



First Aid Policy

CONVENTION ON THE RIGHTS OF THE CHILD

As a school that respects the rights of the children and adults in our school family, community and beyond, we aim for each school policy to adhere to articles from UNICEF's Convention on the Rights of the Child.

In this policy, we are working towards the following article:

Article 24 (Health and health services): Children have the right to good quality health care – the best health care possible – to safe drinking water, nutritious food, a clean and safe environment, and information to help them stay healthy. Rich countries should help poorer countries achieve this.

Date Prepared: November 2023

Date Approved by Governing Body:

Date to be reviewed: November 2024



Statement of Intent

Little Hill is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors.

Little Hill will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Intimate care Policy
- Bodily Fluids Hygiene Policy
- Behaviour Policy
- Safeguarding Policy
- Medication and supporting children with medical needs Policy
- Food Hygiene Policy and Procedures
- Educational Visits and School Trips Policy

The First Aid lead has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

Legal framework

This policy has due regard to statutory legislation including, but not limited to:

- Health and Safety at Work Act (1974);
- Health and Safety (First Aid) Regulation (1981 - revised 2013);
- The Management of Health and Safety at Work Regulations (1992 -amended 2006);
- The Education (School Premises) Regulations (1999);
- The Health and Safety (Reporting of Injuries, Diseases and Dangerous Occurrences) Regulations (RIDDOR) (2013).

This policy will also have regard to the following statutory and non-statutory guidance:

- DfE (2022) "First Aid in Schools";
- DfE (2015) "Advice on Standards for School Premises";
- Health and Safety Executive (HSE) Incident Reporting in Schools (Accidents, Diseases and Dangerous Occurrences)" (2013)

In doing so we will:

- Provide for the immediate needs and requirements of staff and pupils who have sustained either a serious or minor injury.
- Ensure adequate resources and arrangements are in place to deal with injuries and accidents as they arise.
- Ensure lines of communication with parents/carers are in place if required.
- Activate a known plan of action with which all staff members are familiar.

The governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 2013.

The provision of First Aid within the school will be in accordance with the authority's guidance on First Aid in school.

The treatment of minor illness by the administration of medicines and tablets falls outside of the definition of First Aid in the Regulations and the school will not permit the presence of any such medication in designated first-aid boxes or to be brought in. Advice was taken from 'Guidance on First Aid for Schools by the DfEE booklet 2022'.

Definitions:

'First Aid' means medical treatment for an 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.

'First Aider' means a person who holds a valid First aid at Work Certificate or equivalent qualification.

Roles and Responsibilities:


The overall responsibility for health and safety matters within the school lies with the governing body. For the day-to-day management of school first aid rests with the headteacher.

The headteacher is responsible for ensuring that first aid provision is up to standard on a day-to-day basis. If this task is delegated to another member of staff, the headteacher is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role, and that first aid risk assessments are carried out regularly.

The headteacher (or their nominated representative) will ensure that all individual healthcare plans (as outlined in the Medication and supporting children with medical needs policy) are regularly reviewed and remain relevant and up to date. The plans will be reviewed at least annually, or earlier if evidence is presented that the child's needs have

changed. They will be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing and minimises disruption. The headteacher is responsible for ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

The Premises team ensure that the school has sufficient equipment and resources for first aid. The headteacher (or their nominated representative) will ensure that all first-aiders comply with the rules and regulations of basic first aid.

Up-to-date records are kept of all the members of staff that hold a First Aid certificate and it is marked by  on their lanyards so it is visible for all to see.

There are a number of First Aiders within the school and it is their responsibility to ensure that quality care and first aid is given to a person and that it is correctly recorded on the designated form (appendix A)

A named First Aider should ensure the first aiders on duty are visibly named on the notice board, contact information is available and kept confidential.

School staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's health and safety policy, and basic first aid. Staff should:

- ensure that they are familiar and up to date with the school's first aid policy and standard procedures
- keep their managers informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have already occurred
- ensure that all the correct provisions are assessed and in place before the start of any activity
- ensure that activities in school that they are supervising or organising are risk assessed, and in line with the school's health and safety policy, to reduce the risk of accident or injury
- cooperate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensure that any equipment used is properly cared for and in the proper working order, including first aid boxes around the school. Any defects should be

immediately reported to a senior manager and that piece of equipment should not be used.

- be aware of the needs of pupils with medical conditions that they teach
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- where appropriate to the needs of the pupil, teachers and other school staff may be asked to provide support, including the administering of medicines for pupils with individual healthcare plans. Where this is the case, staff should receive sufficient and suitable training to achieve the necessary level of competency before taking on responsibility to support children with medical conditions
- staff will not be asked to administer medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). The school recognises that a first aid certificate is not appropriate training in this instance
- a designated member of staff will be responsible for ensuring that all supply staff and new staff members are fully briefed as to the needs of any pupil with individual healthcare plans which they are likely to encounter.
- staff will be made aware of which pupils have access to asthma inhalers, auto adrenaline injectors (AAI), insulin injections, or similar medical equipment and for whom individual healthcare plans have been created.

Volunteers at the school have the same responsibilities for health and safety as any other staff, and will be expected to be familiar with the school's health and safety policy and procedures.

Pupils at the school should be familiar with this policy and should ensure that they are aware of who the school staff first aiders are. If they are unsure, they should ask a member of staff. Pupils can help the school ensure first aid provision is effectively put into practice by:

- reporting any medical emergencies or incidents to a member of staff immediately;
- reporting anything that they feel to be a hazard to health and safety on or near the school premises
- taking care for their own safety and the safety of others. Pupils that put themselves, staff, or any other members of the school community or visitors to the school in danger through reckless behaviour may be dealt with under the school's behaviour policy
- make sure that staff members are aware of any of their own health conditions or ailments that may require first aid assistance (for example diabetes, epilepsy). This is particularly important in circumstances where pupils will be travelling off the school premises, for example for a sports match or a school trip (staff will be aware of children's medical conditions).

- where a pupil has a health condition which requires an individual healthcare plan the pupil will be involved wherever practicable in discussions as to their medical support needs and will be required to act in a way which is compliant with the plan
- all pupils are expected to act in a way which demonstrates a positive awareness to the needs of those with medical conditions and be aware of their responsibility for informing a member of staff if a fellow pupil is unwell.

Parents can help the school maintain effective first aid provision by:

- alerting the school to any ongoing or temporary medical conditions that their child has that may require first aid. This is extremely important, and parents are required to notify the school in writing of such circumstances. Where medicine has been prescribed either for a set timescale or as an ongoing provision, the school must be notified. It is important that parents do not send their children to school with prescribed medicine or other types of medicine without the knowledge of school staff
- where their child requires an individual healthcare plan, the parent will be involved in the development and review of the plan. They will be expected to carry out any action which they have agreed to as necessary as a part of its implementation, eg provision of medicines and equipment, ensuring that they or a nominated adult are contactable at all times
- working with the school to instil a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home
- making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises
- familiarising themselves with this policy so that they understand the steps that will be taken if their child requires emergency first aid for any reason.

Visitors to the school are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. All visitors will have access to this first aid policy, as well as the school health and safety policy (both are located on the school website and paper copies can be requested at the school office).

Assessment of First-Aid Needs:

The Management of Health and Safety at Work Regulations 1992 require the headteacher to make an assessment of first-aid needs appropriate to the circumstances of the school. The headteacher will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision. Where necessary and relevant, all staff will be training annually on how to administer aspects of first aid e.g. epi-pens.

Where the first-aid assessment identifies for employees to be trained as first aiders, the headteacher shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise. **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 office to ensure they are booked onto the course before cancellation of the certificate.**

The Office will hold a list of all first-aiders and their qualification level.

All staff will ensure that they have read the school's First Aid Policy, and sign the training record to say they have done this.

Management of First-Aid Equipment:

It shall be the responsibility of the school first aider and premises team 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. Where additional or replacement material or equipment is required, staff should speak to the School First Aider about ordering more items immediately.

The School First Aider and Premises Team will also ensure that all out of date items are discarded and replaced. These need to be checked on a regular basis i.e. termly.

Although, the School First Aider and Premises team is responsible for maintaining and checking the first aid equipment, it is also expected that before going on duty or on a school visit etc, first aiders shall take responsibility for ensuring their first-aid box contents are sufficient for the job and number of pupils.

Fixed and Portable First-Aid Boxes:

All school first aid boxes 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 of the fixed boxes are placed where they can be clearly identified by a green background, white cross sign and should always be readily accessible. First aid Boxes are located throughout the school. They are located: Year 4/5 bay, Outside KS2 playground (wall by year 4), Year 6 building, EYFS, Office and the first aid bay.

The defibrillator is located on the outside of the wall of the Year 4 classrooms facing the KS2 playground.

Portable First aid kits are also available (these are to be taken on class trips).

AAIs (e.g. Epi-pens) are located with the children (as appropriate).

Heat Blankets are available as required during emergency procedures.

The boxes should contain a sufficient quantity of suitable first-aid materials; according to the DFE guidance, as a minimum. 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. Individually wrapped sterile moist wipes, may be used.

No medical substance or materials are permitted within a first-aid box. This includes items such as antiseptic sprays, lotions, sunscreen etc.

Where medicines have to be held for a pupil for safety/security reasons, they stored away from the children (named).

First-Aid Treatment Area:

The school's first-aid treatment area is at the bottom of the school library between the Key Stage 1 bays.

According to DFE guidance it will have the following:

- a) a large enough area to house necessary equipment
- b) have washable surfaces and adequate heating, ventilation and lighting
- c) be kept clean and tidy at all times
- d) be positioned near a point of access for transport to hospital
- e) display a notice advising of the names, locations of the main first aiders for the day
- f) a sink with hot and cold water if possible
- g) drinking water and disposable cups
- h) soap and paper towels
- i) a suitable, foot operated, container lined with disposable waste bags
- j) storage area for first-aid materials
- k) a telephone
- l) disposable gloves and aprons near to the first-aid box
- m) a First-Aid Record book for recording incidents where first aid has been given

At all times the dignity and feelings of the patient must be respected.

Provision of First Aiders:

School staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's health and safety policy, and basic first aid.

There will be at least one first aider on the school site when children are present between the hours of 8:35am and 3:15pm.

Consideration must also be made to ensure first-aid cover during absences, such as annual leave, sickness or school trips. This is the responsibility of the first aider and the management team.

Categories of Incident and Procedures:

Any child complaining of illness or who has been injured should be checked **and, where appropriate**, treated by a first aider (who in the mornings should be by the year group Learning Support Assistant who is first aid trained). If treatment is given away from the first aid bay, first aider must ensure it is logged appropriately.

Should a child be too ill to stay at school, parents should be contacted as soon as possible so that the child can be collected and taken home.

Minor Accidents and Injuries

- Minor Cuts – cleaned and covered. Disposable plastic gloves should be used to protect both the child and first-aid when dealing with cuts.
- Sprains and Bruises – rest, cold/ice compress and elevate. Teacher/lunch time supervisor observation is maintained. If in doubt, parents or guardians are contacted.

More Serious Accidents and Injuries

If considered safe to do so, the injured party is taken to a First Aid station.

Parents should be contacted.

- Broken bones - The child should be kept under close observation until parents arrive or ambulance, with the emphasis on making the child comfortable and as settled as possible.
- Suspicion of broken bones or eye injuries - The child should be kept under close observation, with the emphasis on making the child comfortable and as settled as possible.
- Accidents involving the head - as a school we recognise that accidents involving the head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time. A 'Bumped Head' letter will be given to the child's parents or guardians at the end of the day, which outlines the injury and informs parents of the signs and symptoms to look out for. (Appendix B)
If there is a swelling or mark after an icepack has been applied, the child will be given a wristband and a courtesy call will be made home.
- Stings/Bites – no stings should be removed.
- Faints and Shocks – ensure other pupils are kept away and follow first aid procedure.

Very Serious Injuries

In the event of a very serious injury, an ambulance is called. Parents/guardians are then contacted and kept informed of developing situation.

Very serious injuries include: **severe bleeding, burns/scalds and unconsciousness, serious break.**

They will also need time to complete the RIDDOR forms required.

Transport to Hospital

The headteacher, along with advice from the school first-aider, will determine what action is reasonable and sensible.

- Where the injury is an emergency, an ambulance will be called following which the parents will be called.
- Parents will be contacted to take over responsibility for the child.

Off Site Activities:

At least one first aid kit will be taken on all off-site activities, along with individual pupils' medication such as inhalers, AAls etc. When travelling on a coach, a large First Aid Kit should be taken.

A person who has been trained in first aid must also accompany all off site visits.

First Aid at Swimming:

At least one first aid kit will be taken on all off-site activities, along with individual pupils' medication such as inhalers, AAls etc. In addition to this, there will be adults on poolside will hold a life savers certificate (life guards).

First-Aid Record Keeping:

It shall be the responsibility of the school first aider and school office staff 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 2015'. Details on the RIDDOR forms to be completed, time scales for completion and distribution and who is to be notified, are shown in the health and safety policy. There are several different forms and school office staff will advise on which to be completed. It is then the school office staff responsibility to transfer that information onto the online form.

After administering treatment, first aiders will ensure they adhere to the school's arrangements for record keeping and accident reporting. It is each first-aiders responsibility to record all incidents, injuries, head injuries, ailments and treatment.

Accident record books should be kept for a minimum of 3 years.

An accident form should be completed for the parents when treating a head bump and should be given to the class teacher after accident. If the child has a significant injury, then a phone call home should be made e.g. a deep graze that can not be cleaned sufficiently, a significant nose bleed, head bump leaving a mark/swelling.

Medical forms are kept for all staff and pupils. These are kept in the main office; a copy of these should be taken on school trips/residential visits.

Duty to Inform Staff of First Aid Arrangements:

All staff must be informed of the location of first-aiders, equipment and first-aid facilities.

Appendix A

First Aid Record

Date	Time	Child's Name	Record of Injury, Treatment, Cause	Class	Place	Staff Name and sign	Letter <small>Bump heads only</small>	Phone call
			<input type="checkbox"/> Head bump <input type="checkbox"/> Nose bleed <input type="checkbox"/> Suspected broken bone <input type="checkbox"/> Graze/cut needing a clean/cover. <input type="checkbox"/> swelling <input type="checkbox"/> Other _____ <input type="checkbox"/> Ice pack <input type="checkbox"/> Plaster <input type="checkbox"/> Other _____ Cause: _____		<input type="checkbox"/> Classroom <input type="checkbox"/> Playground <input type="checkbox"/> Field <input type="checkbox"/> Corridor <input type="checkbox"/> Hall <input type="checkbox"/> Other: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Head bump <input type="checkbox"/> Nose bleed <input type="checkbox"/> Suspected broken bone <input type="checkbox"/> Graze/cut needing a clean/cover. <input type="checkbox"/> swelling <input type="checkbox"/> Other _____ <input type="checkbox"/> Ice pack <input type="checkbox"/> Plaster <input type="checkbox"/> Other _____ Cause: _____		<input type="checkbox"/> Classroom <input type="checkbox"/> Playground <input type="checkbox"/> Field <input type="checkbox"/> Corridor <input type="checkbox"/> Hall <input type="checkbox"/> Other: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Head bump <input type="checkbox"/> Nose bleed <input type="checkbox"/> Suspected broken bone <input type="checkbox"/> Graze/cut needing a clean/cover. <input type="checkbox"/> swelling <input type="checkbox"/> Other _____ <input type="checkbox"/> Ice pack <input type="checkbox"/> Plaster <input type="checkbox"/> Other _____ Cause: _____		<input type="checkbox"/> Classroom <input type="checkbox"/> Playground <input type="checkbox"/> Field <input type="checkbox"/> Corridor <input type="checkbox"/> Hall <input type="checkbox"/> Other: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Head bump <input type="checkbox"/> Nose bleed <input type="checkbox"/> Suspected broken bone <input type="checkbox"/> Graze/cut needing a clean/cover. <input type="checkbox"/> swelling <input type="checkbox"/> Other _____ <input type="checkbox"/> Ice pack <input type="checkbox"/> Plaster <input type="checkbox"/> Other _____ Cause: _____		<input type="checkbox"/> Classroom <input type="checkbox"/> Playground <input type="checkbox"/> Field <input type="checkbox"/> Corridor <input type="checkbox"/> Hall <input type="checkbox"/> Other: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Appendix B



Little Hill Primary School

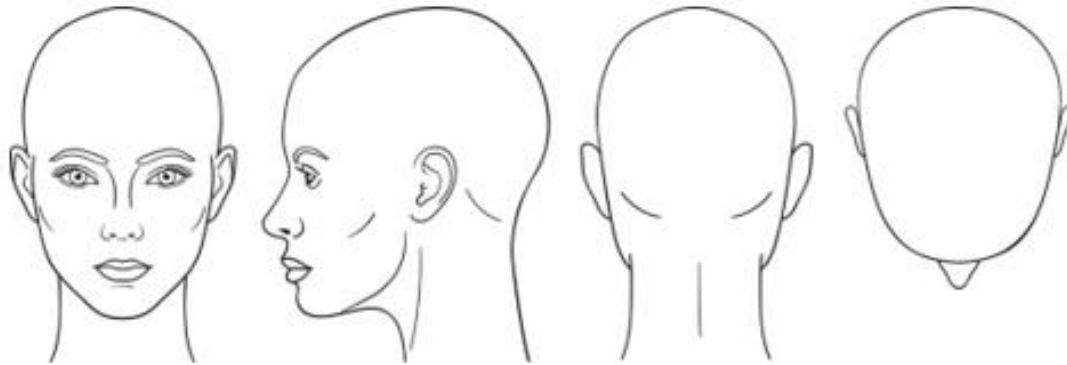
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Part of the OWLS Academy Trust

Dear Parent/Carer



Name _____

Your child has sustained s head injury at school today at approximately _____ am/pm
and has been monitored since the accident.



If any of these symptoms are present, particularly loss of consciousness (even for a short period of time), you should call an emergency ambulance (999 / 112) or NHS Direct on 111 / 0845 4647

- Lasting headache that gets worse or is still present over six hours after the injury;
- Extreme difficulty in staying awake, or still being sleepy several hours after the injury. It is fine to let children go to sleep after a slight bump to the head, but you should check on them regularly and make sure you are able to wake them.
- Nausea and vomiting several hours after the injury;
- Unconsciousness or coma;
- Unequal pupil size;
- Confusion, feeling lost or dizzy, or difficulty making sense when talking;
- Pale yellow fluid or watery blood, coming from the ears or nose (this suggests a skull fracture);
- Bleeding from the scalp that cannot be quickly stopped;
- Not being able to use part of the body, such as weakness in an arm or leg;
- Difficulty seeing or double vision;
- Slurred speech; and
- Having a seizure or fit.