aid room

- Reception Office
- Food/Cookery Room
- Staffroom
- DT Room
- Compassionate Schools Office
- All classes should have a Portable First Aid kits available for off-site visits, spares are available from the Reception Office.

The boxes should contain a sufficient quantity of suitable first-aid materials. According to DFE guidance, as a minimum, First Aid Boxes should contain: micro-pore tape, scissors, triangular bandage, wound dressing, instant ice pack and disposable gloves. **No medicinal substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions and suntan oil.**

Individually wrapped sterile moist wipes, not impregnated with alcohol or antiseptic, may be used. Blunt ended stainless steel scissors should be kept in the boxes in case there is the possibility that clothing may have to be cut away prior to first aid treatment.

Where tap water is not available for use as an eye wash only sterile water, sterile normal saline or sterile normal saline eye irrigation should be provided near the first-aid box. **Eye baths/cups/ refillable containers should not be used for eye irrigation.**

Where medicines have to be held by a manager for safety/security reasons, the separate lockable container must be used. This is in the main office. A register of contents must be kept up to date. Please see Managing Medicines policy for more information.

**Any person may dispense medicines if they have permission from their line manager to do so.**

## 8. First Aid Provision and Training

The Head of School will arrange training for the qualification and re-qualification of first aiders.

Before being nominated the designated first aider by their manager, a first aider must hold a valid First Aid at Work Certificate of competence or an equivalent qualification. In the event of an unqualified person being nominated to be responsible for first-aid duties, they will be required to undergo a suitable course of training.

The minimum number of first aiders or appointed persons within the Academy between 8:30am and 3:30pm will be defined in the First Aid Assessment. At least one first aider will be on duty at break and lunchtimes and there will always be a first aider in the school office in lesson time.

Consideration must also be made to ensure first-aid cover during absences, such as training and sickness. This is the responsibility of the Office Manager.

## 9. First Aid Treatment

This should be provided in the medical room when at all possible. Treatment should be given in accordance with training and the need. Disposable gloves and aprons, should be used to protect the first aider from contact with body fluids.

**Disposal of blood products and body fluids must be in the designated bin in the medical room.**

The Accident Record Book (whether physical or online) must be completed where first aid has been given.

**At all times the dignity and feelings of the person receiving first aid must be respected.**

## 10. First Aid for Pupils

Any pupil complaining of illness or who has been injured should be treated by the assigned First Aider for that class or activity. If the assigned First Aider is unavailable, the pupil should be sent to the Main Office for the qualified First Aider to assess and, where appropriate, treat. In any case, constant supervision will be provided. Should the pupil be too ill to stay in school, parents/carers should be contacted as soon as possible provided authorisation has been granted by the Head of School or a member of SLT, so that the child can be collected and taken (or sent by taxi) home.

### 10.1. Asthma Treatment and Inhalers

Asthma sufferers are permitted to bring their own treatments (inhalers etc.) to school provided a 'Request for child to carry his/her own medicine' form has been completed by the parents/carers. Forms are available from the school office. The form includes the prescribed dosage to be completed by parents/carers.

A list of asthma sufferers is kept within the School Office.

Asthma treatments for pupils (inhalers etc.) are kept in a secure location in the relevant classroom clearly labelled with the child's name and class. Asthma treatments are to be administered by the pupil but supervised by the member of staff issuing the inhaler.

Asthma treatments must always be taken on Educational Visits and 'off site' sporting activities. The Academy may refuse allow the pupil to take part in an off-site activity if they do not have the correct and in date medication with them.

Parents/carers are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Spare inhalers are kept in the school office for emergency use.

### 10.2. General Procedure

This includes minor cuts, sprains, bruises

- The adult in charge initially looks after the injured party.
- If deemed necessary, a person other than the teacher will take the child to the 'Medical room or the Main Office, or a suitable bench in a courtyard.
- A first aider should administer first aid if appropriate.
  - If the first aider is not available, any member of staff may provide first aid. They should call NHS 111 and follow advice if they are unsure.
- No medicines are administered but cuts are cleaned with sterile un-medicated wipes and bandages are applied if deemed appropriate.
- The use of disposable plastic gloves is mandatory at all times.
- Icepacks may be used to reduce bruising or swelling.
- Class teacher is informed by the first aider.
- Staff observation is maintained
- All accidents are recorded in the Accident Record Book by the first aider
- Parents/carers are always contacted by telephone and a note (recording details of the incident/actions taken) is sent home.

### 10.3. More Serious Accidents and Injuries

- If considered safe to do so, the injured party is taken to the Medical Room.
- First Aider will assess and if necessary ask for an ambulance to be called whilst continuing to provide first aid.
  - **If no first aider is available, any member of staff can call 999 and follow advice**
- Parents are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries.
- The Executive Principal is informed
- The child is kept under close observation until the ambulance or parents /appropriate adult arrive, with the emphasis on making the child as comfortable and as settled as possible.

### 10.4. Stings/Bites

The First Aider will assess the seriousness according to their training and treat or contact the emergency services as necessary. The sting may be removed if they are confident to do so following appropriate hygiene procedures.



Parents should be contacted if the child is experiencing an adverse reaction or is unduly distressed.

### 10.5. EpiPens and Anaphylaxis Shock Training

A list and photograph of anaphylaxis sufferers are displayed in the Staff Room. EpiPens, for anaphylaxis sufferers, are kept out of reach in the individual's classroom or Main Office depending on age / timetable of the student.

EpiPens can only be administered by members of staff who have received EpiPen training. Specific staff that have already had First Aid training are trained in the use of EpiPens for each individual anaphylaxis sufferer annually.

Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. The trained staff are aware of the procedure.

EpiPens and the appropriately trained member of staff are taken on Educational Visits and off-site sporting activities. The Academy may refuse allow the pupil to take part in an off-site activity if they do not have the correct and in date medication with them.

Parents/carers are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Spare EpiPens are held at the Academy and are available for use in emergency situations at the direction of NHS 111.

### 10.6. Serious Injury - Head injury / possible concussion:

- The Academy adopts the approach of ***"If in doubt, sit them out."***
- The Academy will call NHS 111 in the event of a suspected or actual concussion.
- If there is any doubt about the nature of the injury, an ambulance will be called.
- Parents are contacted.
- The Executive Principal is informed.
- All serious injuries must be reported to the Group Director as soon as is reasonably practicable

For further information use Appendix 4

### 10.7. When to Call an Ambulance:

Call an ambulance if:

- The First Aider dealing with the incident instructs someone to do so.
- A First Aider is unavailable and the person dealing with the incident does not feel competent or adequately equipped to deal with the presenting condition.

### 10.8. Serious Injury - other

In the event of a very serious injury, a member of the Academy staff will:

- phone for an ambulance
- contact parents/carers.
- Inform the Executive Principal.
- All serious injuries must be reported to the Group Director as soon as is reasonably practicable and at the latest, before the end of the working day.

Serious injuries are considered to be but not limited to:

- Severe Bleeding
- Burns/Scalds

- Unconsciousness
- Injuries resulting in death

### 10.9. Transportation to Hospital (pupil)

Where emergency hospital treatment is required and there may be a delay in the emergency services attending such that there is a danger to life, the Executive Principal may if the casualty can be safely moved, decide to transport the casualty to hospital.

Where hospital treatment is required but it is not an emergency, then the Executive Principal will contact the parents/carers for them to take over responsibility for the child. If the parent/carers cannot be contacted then the Executive Principal may decide to transport the pupil to hospital.

Where the Executive Principal makes arrangements for transporting a pupil then the following points will be observed:

- Where available a Trust vehicle should always be used
- In an exceptional circumstance, a staff car may be used with Business insurance in place, provided that the driver of the vehicle has completed Drivers checks, in line with the MAT Driving at Work Policy.
- No individual member of staff should be alone with a pupil in a vehicle.
- A second member of staff will be present to provide supervision for the injured pupil.
- Parents/carers are kept informed of developing situations.

The event is subsequently recorded in the Accident Report Book.

## 11. Reporting to RIDDOR

If the accident results in a fatality or the casualty being taken directly to hospital, - a RIDDOR form (F25081E) must be completed. A copy of the RIDDOR report must be kept with the original accident form and stored, in the case of students, in the Students File, in the case of staff, in their HR File, in the case of anyone else, in the RIDDOR Reporting area under H&S on SharePoint.

## 12. Defibrillator

There is a defibrillator situated in the reception office. The First Aiders fully trained in the use of the equipment are listed on the First Aid posters around school. However, all First Aid courses include a brief outline on the use of the equipment, so if a fully trained First Aider is not available other first aiders can step in.

## 13. First Aid Record Keeping

It is the responsibility of the School Business Manager to ensure that procedures are in place for the immediate recording of any injury as required by the Social Security Act 1975 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Details on the forms to be completed, time scales for completion and distribution and who is to be notified, are shown in the Health & Safety policy.

After administering treatment, first aiders will ensure they adhere to the Academy arrangements for record keeping and accident reporting, as detailed below. Each first aider must receive appropriate instruction to enable them to carry out this responsibility during First Aid training.

All incidents, injuries, head injuries, ailments and treatment are reported on the accident form available in reception office.

The information recorded will include:

- date, time and place of incident;
- name and, where relevant, job title of the injured or ill person;
- details of the injury/illness and what first aid was given;

- what happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc. and name and signature of the first aider or person dealing with the incident.

Parents/carers are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.

Class teams contact parents/carers by phone concerning first aid given and report any concerns about the injury, and a record of the conversation should be input on IRIS.

Staff should complete an accident form if they sustain an injury at work.

#### **14. Duty to Inform Staff of First-Aid Arrangements**

All staff must be informed of the location of first aiders, appointed persons, equipment and facilities.

The Facilities Manager must ensure that a notice giving the names of first aiders, their location and telephone number and the location of first-aid boxes, is posted in each of the following locations:

- Medical Room
- Staffroom
- Main Office
- Food Room
- DT Room

Notices will be inspected and kept up-to-date by the Facilities Manager as part of the regular health and safety inspections.

#### **15. Administering First Aid Off-Site**

First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment. An appointed person or trained first aider will accompany all off site visits and activities along with a suitably stocked First Aid box, some blank accident forms and a pen

The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit. All adults present on the visit should be made aware of the arrangements for First Aid.

If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents/carers can be informed. The First Aider must ensure any completed accident forms are handed in to the school office upon return or ensure the online accident log is updated.

## Appendix 1      Our First Aiders are:

Name	Expiry
Amy Garnham	15/01/2025
Peter Merrylees	02/03/2025
Shanney Clarke	30/03/2025
Victoria Smith	04/04/2025
Daniel Morris	27/09/2025
Jay Hunt	16/01/2026
Donna Mears	16/01/2026
Danielle Randle	11/02/2026
Stewart Burwood	15/02/2026
Penny Meyrick	08/12/2026
Morgan Jones	04/03/2027
Nicola Sullivan	06/06/2027
Matt Conant	17/06/2027

## Appendix 2 First Aid Kit Basic Contents

Suggested minimum contents for Large First Aid Kits and Classroom Kits

			Large	Classroom
Bandages	Crepe Bandage	10 x 4.5	3	1
	Crepe Bandage	5 x 4.5	3	1
Burn Gel	Sachet	3.5g	3	3
	Burn Dressing		3	0
Dressings	Wound Dressing	Medium	3	1
	Wound Dressing	Large	3	1
	Wound Dressing	X-Large	3	1
	Eye Pad / Dressing		3	1
	Finger Dressing		3	1
	Gauze Swabs		3	3
Eye Wash		20m1	1 Bottle	3 Bottles
Face Shield			1	1
Foil Blanket			1	1
Gloves			5	3
Ice Pack			3	1
Plasters/ Adhesive Dressing	Plasters Assorted Sizes			
	Adhesive Dressings	8 x 10cm	5	1
Scissors & Tweezers			1	0
Tape	Micropore		1	1
	Adhesive Bandage		1	1
Trauma Fix - Bleed Kit			2	0
Triangular Bandage			3	1
Wound Cleaning Wipes			10	5

## Appendix 3 Additional information and resources

### DfE and HSE Guidance

There is DfE guidance on [First Aid in Schools](#). It contains advice for schools on drawing up first aid policies and ensuring that they are meeting their statutory duties. The Health and Safety Executive resource, [Health and Safety \(First-Aid\) Regulations 1981: Guidance on Regulation](#) provides guidance on managing the provision of first aid requirements, training first aiders and appointed persons and making employees aware of first aid arrangements.

### Examples of First Aid Needs Assessment outcomes.

School Activity or Department	First Aid at Work Required	Emergency First Aid at Work Required
<b>Low risk:</b> Classrooms and Offices	Up to 50 people: 1 required at all times  51 – 100 people: at least 2 required at all times	Up to 50 people: 1 required at all times  51 – 100 people: at least 2 required at all times
<b>Medium Risk:</b> Food Tech, Science, Indoor and Outdoor PE activities	Per class (up to 8 students): 1 required at all times	As above across the school
<b>High Risk:</b> Competitive Team Sports, Adventure	Per class (up to 8 students): 1 required at all times	Per class (up to 8 students): 1 required at all times

## APPENDIX 4

### Appendix 2          Concussion

#### What is Concussion?

Concussion is a traumatic brain injury (TBI) caused by a bump, blow or jolt to the head, or by an impact to the body that causes the head and brain to move rapidly back and forth. The brain is made of soft tissue. It is cushioned by spinal fluid and encased in the protective shell of the skull. When you sustain a concussion, the impact can jolt your brain. Sometimes, it literally causes it to slosh around in your head. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells. Concussion is the most common form of brain injury, but usually the least severe. It normally only lasts up to a few days or weeks, although it sometimes needs emergency treatment, and some people can have longer lasting problems.

#### Implications for Schools

It is important to be aware, in relation to the delivery of the curriculum, movement around school and behaviour, that the major causes of concussions are sports injuries, falls and fighting. Although a concussion is described as a mild brain injury because it is not usually life-threatening, concussions are still serious and must be treated accordingly.

#### Symptoms of Concussion

This list should be a guide and not comprehensive or inclusive. Always treat the individual and do not dismiss symptoms because they do not appear on this list. All head injuries are potentially serious because they can damage the brain and make someone lose responsiveness. The severity of a head injury depends on how someone hit their head and how hard the impact was. It is important that members of staff are aware of pupils' individual healthcare plans (IHPs).

Signs of a concussion usually appear within a few minutes or hours of a head injury. Occasionally they may not be obvious for a few days, so it is important to look out for any problems in the days following a head injury. Symptoms include:

- A [headache](#) that does not go away or is not relieved with painkillers;
- [Dizziness](#);
- [Feeling sick or vomiting](#);
- Feeling stunned, dazed or [confused](#);
- [Memory loss](#) – an inability to remember what happened before or after the injury;
- Clumsiness or trouble with balance;
- Unusual behaviour – irritated easily or demonstrating sudden mood swings;
- Changes in vision – such as blurred vision, [double vision](#) or "seeing stars";
- A short loss of consciousness or struggling to stay awake; and
- Scalp wounds.

To assess the severity of the head injury, a qualified first aider should check for:

- Evidence of a seizure or fit;
- A reduced level of response;
- A loss of responsiveness;
- A leakage of blood or watery fluid from the ear or nose; and
- Unequal pupil sizes.

### DfE and HSE Guidance

There is DfE guidance on [First Aid in Schools](#). It contains advice for schools on drawing up first aid policies and ensuring that they are meeting their statutory duties. The Health and Safety Executive resource, [Health and Safety \(First-Aid\) Regulations 1981: Guidance on Regulation](#) provides guidance on managing the provision of first aid requirements, training first aiders and appointed persons and making employees aware of first aid arrangements.

### Long Term Management

If the person is diagnosed with concussion in hospital, they will be able to go home when any serious brain injury has been ruled out and are starting to feel better. Most people feel back to normal within a few days or weeks of going home. But some people, especially children, can take longer to recover. It is important that the person does not return to school until fully recovered and the [NHS Choices](#) advice is to avoid sports or strenuous exercise for at least a week and avoid contact sports for at least three weeks.

In some people, concussion symptoms can last a few months or more. This is known as “post-concussion syndrome”. Possible symptoms include:

- Headaches;
- Dizziness;
- Problems with memory or concentration;
- Unsteadiness; and
- [Depression](#), anxiety and changes in behaviour.

The advice is to make an appointment to see a GP if the symptoms persist beyond three months. The school must carry out a risk assessment to manage a pupil with post-concussion syndrome. The charity [Headway](#) have a page on [mild head injury and concussion](#).

### Preventing Concussion

Given the nature of accidents prevention cannot be absolute, but there are steps we can take to reduce the likelihood of concussion following an incident. It is important to try to prevent repeated concussions or blows to the head. These include:

- Ensuring pupils wear the recommended equipment when taking part in a contact sport;
- Make sure any contact sports pupils are taking part in are supervised by a properly qualified and trained person;
- Keep stairways and corridors clear;



- Ensure pupils are wearing a helmet when the activity in school or out of school requires it;
- Clear up spillages immediately; and

Use the correct, recommended and statutory safety equipment.