



St. James CE Primary School

First Aid Policy

2022-2023



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Document written by	Michael Connolly
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*subject to any relevant changes in legislation or other appropriate guidelines

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Statement of intent

St James C of E Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors.

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, 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 in line with the school's medical policy.
- 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.

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 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'
- The policy is implemented in conjunction with the following school policies:
- Health and Safety Policy
 - Supporting Pupils with Medical Conditions Policy
 - Positive behaviour and self-esteem Policy
 - Safeguarding and Child Protection Policy
 - Lone Working Policy
 - Educational Visits and School Trips Policy

2. Roles and responsibilities

The Local Advisory Board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- 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 appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

The Principal is responsible for:

- the development and implementation of this policy and its related procedures.
- ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

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 any illness, accident or injury.
- securing the welfare of the pupils at school.
- making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- completing and renewing training as dictated by Principal.
- 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.

The appointed person (Mr M Connolly) is responsible for:

- overseeing the school's first-aid arrangements.
- taking charge when someone is injured or becomes ill.
- Maintaining supplies of first aid equipment.
- ensuring that an ambulance or other professional medical help is summoned when appropriate.

The appointed person does not need to be formally trained (taken from Red Cross First Aid Training)

3. First aid provision

The school will routinely re-evaluate its first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile • 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves
- 2 ice packs

All first aid containers will be identified by a white cross on a green background. The appointed person/designated person will routinely examine 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.

First aid boxes are in the following areas:

- **School office**
- **Shared area**
- **Nursery classroom**

- **Reception classroom**
- **Training suite**

Each assigned first aider also has a small bag which is carried around their waist. This contains a small sample of first aid equipment.

4. 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.

The school will ensure that all first aiders hold a valid certificate of competence, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for pupils and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up-to-date. This will be planned out by the school Principal.

Each first aider will be responsible for ensuring all first aid rucksacks are properly stocked and maintained. Mrs K Ryder will ensure all first aid boxes are stocked and maintained. The first aid appointed person (Mr M Connolly) will be responsible for maintaining supplies through effective liaison with Mrs K Ryder.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

Current first aid appointed person(s) are:

Overview of First Aiders @ STJ				
Name	Location	Qualification (Blended learning 6 hours online / 6 hours face to face)	Date of first aid qualification	Trainer
Mrs L Harvey	Office	Paediatric First Aid (Face to face)	30/08/21 – 30/08/24	John Johnson (OWLS)
Miss K Harvey	Office	Paediatric First Aid (Face to face)	30/08/21 – 30/08/24	John Johnson (OWLS)
Mrs M Burrows	LKS2	Paediatric First Aid (Face to face)	30/08/21 – 30/08/24	John Johnson (OWLS)
Mrs T Ditchfield	UKS2	Paediatric First Aid (Face to face)	30/08/21 – 30/08/24	John Johnson (OWLS)
Mrs M McCormick	KS1	Paediatric First Aid (Face to face)	30/08/21 – 30/08/24	John Johnson (OWLS)
Mrs D Atkinson	EYFS	Paediatric First Aid (Face to face)	30/08/21 – 30/08/24	John Johnson (OWLS)
Mrs A Basson	EYFS	Paediatric First Aid (Face to face)	30/08/21 – 30/08/24	John Johnson (OWLS)
Mrs C Yates	UKS2	Paediatric First Aid (Face to face)	30/08/21 – 30/08/24	John Johnson (OWLS)
Mrs M Bennett	UKS2	Paediatric First Aid (Face to face)	30/08/21 – 30/08/24	John Johnson (OWLS)
Mrs J Parker	LKS2	Paediatric First Aid (Face to face)	30/08/21 – 30/08/24	John Johnson (OWLS)
Mr M Smith	Office	Paediatric First Aid (Face to face)	30/08/21 – 30/08/24	John Johnson (OWLS)

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

In line with government guidance linked to EYFS, and taking into account staff to child ratios, the school will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

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.

The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe.

Our Mental health first aider is Mrs Lisa Harvey. School will follow the staff wellbeing policy when supporting adults in need. School has a range of support procedures for pupils: Early/Targeted Help; referral to Ithrive mentoring; support from pastoral co-ordinator; through curriculum provision.

5. Automated external defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in the school office.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis. Use of the AED will be promoted to pupils during PSHE lessons.

6. Administering first aid

First aid will be administered within shared areas/ classrooms depending on the needs of the pupils, staff or visitors. Should a medical examination need to occur at least two members of staff will be present. First aiders will also administer it near a wash basin and toilet. This is for the short term care of sick or injured pupils.

7. Emergency procedures

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, which may involve calling for an ambulance immediately or calling for a first aider. If called, a first aider will assess the situation and take charge of first aid 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, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate

action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid. The Principal / senior leader must be informed of this immediately.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the school office will inform parents to collect the pupil and then take the necessary steps to ensure their child injuries are addressed.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

8. Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. This is usually through the first aid slip that is given to the parents, at the appropriate collection time, as a record of first aid.

If a pupil has had any form of injury to the head, a first aid form will be completed along with a phone call to parents. The school office administration team will make the phone call.

After the initial assessment of the child, if a first aider feels they may have broken a limb or badly sprained a limb, parents are contacted immediately and invited into school to assess their child's injuries. A first aid slip is completed and shared with parents.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- 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.

- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

If the accident involves a member of staff a school accident form will be completed and given to the site manager who will carry out an investigation of the area and suggest any changes in the form of an action plan. This is scanned into the school system and saved within the accident file.

The Principal will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All pupil first aid records will be kept in the first aid recording book.

9. 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.

The school will take a first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

10. Storage of medication

Medicines will be stored securely and appropriately in accordance with the school's medical policy and individual product instructions. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Healthcare Plan can be implemented, and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their Individual Healthcare Plans and the school's Administering Medication Policy.

11. Illnesses and allergies

When a pupil becomes ill during the school day, their parent 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 parent to pick them up. Pupils will be monitored during this time. Where a pupil has an allergy, this will be addressed via the school's Medical Policy.

The school will manage any emergencies relating to illnesses and allergies in accordance with the [Emergency procedures](#) section of this policy.

12. Consent

Parents will be asked to complete and sign a data collection form when their child is admitted into school. This includes a minimum of two emergency numbers, alongside details linked to basic characteristics, medical conditions, alongside any details of allergies and chronic conditions – these forms will be updated at the start of each school year.

Staff will 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.

13. Monitoring and review

This policy will be reviewed annually by the Principal, and any changes will be communicated to all members of staff.

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.

The next scheduled review date for this policy is July 2023.

