

St Mary's Church of England Primary School



Learn. Grow. Achieve. Flourish.

First Aid Policy and Procedures

POLICY: First Aid Policy & Procedures
APPROVED BY: Full Governing Board
APPROVED DATE: 25 March 2023
REVIEW DATE: March 2025
This policy is reviewed biennial

Our School Vision

St Mary's school vision is to embrace a Christian like way of living, learning and teaching.

As a Church of England primary school, we value and are ambitious for all children and are committed to providing a positive, happy, safe and stimulating environment for them to enjoy and excel in their learning; grow in confidence, resilience and independence; achieve their full potential and flourish as individuals.

1. Introduction

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. HSE has published detailed [first aid guidance](#) to help employers comply with the regulations and offers practical advice on what they need to do.

While the regulations do not require employers to provide first aid for anyone other than their own employees, it is strongly recommended that all schools consider the needs of non-employees such as pupils and visitors when making provision for first aid.

2. Aims

The aims of our first aid policy are to:

- ensure the school staff is clear on pupils, staff and visitors health and safety needs while on site
- ensure staff and governors are aware of their responsibilities with regards to health and safety
- provide a framework for responding to an accident or incident
- Know how to report and record the outcomes of an incident

3. Legislation and Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

4. Responsible Persons

The person with designated overall responsibility for first aid in the school is the Headteacher.

The delegated responsible person for the day to day running is the medical officer who ensures that;

- There are appropriate numbers of school first aid trained staff, and pediatric first aid trained staff are nominated and receive training.
- They oversee and administer first aid and medical treatment on a day-to-day basis.
- All staff are aware the medical officer is the first point of contact for advice and support when engaged in the administration of first aid.
- The best decision is decided upon assessment of a child, visitor or staff need
- All medical plans are available to staff (medical backpacks, medical tracker and a hard copy in the office).
- First aid resources are in stock and replenished frequently.
- The medical tracker is accessible for staff and set up with passcodes.
- The training for reporting incidences is available, up to date, completed to a good standard and records are stored securely.
- The Headteacher or a SLT member is informed of any incidences that are of concern and require hospital treatment or emergency services.

Qualified first aiders are on duty outside at playtimes and lunchtimes. They can be available when necessary and for offsite trips.

5. First Aid Materials, Equipment and Facilities

Items held in the Medical Room, for the use of basic first aid include:

- Assorted sterile adhesive dressings, individually wrapped
- Paper towels
- Wrapped triangular bandage
- Disposable gloves
- Tissues
- Ice packs
- Chairs
- Water, including drinking water
- Soap
- Spare asthma inhalers
- Bin with yellow clinical waste bags

At playtimes the first aider on duty has a bag with the basic necessities for treating small cuts and grazes.

Bag contents:

- Cleaning wipes
- Tissues
- Plasters
- Gloves

Personal items, such as epi-pens, medicines, which are clearly labelled with the child's name etc, are kept in the class medical bags (green backpack); these **MUST** be taken out at break times, for fire practice and PE. No child can take a medicine without a form signed by the parents/carers and Headteacher (or Deputy Head in her absence).

6. Asthma

Children with asthma should receive their medication as and when they need it; children are able to access their own inhalers. There is a separate Asthma Policy and each child has a asthma action plan.

7. Anaphylaxis

Children who have allergies and require treatment with an epi-pen during an anaphylactic episode must have an in-date epi-pen in school, kept in the medical bag. All staff should know where the epi-pen is kept and how to administer it. After using the epi-pen the parents must be informed immediately and an ambulance called. All children known to have a severe allergy have a anaphylaxis action plan.

8. Epilepsy

Should the school be notified that a child is epileptic, training will be sought for the staff from the school nurse and a epilepsy care plan will be drawn up to manage and support the child's particular needs. The plan will be known to all those who come into contact with the child.

9. Diabetic

Should the school be notified that a child is diabetic, training will be sought for the staff from the school nurse and a diabetic action plan will be drawn up to manage and support the child's particular needs. The plan will be known to all those who come into contact with the child.

10. Medicines

Medicines are only administered if the child's doctor has said the child may return to school whilst still taking the medicine. The following rules apply:

- A request/consent form will need to be completed with the details of the medicine and the time it is to be administered.
- Medicines will only be administered by the school if they are required to be taken four times a day or at specific times of the day.
- All parents/carers are informed by letter if their child has sustained a head injury, no matter how little this may appear to be.

- Medicines must carry a prescription label with the child's name clearly displayed. No other medicines will be administered.
 - A first aider will give the medicine in the Medical Room and log this.
 - The parent/carer is responsible for the collection and delivery of the medicine on a daily basis.

11. Storage/Disposal of Medicines

Any medication that needs to be in school is stored either in the school Medical Room fridge or as per storage instructions. The exceptions to this rule are inhalers and epi-pens, which must be clearly labelled with the child's name and kept in the class medical bag; where they can be easily reached where necessary. Medical bags must accompany the class to assemblies, PE, play and lunch time breaks. It is the teacher's responsibility to ensure that children have their inhalers with them at all times.

It is the responsibility of the parents to regularly check dates of prescribed medicines and collect unused medicines from school and dispose of them accordingly. When we carry out checks on medicines parents will be notified by email should the medicines/inhalers have expired.

Treatment

12. Emergency First Aid

In the case of a child requiring emergency first aid, a qualified first aider should be notified. All staff can treat minor injuries, only requiring a clean or plaster.

- Gloves must be worn when treating an injury or when changing a child's underwear.
- If a child has a personal accident involving wet underwear they should be changed in the presence of two adults. Staff should never change a child on their own. If the child has soiled underwear the parent/carer must be telephoned and permission sought to clean their child or the option to come to school to administer this process. See 'Intimate Care Policy'.
- If a child is sick (vomiting) they should be cared for in the Medical Room. Their parent/carer must be telephoned and asked to come into school and take their child home.
- A child must not be left unattended at any time. They can be moved into the school main reception area to await collection by their parent/carer if appropriate.

A child who has vomited or who has diarrhoea should not return to school until 48 hours after the last incidence.

13. Head Injury

A simple injury (bump/knock/hit) to the head can lead to death therefore we treat all head injuries with great care and caution.

- Depending on the child's demeanor or the physical severity of the injury we may ask a parent to come to school to check their child for themselves or to take the child home/to hospital. It is normal practice to inform a parent and offer to monitor the child and should his/her condition change we will notify them.
- Classroom staff will be notified of the injury and asked to monitor the child.
- If a child who has received a head injury earlier in the day complains of tiredness or headaches, the parent/carer will be notified immediately and asked to come and collect their child.

14. When to call an ambulance

The first aider/appointed person will always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is a possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injury
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services and give the following information:

- State what happened
- The child's name
- The age of the child (DOB)
- Whether the casualty is breathing and/or unconscious
- The location of the school

In the event of an accident involving a child, where appropriate, it is our policy to always notify parent/carer of their child's accident:

- If it is considered to be serious (more than minor injury)
- Requires first aid treatment
- Injury to the head
- Requires attendance at hospital

15. Notification of Parents/Carers

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left our policy will be to continue to attempt to make contact with the parents every half hour. In the interim, we

will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

16. First Aid out of school on trips or residential visits

In the event of a child requiring first aid on a school trip:

- All staff have first aid packs and a school mobile phone with them.
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of trip.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or by calling NHS Choices (dial 111).
- Gloves are ALWAYS worn when treating injuries.
- Any accident or incident is reported back at school and recorded on Medical Tracker. A note on the incident is made at the scene.
- No medication may be given to a child unless prescribed by a doctor signed and dated and a signed letter from parents for consent. An administration of medicine form must be signed and dated by the first aider in charge. NO other medication MUST be given by anyone.
- A head injury notification is emailed home for any child who has sustained a bump to the head. In cases where the injury gives cause for concern the school will call home to arrange the child to go home.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- In the event of parents being unreachable, the emergency contact people on the child's forms will be telephoned.

17. Residential Specific

- First aid should only be carried out by qualified first aiders where possible.
- First aid should be undertaken in the presence of another qualified first aider.
- All first aid must be logged on Medi tracker for medical records.
- Medicines of any description (including pain relief) are NOT to be administered to any child unless they are the designated person responsible and have written signed consent form stating dose and frequency.
- Class teachers are usually designated persons on residential.

18. Clubs

A member of staff is on premises during clubs to administer first aid if needed. Through HSE the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. These 'Appointed Persons' are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

19. Record Keeping

All accidents requiring treatment are recorded with the following information.

- Name of injured person
- Name of qualified/emergency/school first aider or appointed person
- Date of accident
- Type of accident, e.g. bump on head etc
- Treatment provided and action taken

20. Head lice

The school has a separate policy for the treatment and prevention of head lice in school.

21. Equal opportunities

This policy applies to all children, visitors and staff regardless of their gender, colour, ethnicity, ability or disability, religion or nationality.

This policy should be read with:

- Medical Conditions policy
- Asthma Policy

Approved by: P. O'Brien

Position: Headteacher

Date: 22 March 2023