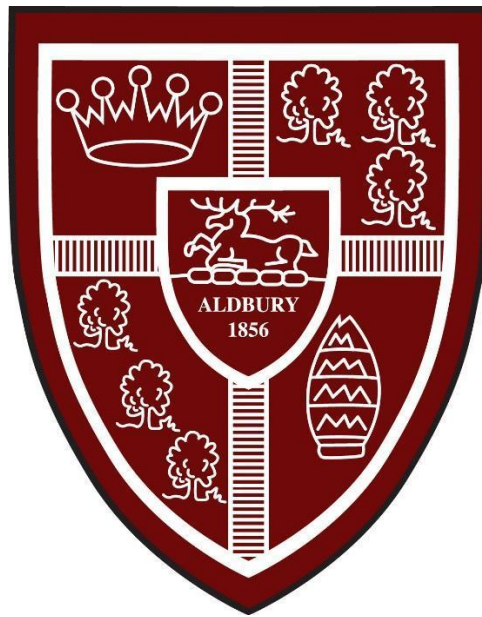


Aldbury C of E Primary and Nursery School



First Aid Policy

‘To live life in all its fullness’ (John 10:10)

Approved by: FGB	Date: June 2020
Last reviewed on: September 2023	
Next review due: September 2026	



This Policy outlines the schools responsibility to provide adequate and appropriate First Aid to pupils, staff and visitors and the procedures in place to meet that responsibility. The policy is an extension to the Health and Safety policy.

Policy Statement

The school will ensure that the First Aid arrangements will be managed in compliance with the Health and Safety (First Aid) at work regulation 1981. The school will provide adequate arrangements for training and retraining of First Aiders. Basic First Aid training will be part of INSET every 3 years for all staff. The school will provide adequate facilities to care for basic First Aid requirements of pupils, staff and visitors.

Aims/Objectives

- To ensure compliance with all relevant legislation
- To appoint an appropriate number of First Aiders to meet the needs of the school
- To provide suitable training by an suitable recognised organisation
- To provide sufficient and appropriate facilities, resources and equipment
- To maintain accidents records and to report to the LA/HSE as required under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995
- To carry out regular assessment in order to maintain adequate First Aid provision

Responsibilities

- The Governors are responsible for the Health and Safety of the employees and anyone else on the premises including teachers, non-teaching staff, pupils and visitors.
- The Head must ensure that adequate assessment of the school is undertaken and that appointment, training and resources for First Aid provision are appropriate and in place.
- The Head should ensure that the policy and information on the school's First Aid arrangements are made available to staff and parents.
- All staff are expected to do all they can to secure the welfare of the pupils.
- The individual First Aider or person dealing with the accident is responsible for the completion of the accident report.

Responsibilities of the School

- To ensure adequate and appropriate resources and equipment are available for the administration of First Aid.
- Maintain records as required by law including Accident recording and reporting.
- Review accident reports looking for any regular occurrences and acting accordingly.
- Arrange training as required by an suitable recognised organisation
- Maintain a First Aid Kit location register and organise half term checking of kits. All staff have a responsibility to inform the school admin if additional first aid resources need ordering

Procedures.

All injuries and accidents will be dealt with where possible in situ, however some accidents will need to be dealt with in the medical room. In the event of the First Aider being unable to deal with the injury they will need to seek further medical help by calling 111 or 999. Basic hygiene



procedures must be followed by all staff administering First Aid. Single use disposable gloves must be worn when treatment involves blood or other body fluids. Care should be taken when disposing of dressings and equipment. All medical waste is disposed of in the bin designated for that purpose inside the yellow bag. SANIDRI should be used to clear up any spills or waste and should be disposed of in the yellow bag.

Accidents and injuries must be reported in the Accident/First Aid book at the time of the injury or soon after. The accident books are kept in the medical room. There is one for staff and visitors and one for pupils. The first aider who deals with the injury is responsible for completing the accident form.

Some accidents require reporting to the HSE under the RIDDOR regulation 1995. For further information see www.hse.gov.uk. The school must keep a record of any reports made to the HSE; this record can be combined with other accident records.

First Aid Kits

First Aid kits (identified by a Green Cross) are stored in:

- the medical room
- the school kitchen
- each classroom

A First Aid 'travel kit' for off-site activities is stored in the medical room. Spare equipment is also stored in the medical room.

All are checked by a school First Aider on a half termly basis.

Boxes are stocked according to the HCC guidelines (Health & Safety recommendations).

Regular medication information sheets and a list of children with medical conditions are displayed in the medical room.

The Teaching Assistants and MSAs are responsible for first aid when they are on duty, otherwise the Headteacher is responsible. (All hold an up to date First Aid in Schools certificate.)

Any form of head injury needs to be recorded and the form filled in by an adult and sent home; a verbal explanation is given by a staff member. The child's name is then written on the board in the staff room along with the date to ensure that all staff are aware. (See Appendix 1 for additional information)

If there is even the slightest concern that the injury may be more serious parents will be contacted immediately. For serious incidents/medical emergencies an ambulance will be called immediately then the parents. The decision to call an ambulance is usually the responsibility of the Head or Senior Teacher however, in a genuine emergency any member of staff will phone directly and inform the Headteacher once this is done.



The Behaviour Policy developed by staff and children supports 'safe play' and should help to reduce the number of minor incidents.

- Staff to be trained in procedures for dealing with anaphylactic shock.
- Staff are to be made aware of children with serious allergies
- Epi-pens are to be stored in the school office and the classroom burgundy grab bag with details of what to do in an emergency
- Inhalers are kept in the classroom in named and labelled containers.
- These details are also to be stored in the medical room and kitchen.
- All staff are to be made aware of emergency procedures / who to call for help.

Physical Education

All medication such as epipens/inhalers should be taken with the children to the Physical Education lesson. If an accident occurs, the pupil needs to be assessed by the teacher. The incident should be recorded, including the time and what happened.

Specific medical conditions

All children with specific conditions will have a Care Plan which is written by the parent with the support of the SENDCo/office administrator.

Medicines in school

School staff are willing to administer basic medicines in school eg. Antibiotics, cream, provided that this has been prescribed by a doctor and that a consent form is completed by the parent, together with dosage directions. ([See 'Supporting Pupils with Medical Conditions Policy'](#))



Head Injury Information.

Please be aware that these signs can show up to 24 hours after the original injury.

On the first signs of

- Unusual drowsiness or failure to recognise surroundings
- Abnormal or change in behaviour in children
- Actual unconsciousness
- Persistent or severe headache
- Repeated vomiting
- Loss of use or weakness arms/leg/face
- Blurred vision or seeing double
- Persistent discharge from the nose/eyes/ears

Seek medical advice.