



Dringhouses Primary School

First Aid Policy

Signature of Chair of Governors

Signature of Headteacher

Date of Adoption: November 2022

Date of Review: November 2023

Reviewing Committee: Resources Committee

Statutory/**Non-Statutory**

Important coronavirus (COVID-19) update

We have added [Appendix 1](#) to this policy, which provides details on managing first aid procedures in school during an outbreak of coronavirus (COVID-19).

First Aid Policy

Introduction

Dringhouses Primary School 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 with regard to all staff, pupils and visitors.

Dringhouses Primary School 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
- Positive Behaviour Policy
- Safeguarding Policy
- Supporting Children with Medical Conditions Policy
- Food in School Policy
- Educational Visits Policy
- Lunchtime Policy
- Security Policy

The SBM 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 is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

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 this policy is followed in relation to the administration of first aid.
- All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

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

The aim of this policy is to:

Ensure that the school has adequate, safe and effective first aid provision in order 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 all staff and pupils are aware of the procedures in the event of any illness, accident or injury.

Ensure that medicines are only administered at school when prescribed by a Doctor/GP and permission for this has been granted.

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 will dial 999 for the emergency services 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.

First Aid Supplies

To achieve the aims of this policy, the school will have suitably stocked first aid boxes. The minimum provision of first aid items is:

Individually wrapped sterile adhesive dressings (assorted sizes);
Sterile eye pads;
Individually wrapped triangular bandages (preferably sterile);
Medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
Large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
Swabs;
Disposable gloves.

All first aid containers will be identifiable by a white cross on a green background

Equivalent or additional items are acceptable.

The lead first aider is responsible for examining the contents of first aid boxes. These will be checked at least termly and restocked as soon as possible after use. Items will be discarded safely after the expiry date has passed.

First aid boxes are located in the following areas:

Admin Office
Accessible Toilet
Early Years' Unit

Emergency Asthma Inhalers

Dringhouses Primary School holds emergency salbutamol inhalers for use by children if a pupil's prescribed inhaler is not available (for example, because it is broken, or empty). This applies to children who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication, for whom written parental consent for use of the emergency inhaler has been given, The school has a register of children in the school that

have been diagnosed with asthma or prescribed a reliever inhaler, a copy of which is kept with the emergency inhaler.

Epipens

The school has a register of children in the school who are diagnosed with a severe allergy and prescribed an Epipen. Each child will have two Epipens in school, one of which is kept in the child's classroom and the other in the school office. In addition to this the school holds an emergency EpiPen which is kept securely at the school office in the event of a child not bringing their own to school or their own EpiPen mechanically fails.

First aiders

The main duties of first aiders are to give 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 school business manager.

The current first aid appointed persons are:

Name	Qualification	Qualification Date	Qualification Expires
Claire Neal (SBM)	First Aid at Work (3 day)	March 21	March 24
Judith Johnson (Senior MSA) (Lead First Aider)	First Aid at Work (3 day)	March 21	March 24
All Teaching Assistants	Emergency First Aid at Work (1 day)	May 2019	Refresher training arranged for Jan 23
Vikki Beverley	Paediatric First Aid (2 day)	March 21	March 24
Deborah Aitchison	Paediatric First Aid (2 day)	March 21	March 24

Automated external defibrillators (AEDs)

The nearest AED is located at St Edwards the Confessors Church on Tadcaster Road. Anyone wishing to access the AED will need a mobile phone to dial the telephone number provided on the unit and give the operator the unique reference number.

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 a biannual basis during the rolling first aid at work staff training programme.

Use of the AED will be promoted to pupils during PSHE lessons.

Emergency Procedure (Lunchtimes)

- MSA's are expected to deal with minor accidents (e.g. cuts and grazes) on the playground during lunchtimes.
- Major accidents (i.e. all head injuries, suspected fractures and injuries resulting in major blood loss) will be dealt with by the SMSA at the first-aid station in the link corridor
- The SMSA/TA will refer children to the nearest MSA/adult on duty if injuries are minor
- The SMSA/TA will complete the appropriate first-aid records for major accidents

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.

- Very minor playground bruises and grazes will be dealt with by the person on duty; children will be encouraged to clean the wound themselves and these injuries do not need to be recorded.
- If called, a first aider will assess the situation and take charge of first aid administration.

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 accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now will prevent the accident from getting more serious, or from involving more victims.

- Call an ambulance or a doctor, if appropriate. If an ambulance is called, the person making the call will do so using a mobile phone and will stay with the injured person to follow instructions given by the emergency services.

Make sure 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. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.

Attend to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.

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

- The headteacher
- The parents/carer of the victim(s)

For first aid incidents outside of the scheduled lunchtime period will be dealt with by an appropriately trained first aider and the will follow the procedures as set out above.

Recording First Aid

- Minor accidents (bruises and grazes) do not need to be recorded.
- Head, limb and more serious injuries will be recorded on the ScholarPack medical log and an accident slip completed and sent via email to notify parents of the incident.

- First aid administered to children in the early years' classes will be recorded on the first-aid log in the classroom, which parents will sign to confirm that they have been made aware of the injury.
- In the event of a head injury (**any** injury sustained from the neck upwards), parents will be given a head injury advice letter.
- First aid administered to an employee or sub-contractor of the school as a result of a workplace accident will be recorded on a staff first-aid form and reported on the incident portal at <https://nyccbsafe.bondap.com/auth/default>.
- First aid records will be retained for a period of 25 years from the child's date of birth.

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 in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
- A list of emergency contact details is kept in the admin office.

Visits and Events Off-Site

Before undertaking any off-site visits, 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 event and persons involved. This will be reviewed by the school business manager before the event is organised.

Please see the separate Educational Visits Policy for more information about the school's educational visit requirements.

Illness

If a child becomes ill during the day, the parents/carers will be contacted and asked to pick their child up from school as soon as possible. Children who are ill with sickness and/or diarrhoea will be expected to remain off school for a period of 48 hours from the last period of sickness and/or diarrhoea.

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

Storage of medication

Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

All medicines will be stored in the original contained 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.

All medicines will be returned to the parent 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 IHP 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.

Consent

Staff do not act 'in loco parentis' in making medical decisions, as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind. First aid staff will endeavour to contact parents in the event of a child requiring emergency medical attention. However, if contact cannot be made, then parental consent will not be sought before taking any necessary action.

Monitoring & Review

- 1.1. This policy is reviewed annually by the governing board, and any changes communicated to all members of staff.
- 1.2. 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.

First Aid Procedures during an outbreak of Coronavirus (COVID-19) in school

Statement of intent

The school aims to act in accordance with the First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes social distancing and infection control guidelines. This appendix sets out what additional actions the school will take.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

1. Enforcing new procedures

- 1.1 The school carries out a risk assessment which is used to help inform any changes to first aid provision, including the number of first aiders needed on site.
- 1.2 The school ensures that additional first aid procedures are communicated effectively to all pupils.
- 1.3 Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.
- 1.4 The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in section 1 of this policy must be followed.

2. Social distancing and infection control measures

- 2.1 When administering first aid, the relevant staff are advised to:
 - Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.
 - Dispose of any waste in a suitable bin.
 - Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
 - Keep at least two metres away from others, where practicable.
 - Interact side-by-side where administering first aid requires interaction within a two-metre range.
 - Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
 - Limit the number of people administering first aid in each incident.
 - Ensure that all recipients of first aid are kept at least two metres apart from others where possible, e.g. other recipients.
 - Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.

- 2.2 The school acknowledges that the use of PPE is **not** required to administer first aid in most circumstances, with the exception of paragraph 6.3 or if required to do so in accordance with the **Infection Control Policy**.

3. First aiders

- 3.1 The school ensures that there is a minimum of **two** trained first aiders on site during school hours.
- 3.2 Where children aged 2 to 5 are on site, with no children aged below 24 months, the setting ensures reasonable endeavours are made to have someone with a full PFA certificate on site at all times. If all steps outlined in the DfE's statutory guidance on the EYFS are exhausted and the setting cannot meet this requirement, a risk assessment will be conducted and the setting will ensure someone with a current First Aid at Work or emergency PFA certificate is on site at all times.
- 3.3 Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.

4. First aid training

- 4.1 First aiders' training is kept up-to-date.
- 4.2 Where a first aider is unable to renew their training due to the coronavirus pandemic, they are instructed to:
- Check if they are eligible for an extension.
 - Undertake any training that can be done online where face-to-face training is not required or available.
- 4.3 If PFA certificate requalification training is prevented due to the coronavirus pandemic, and all reasonable steps have been taken to access the training, staff may be eligible to have the validity of their current certificates extended for up to three months. The setting will use its best endeavours to arrange requalification training at the earliest opportunity.

5. Administering and handling medication

- 5.1 When administering medication, staff are expected to:
- Adhere to the school's social distancing and infection control measures as much as possible.
 - Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.
 - Minimise face-to-face contact where side-by-side interaction is not practical.

5.2 The school acknowledges that the use of PPE is **not** required to administer medication in most circumstances, with the exception of paragraph 6.3 or if required to do so in accordance with the **Infection Control Policy**.

5.3 When handling and storing medication, staff are advised to:

- Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
- Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
- Minimise the number of people handling medication.
- Ensure that medication or medical equipment brought in from home is safe to be taken home again.

6. Ill health and infection

6.1 Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:

- A suitably trained member of staff administers medication to help manage the individual's symptoms, where required, e.g. paracetamol to combat a high temperature.
- The individual is isolated in a cool, well-ventilated, designated area.
- They adhere to the school's social distancing and infection control measures.
- Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets.

6.2 In the event that a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in section 2 of this appendix.

6.3 Staff wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs.

6.4 If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.

6.5 In the event that a first aider develops coronavirus symptoms, the procedures outlined in paragraphs 3.3 and 3.4 are followed.

7. Emergencies

7.1 Accidents and emergencies are managed in line with section 5 of this policy.

7.2 When administering emergency first aid, social distancing restrictions do not apply.

- 7.3 A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.
- 7.4 Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

8. Monitoring and review

- 8.1 This appendix is reviewed by the headteacher in reaction to any new government advice.
- 8.2 Once the school resumes regular activity, and if deemed appropriate by the headteacher, all sections within this appendix will expire.