



First Aid Policy

At Greasley Beauvale Primary School, the Governors recognise the importance of ensuring equal opportunity for all children and adults. The Governors will continue to ensure that this is an essential element of all school policies and actions.

The right to develop, learn and work in an environment free from discrimination is implicit in our school's ethos and embodied in its Vision.

Our Vision:

At Greasley Beauvale Primary School, our vision is for everyone to **reach their true potential, nurture their talents** and foster a personal **love of learning** through a **safe, engaging and challenging curriculum**. **We take notice of each other** and **strive to be healthy and happy in body and mind**. We **champion physical, emotional and mental wellbeing** to **promote the best outcomes for everyone** to **build a healthy future together**.

At Greasley Beauvale Primary School, you are "Learning for Life" to "Paint Your Own Rainbow"

This latest update of this policy was written in September 2023. The Full Governing Body approved it remotely through the School Bus.

Nominated staff members responsible for policy: Emma Poxon (School Business Manager and Tracy Salisbury (First Aid Lead)

Next review date: September 2024

Signed: I White/P Tulley _____ (Chair) Date: Sept 2023 _____

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Statement of intent

Greasley Beauvale Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on suitable and sufficient risk assessments being in place.

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 and effective first aid provision for every pupil, member of staff and visitor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are stored appropriately and administered at school in line with the Administration of Medication policy.
- Promote effective infection control.

Regardless of the policy, staff should call 999 in the event of a medical emergency before implementing the terms of this policy.

1. Legal framework

1.1 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 (2015) 'Supporting pupils at school with medical conditions'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2021) 'Statutory framework for the early years foundation stage'
- DfE (2022) 'First aid in schools, early years and further education'

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

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

2. Roles and responsibilities

2.1. The governing board is responsible for:

- The development and implementation of this policy and its procedures;
- Ensuring that the relevant risk assessments have been carried out and that there is a sufficient number of first aiders on site;
- 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 first aid provision complies with the relevant legislation and guidance;

2.2. The Head Teacher is responsible for:

- The development and implementation of this policy and its related procedures;
- Ensuring that appropriate and sufficient first aid training is provided for staff;
- Ensuring that adequate equipment is provided;
- Ensuring that all staff and parents are aware of the school's policy and arrangements regarding first aid;
- Ensuring that there are procedures in place for first aid during out of hours and off site activities;
- Ensuring that an 'appointed person' takes the lead in first aid arrangements and procedures for the school;
- Ensuring that all staff are aware of the locations of first aid equipment;
- Ensuring that all pupils and staff are aware of which members of staff are first aiders and how to contact them if necessary.

2.3. 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 a first aid incident;
- [Recording first aid incidents that they deal with appropriately and making sure that parents and carers receive notification of the incident;](#)
- Endeavouring at all times to secure the welfare of the pupils at school.
- Making pupils aware of the first aid procedures to follow and who is the closest first aider for their class/year group.

2.4. First aid staff are responsible for:

- Completing and renewing training as and when required;
- 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;
- [Recording first aid incidents on Medical Tracker and informing parents and carers of the incident.](#)

2.5. The appointed person is responsible for:

- Overseeing the school's first-aid arrangements;
- Looking after the first-aid equipment and ensuring that first aid kits are restocked;

- Ensuring that an ambulance or other professional medical help is called when appropriate.
- Maintaining injury and illness records as required.

3. **First aid provision**

- 3.1. The school will routinely re-evaluate its first aid arrangements [through a risk assessment](#) to ensure that they are appropriate and in line with legislation.
- 3.2. Well-stocked first aid packs with basic first aid supplies will be supplied in school and distributed where necessary. [Staff](#) will regularly check the first aid packs and [inform the appointed person should there be items missing](#). [All supplies will be restocked in a timely manner](#). Items will be safely discarded after the expiry date has passed.
- 3.3. Where there is a specific need within school, an individual first aid/medication kit will be provided in line with their specific healthcare needs. The kit will be clearly labelled and stored securely in a locked cupboard either in the first aid cupboard in the Deputy Head Teachers office or, when required, in the classroom.
- 3.4. All first aid containers will be identified by a white cross on a green background.
- 3.5. First aid packs are in the following areas:
 - The school office
 - In all classrooms
 - The school hall
- 3.6. There is a central first aid cupboard located outside of the school office. At a minimum, this will contain the following items:
 - General advice leaflet on first aid;
 - 20 individually wrapped sterile adhesive dressings, in assorted sizes;
 - 2 sterile eye pads;
 - 2 individually wrapped triangular bandages;
 - Safety pins;
 - 6 medium sized wound dressings;
 - 2 large sized wound dressings;
 - 3 pairs of disposable gloves.

4. **First aiders and appointed person(s)**

- 4.1. [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](#).
- 4.2. All first aiders will administer immediate first aid to pupils, staff or visitors and will ensure that an ambulance or other professional medical help is called when necessary.
- 4.3. The school will ensure that there are a number of paediatric first aiders across school to ensure the best provision can be provided.
- 4.4. All first aiders will hold a valid certificate of competence issued by an HSE-approved organisation.
- 4.5. All first aiders will receive training appropriate to be used within a primary school setting.
- 4.6. The School Business Manager will ensure that all first aiders attend refresher training when required before their current certificate expires.

- 4.7. The staff within the classrooms will regularly check that their first aid kits are stocked properly. Should any items be missing, they should inform the school office so that they can be restocked as soon as possible.
- 4.8. A list of first aiders will be displayed on the health and safety board located outside of the school office which will include what level of first aid certificate they hold and when their qualification expires.
- 4.9. The school will ensure that there is always a sufficient number of first-aiders on site at all times to provide adequate provision.
- 4.10. Unless otherwise stated in their terms of employment contract, staff members who become first aiders will be made aware that it is on a voluntary basis and that they should not feel pressured to take on this role. Should a staff member who has been asked to become a first aider not want to take on this role, they should inform their line manager in writing.
- 4.11. The school will ensure that all first aid training covers mental health to ensure that all first aiders can recognise the warning signs of mental health illness and are able to support them. Pupils will be supported in accordance with the schools Social and Emotional and Mental Health (SEMH) policy.

5. **Automated external defibrillators (AEDs)**

- 5.1. An AED is located in the school office.
- 5.2. Where the use of the AED is required, individuals will follow the procedure as instructed on the device.
- 5.3. Training on the use of AED's will be provided during the first aid training course they attend.
- 5.4. The appointed first aid lead will be responsible for ensuring that the AED is safely stored, that the battery and pads are in date and that replacement battery and pads are purchased before the current ones expire.

6. **Emergency procedures**

- 6.1. 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.
- 6.2. If called, a first aider will assess the situation and take charge.
- 6.3. In the case of a minor to moderate incident, if the first aider does not consider that they can adequately deal with the presenting condition, they will arrange for the injured person to access appropriate medical treatment. In the case of a pupil, the parent and carer will be contacted to collect the child from school immediately to seek further medical advice.
- 6.4. Should the parent and carer be uncontactable, two members of staff, one of which will be a member of the Senior Management Team (SMT) or the Senior Leadership Team (SLT), will transport the injured child to hospital using their own car to seek further medical attention. It is a requirement that the member of staff driving should have suitable car insurance covering this course of action. A member of the school office team will continue to try to contact a parent and carer to inform them of the situation and to inform them that their child has been taken to hospital. A member of staff will stay with the child until the parent and carer arrives.
- 6.5. In the event of a serious injury where an individual has become seriously unwell or has suffered a severe injury, the emergency services will be called immediately. In the case of a pupil, the parent and carer will also be called by another member of staff and asked to come in to school. They will be informed of the incident and told that an ambulance has been called. A trained first aider will stay with the injured person to provide

emergency first aid until professional help arrives. This is to help keep the person comfortable, to reduce the injury worsening and to administer CPR if necessary.

- 6.6. Where the seriously injured or unwell individual(s) is a pupil, and the parent and carer is uncontactable, a member of SMT or SLT will accompany the child in the ambulance. The school office staff will continue to try to contact a parent or carer to inform them of the incident and the course of action. The member of staff will stay with the pupil at the hospital until a parent or carer arrives.
- 6.7. The school will ensure that no further injury can result from any incidents that occur by making the scene of the incident safe.
- 6.8. Staff members on site will **speak to any** pupils who may have witnessed the incident and may be worried or traumatised. These pupils will be supported in school and parents and carers contacted as soon as possible. Where necessary, details will be recorded on CPOMS.
- 6.9. Once the above action has been taken, full details of the incident should be recorded promptly and the incident reported to the Local Authority following the RIDDOR guidelines.

7. **Reporting accidents and record keeping**

- 7.1. If a pupil suffers an injury and requires treatment, the incident will be recorded on 'Medical Tracker' which is an online first aid recording system. All members of staff who are first aid trained have access to 'Medical Tracker' and will receive relevant training.
- 7.2. If an incident is recorded in 'Medical Tracker', the parent/carer should be notified by sending the details via email. If it is a more serious incident, it will still be recorded on 'Medical Tracker' but the parent/carer will be contacted by phone to inform them of the incident and, where necessary, arrangements made for the child to be collected from school to seek medical advice.
- 7.3. If a pupil suffers a very minor head bump, and no treatment is required, a first aider can issue the pupil with a smaller summarised slip. This states that their child has bumped their head and includes after care details should they develop signs of concussion whilst they are at home.
- 7.4. For any child who suffers a head bump, aftercare details will be included on the notification form that is sent to the parent/carer. In the case of a more severe injury, parents/carers will be contacted to collect their child and to seek further medical advice if necessary. A notification including aftercare details will still be sent. Should the injured person show signs of concussion or become seriously unwell, the emergency services will be contacted.
- 7.5. A list of emergency contacts will be kept on the child's records in Scholarpack which can be accessed by most staff. Parents are asked to inform the school promptly should their details change.
- 7.6. All first aiders are responsible for recording any incidents that they deal with. The records should be accurate and include the following information:
 - 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 if they returned to class;
 - Name of the first aider who dealt with the incident.
- 7.7. Should the incident result in the injured person being referred for further medical advice and or hospital treatment the accident **may need to be reported to the HSE and LA under RIDDOR obligations. If this is required, this will be done in a timely manner.**

- 7.8. Following a serious injury or incident in school, the School Business Manager will carry out a **risk** assessment to see if anything needs **implementing** to reduce the risk of the accident reoccurring.
- 7.9. **All first aid recorded securely on Medical Tracker. Copies of any paper slips given to pupils following a minor head bump will be securely stored in the school office.** The appointed person is responsible for providing a report to governors each term detailing the number of incidents and **suggested** solutions to **attempt to** reduce the **number of** accidents and incidents at school.

8. **Offsite visits and events**

- 8.1. 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 sufficient risk assessment.
- 8.2. For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.
- 8.3. The school will ensure that a first aid kit is provided for all off site visits and that it will contain the following:
- A general first aid leaflet;
 - 6 sterile adhesive dressings;
 - 1 large dressing;
 - 2 triangular bandages;
 - 2 safety pins;
 - Cleansing wipes;
 - Disposable gloves.
 - **Instant ice packs**

9. **Storage of medication**

- 9.1. Please refer to the Administration of Medicines policy for details regarding when medicines are allowed to be kept in school and how they will be stored.

10. **Illnesses and Allergies**

- 10.1. If a pupil becomes ill during the school day, a member of staff will phone the emergency contacts in the order they have been stated on the data collection form completed by parents and carers. The contact will be asked to collect the child as soon as possible.
- 10.2. The pupil will be asked to wait in the reception area until they are collected. This will enable a member of the office staff to monitor them until they are collected from school.
- 10.3. Where a pupil has an allergy, this will be addressed through their own personal health care plan and in conjunction with the Supporting Pupils with Medical Conditions policy.
- 10.4. The school will manage any emergencies relating to illnesses and allergies in accordance with the emergency procedures section of the policy.

11. **Consent**

- 11.1. When joining the school, parents and carers will be asked to complete a data collection form detailing emergency contacts, any medical conditions they may have and any allergies.
- 11.2. Parents are asked to keep school up to date with any changes to any of these details. At each change of key stage (when a child starts school in Reception, moves into year 1 and

when they move into year 3) parents will be asked to resubmit the data collection form so that these can be checked against the pupils record and updated where required.

11.2. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances while having the best interests of the pupil in mind.

12. **Monitoring and review**

12.1. This policy will be reviewed annually by the appointed first aid person to ensure that all areas of the policy are still relevant, up to date and in line with current legislation. Any changes required will be made, reviewed and agreed by the Full Governing Body.

12.2. Should any changes be required, the new updated policy will be circulated to all members of staff.

12.2. The policy will be included in the induction of new staff and they will be informed of who the first aiders of the school are, where they are located and where first aid supplies can be found.

12.3. The next scheduled review date for this policy is September 2024.