

## First Aid Policy

Date	Review Date	Headteacher	Chair of Governors
Jan 2024	As required	Mrs. S Reay	Ms L Winton

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## **Statement of intent**

Clipstone Brook Lower School is committed to providing emergency first aid to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school regarding all staff, pupils, and visitors.

The school will take every reasonable precaution to ensure the safety and well-being of all staff, pupils, and visitors.

This policy aims to:

- Ensure that the school has adequate, safe, and effective first aid provision for every pupil, member of staff, and visitor to be well looked after in the event of any illness, accident, or injury, no matter how major or minor.
- Ensure that staff and pupils know the procedures for any illness, accident, or injury.
- Ensure that medicines are only administered at the school when express permission has been granted.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

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

## **Legal framework**

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Statutory framework for the early years foundation stage'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Administering Medication and Supporting Pupils with Medical Conditions Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Educational Visits and School Trips Policy

## **Roles and responsibilities**

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments and assessments of the first aid needs of the school specifically have been conducted.
- Ensuring a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that procedures and arrangements are in place for first aid during off-site or out-of-hours activities, e.g., educational visits or parent consultations.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff is within the required standard and that provision for pupils and others complies with the relevant legislation and guidance.

- Ensuring that an 'appointed person' is selected amongst staff to lead the school's first aid arrangements and procedures. This is the office manager.

The headteacher is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff know the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring they have sufficient awareness of this policy and the outlined procedures, including knowing who to contact in the event of any illness, accident, or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in illness, accident, or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

The appointed person is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is seriously injured or becomes seriously ill.
- Looking after the first-aid equipment, e.g., restocking the first-aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Partaking in an appointed person course, emergency first aid training, first aid at work, and refresher training where appropriate to ensure they know of:
  - What to do in an emergency.
  - How to assess and monitor a casualty.
  - First aid for the unconscious casualty.
  - First aid for someone who is having a seizure.
  - Maintaining injury and illness records as required.
  - Paediatric first aid.

## **First aid provision**

The school will routinely re-evaluate its first aid arrangements to ensure that they continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals on site, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid kits in line with the needs assessment. Where there is no particular risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings of assorted sizes
- Two sterile eye pads
- Two individually wrapped triangular bandages, preferably sterile
- Six safety pins
- Six medium-sized individually wrapped sterile unmedicated wound dressings
- Two large-sized individually wrapped sterile, unmedicated wound dressings
- Three pairs of disposable gloves

A white cross will identify all first aid containers on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are in the following areas:

- In every classroom
- Medical room

## **First aiders and appointed persons**

The primary duties of first aiders will be to administer immediate first aid to pupils, staff, or visitors and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid certificate of competence issued by an HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first-aid at-work training courses do not include resuscitation procedures for children and will ensure that appropriate training is secured for first-aid personnel where this has yet to be obtained.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the SBM.

Each first aiders will ensure all first aid kits are adequately stocked and maintained. The appointed person will be responsible for keeping supplies.

First aid notices will be displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The school will ensure that there is always a sufficient number of first-aid personnel available on-site at all times to provide adequate cover to all areas of the school.

**EYFS-** In line with government guidance and taking into account staff-to-child ratios, the school will ensure that there is at least one member of staff with a current and complete Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any outings taken.

All staff members will be made aware that agreeing to become a first aider for the school is strictly voluntarily and that they should never feel pressured to take on this role.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

The school will ensure that first aid training courses cover mental health to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone while keeping themselves safe.

Automated external defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in the hall.

Where the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session will be provided to staff to promote the use of AEDs.

### **Accommodation**

The school's first aid room will be suitable to use as and when it is needed, as well as any additional medical accommodation. The first aid room will enable the medical examination and treatment of pupils and the short-term care of sick or injured pupils. The first aid room includes a wash basin near a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation, and lighting.
- Be clean, tidy, accessible, and always available when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to the point of access for transport to the hospital.

- Display a notice on the door that advises the names, locations, and, if appropriate, the contact details of first aiders.

## **Emergency procedures**

If an incident, illness, or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by administering first aid, they will arrange for the injured person to access appropriate medical treatment without delay.

When the first aider's initial assessment indicates a moderate to severe injury has been sustained or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. This aims to keep the victim alive and, if possible, comfortable before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly severe, or from involving more victims. Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the operator's instructions – this may include administering emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least **two** staff members – one to drive the vehicle and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- The school will ensure that no further injury can result from any incidents, either by making the scene of the incident safe or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The headteacher.
- The parents of the victim(s).

Responding to an incident can be stressful for the first aider. Following the incident, the first aider may require support such as a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page '[Promoting and supporting mental health and wellbeing in schools and colleges](#)'.

### **Reporting accidents and record-keeping**

In case of an incident or injury to a pupil, a parent will be informed as soon as practicable. In case of a severe injury or an incident requiring emergency medical treatment, an office team member will telephone the pupil's parent as soon as possible. Parents will be informed in writing of any injury to the head, whether minor or significant and be given guidance on the action to take if symptoms develop.

### **See the Bump to Head, Head Injury & Concussion Protocol**

A list of emergency contacts will be kept at the school office.

The appointed person will ensure that records are kept of any injuries, accidents, or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time, and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterward, e.g., whether they were sent home or returned to class.
- The name and signature of the first aider or person dealing with the incident.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is written promptly and in detail.

All records will be filed and stored per the Records Management procedure.

### **Offsite visits and events**

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits, which contains at a minimum,:

- A leaflet giving general advice on first aid.
- Six individually wrapped sterile adhesive dressings.
- One large sterile, unmedicated dressing.
- Two triangular bandages are individually wrapped and preferably sterile.
- Two safety pins.
- Individually wrapped moist cleansing wipes.



## **Storage of medication**

Medicines will be stored securely and appropriately according to individual product instructions. Medicines will be held in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the patient's name, the date of prescription, and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired. Please note that this should be prescribed medicine only.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g., an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to handle any emergency appropriately. Examples of this include epilepsy, diabetes, and anaphylaxis. Pupils will have any medication stored and, where appropriate, administered by their EHC plans and the school's Administering Medication Policy.

## **Illnesses and allergies**

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent/s to pick them up. Pupils will be monitored during this time.

## **Consent**

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, including emergency numbers and details of allergies and chronic conditions – these forms will be updated.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on reasonable circumstances and always act in good faith while keeping the pupil's best interests in mind – guidelines will be issued to staff in this regard.

## **Monitoring and review**

This policy will be reviewed as the governing board requires, and any changes will be communicated to all staff members.

Staff must familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements for providing first aid, including the location of equipment, facilities, and personnel.

