

Lockington CE VC Primary School



First Aid Policy

Effective Date:	Summer 2023
Date Reviewed:	Spring 2024
Date Due for Review:	Spring 2025
Contact Officer:	Joanne Reid
Contact Number:	01430 810240
Approved by & date:	Governing Body

Contents:

Statement of intent

1. Legal framework
2. Aims
3. First aiders
4. Emergency procedures
5. Reporting to parents
6. Offsite visits and events
7. Storage of medication
8. Illnesses
9. Allergens
10. Consent
11. Monitoring and review

Statement of intent

Lockington 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 the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

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

- Health and Safety Policy
- Behavioural Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Supporting Pupils with Medical Conditions Policy

The Head teacher 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.

1. 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
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2023) 'Automated external defibrillators (AEDs)'

2. Aims

All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

Staff will always use their best endeavours to secure the welfare of pupils.

Anyone on the school premises is expected to take reasonable care for their own and other's safety.

The aims of this policy are 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.

To achieve the aims of this policy, 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:

- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings

- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile un-medicated wound dressings
- 1 pair of disposable gloves
- Equivalent or additional items are acceptable
- All first aid containers will be identified by a white cross on a green background

The Admin & Finance Officer is responsible for examining 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. Staff will be expected to inform the Admin & Finance when stocks need replenishing after use.

First aid boxes are in the following areas:

- **Class 1**
- **Class 2**
- **The School Office**
- **First Aid corner located near the Staffroom**
- **The Servery**

The school has an automated external defibrillator (AED) on site to be used as required. This is located in the school office. The device is checked weekly by the admin officer/caretaker and batteries are replaced every two years. No training is needed to use the AED, as voice/visual prompts guide the first aider through the entire process from when the device is first opened; however, first aiders are trained in cardiopulmonary resuscitation (CPR) as part of their first aid training. The AED will be used in paediatric mode for pupils under the age of eight.

3. 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.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Admin & Finance Officer. All staff members are trained in either Paediatric First Aid or Emergency First Aid at Work.

The Admin & Finance Officer will be responsible for ensuring all first aid kits are properly stocked and maintained.

The current first aid appointed person(s) poster is displayed in all classes, the school office and at various locations around the school building.

4. Emergency procedures

If an accident, 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 another member of staff to assist.

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, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the casualty (s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate – after receiving a parent’s clear instruction, take the casualty(s) to a doctor or to a hospital. Moving the casualty(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, the incident will be reported promptly to:

- The Headteacher
- The named first contact

5. Reporting to parents

In the event of incident or injury to a pupil, at least one of the pupil’s parents will be informed as soon as practicable.

Parents will be informed by telephone and given the opportunity to check their child in the event of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

In the event of a serious injury or an incident requiring emergency medical treatment, the Head teacher or a member of the SLT will telephone the pupil’s parents as soon as possible.

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

6. 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.

7. Illnesses

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

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

8. Allergens

If a pupil has an allergy this will be recorded on their Sims record and the list of pupils medical conditions held in every class to inform staff. The Servery and Hutton Cranswick Primary School Kitchen is given a list of children with food allergies and intolerances. The Admin & Finance Officer will liaise with the parents and all catering staff involved to provide the pupil with a menu that takes into account their allergy or intolerance.

9. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.


10. Monitoring arrangements


This policy is reviewed and approved annually and any changes communicated to all staff members.

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.

Date approved by Governing Body: 28.02.2024

Date for next full review: Spring 2025

Signature:  Head teacher Date: 28.02.2024

Signature:  Chair of Governors Date: 28.02.2024