



Hotwells

PRIMARY SCHOOL

First Aid Policy

Last reviewed: May 2022, January 2024

Next review date: January 2025

Reviewed by:

Sally Morris, School Business Manager
(12th April 2022, 23rd May 2022 and 11th January 2024)

Kirsty Barnes, First Aid lead
(12th January 2024)

Anthea Bruges, Health & Safety Governor
(17th May 2022)

Statement of Intent

Hotwells Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing 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 are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- 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. For the avoidance of doubt, staff should dial 999 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.

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 Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2021) 'Statutory framework for the early years foundation stage'

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

- Health and Safety Policy
- Behavioural Policy
- Safeguarding 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 that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- 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 appropriate and sufficient first aid training is provided for staff.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

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 are aware of the identities of the school first aiders and how to contact them if necessary.
- Staff are responsible for:
 - Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
 - Endeavouring at all times to secure the welfare of the pupils at school.
 - Making pupils aware of the procedures to follow in the event of 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.

The appointed person/s is/are responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes 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.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - Cardiopulmonary resuscitation (where the heartbeat has stopped)
 - First aid for the unconscious casualty.
 - First aid for the wounded or bleeding.
 - Maintaining injury and illness records as required.

First Aid Provision

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

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 40 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 4 medium-sized (approximately 12cm x 12cm) individually wrapped sterile wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile dressings
- 2 conforming bandages
- 5 low adherent dressings (approx 10cm x 10cm)
- 1 roll of hypoallergenic tape
- 1 pair of shears, with rounded ends
- 6 pairs of disposable gloves
- 10 packs of 5 sterile gauze swabs (5cmx5cm) and/OR individually wrapped alcohol free moist wipes
- 1 finger dressing
- 1 foil blanket

All first aid boxes or cabinets will be identified by a white cross 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 or cabinets are in the following areas:

- School office
- Dining Hall
- Main Hall
- Quiet area between Nursery & Reception
- First Aid Room

First Aiders

The main 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 a 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 consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager or Finance Administrator.

The first aid appointed person/s will be responsible for maintaining supplies in each of the designated first aid locations.

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

The current first aid appointed person(s) can be identified via a notice in the School Office and the First Aid Room.

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.

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

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis 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.
- Normal duties – a first aider must be able to leave to go immediately to an emergency.

Automated external defibrillators (AEDs)

The school has a portable AED located in the front of the lobby. It has been registered on the National Defibrillator Network

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 the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious 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. The purpose of this is 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 serious, 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 instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent or guardian 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 or guardian 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 of whom to drive the car, and one of whom, a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent or guardian 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.
- Where an ambulance is not required, but medical attention is needed, and the parent or guardian has arrived on site before the pupil has left the school, the pupil can be taken to a hospital or doctor in a staff car, accompanied by

the parent or guardian. If the parent or guardian so wishes, the first aider can also travel in the car to the hospital.

- The school will endeavour to ensure that no further injury can result from any incidents that occur, 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 who 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:

1. The headteacher.
2. The parents/guardians of the victim(s).
3. Delegated services

Pupils with Medical Conditions and / or Allergies

- It is the school's aim that pupils with on-going medical conditions or allergies are fully supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- The school will ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.
- When the school is notified that a child has a medical condition or has an allergy, the school will ensure that:-
 - sufficient staff are suitably trained
 - all relevant staff are made aware of a child's condition
 - cover arrangements in case of staff absence/turnover is always available
 - supply teachers are briefed
 - risk assessments for visits and activities out of the normal timetable are carried out
 - individual healthcare plans are monitored (at least annually)
 - if a child's needs change, the above measures are adjusted accordingly
 - Details of the medical condition are input on the online system 'Medical Tracker' Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that child needs. If the parents, healthcare professional or school consider that the healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.

The Role of Parents:

- Parents must provide the school with sufficient and up-to-date information about their child's medical needs
- They are the key partners and should be involved in the development and review of their child's IHCP
- Parents should carry out any action they have agreed to as part of the IHCP implementation
- Parents should ensure that they, or another nominated adult, are contactable at all times.

The Role of Pupils:

- Pupils should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHCP.

The Role of School Staff:

- Staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, but are not required to do so.

- Staff should take into account the needs of pupils with medical conditions in their lessons when deciding whether or not to volunteer to administer medication.
- Staff should sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions.
- Staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Notification procedure

- When the school is notified that a pupil has a medical condition that requires support in school, the parent informs the Headteacher. Following this, the school begins to arrange a meeting with the parents / carers, healthcare professionals and the pupil, with a view to discussing the IHCP.

Information in school

- In each classroom, the teacher has a booklet, detailing the special medical needs of pupils in their class.
- IHCP's are kept in the main school office.
- Details, including photos of the pupil, with medical requirements are kept in the first aid room. The pupils are categorised by class.
- The catering staff also have a booklet detailing all pupils with allergies, as well as food requirements such as vegetarian or Halal. The pupils are categorised by class.

Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent or guardian will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher, a member of the office staff or the Headteacher will telephone the pupil's parents or guardians as soon as possible. Parents or guardians will also be informed via an email sent by Medical Tracker. Any serious incidents involving the child's head, the pupil's parents or guardians will be telephoned.

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

The first aider 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.

- What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- 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 reported in a timely and detailed manner.

All records will be filed and stored in line with the Record Management Policy.

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.

Storage of medication

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

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 deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Illnesses and allergies

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

The pupils will be asked to rest in the office while they wait for their parent or guardian to pick them up. Pupils will be monitored during this time.

Consent

Parents or guardians will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions - these forms will be updated at the start of each school year.

Monitoring and review

This policy will be reviewed annually by the governing board, and any changes communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

The next scheduled review date for this policy is January 2025.