



Dringhouses Primary School

First Aid Policy

Signature of Chair of Governors

Signature of Headteacher

Date of Adoption: Summer 2024

Date of Review: Summer 2025

Reviewing Committee: Resources Committee

Statutory/**Non-Statutory**

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 has due regard to statutory legislation, including, but not limited to the following:

The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance.
Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance
DfE (2015) 'Supporting pupils are school with medical conditions'
DfE (2000) 'Guidance on First Aid for Schools'
DfE (2018) 'Automated external defibrillators (AEDs)'

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 easily identifiable.

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 Toilets
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 24	March 27
Judith Johnson (Senior MSA) (Lead First Aider)	First Aid at Work (3 day)	March 24	March 27
All Staff	Emergency First Aid at Work (1 day)	Jan 2023	Jan 2026
Vikki Beverley Deborah Aitchison	Paediatric First Aid (2 day)	March 24 March 24	March 27 March 27

Automated external defibrillators (AEDs)

The school's AED is mounted on the corridor wall outside of the SLT office. The machine is automated and audibly gives instructions to the users when activated. There is also an instruction sheets visually showing

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

AED training has been incorporated into our staff first aid training and this will be renewed alongside Emergency First Aid training given to all staff members on a biannual basis.

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

Emergency Procedure (Lunchtimes)

- Play workers 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 Play Worker/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 they 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 pupil medical log on Scholarpack. By logging the incident on Scholarpack a record is created and an email is sent to the child's class teachers notifying them immediately of the incident. If the injury is concerning the first aider, the child's parents will be contacted immediately by phone call. If the injury is treatable onsite and the child is deemed well enough to remain in the school the parent will be informed by text/app message. This text message will be sent by the admin. If the injured party remains in school, they will be monitored regularly by either a first aider or the class teacher and any deterioration in their condition reported to the school admin team/first aiders immediately.
- First aid administered to children in the early years' classes will be recorded on the first-aid log on Scholarpack, in which parents will be made aware of the injury in the same way as above.
- In the event of a head injury (**any** injury sustained from the neck upwards), parents will be notified either by text message or phone call.
- First aid administered to an employee or subcontractor 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, and before the end of the school day.
- Parents will be informed in writing (text/app message) of any injury to the head (any injury from the neck and above).
- A list of emergency contact details is kept on the pupil file within the schools MIS system.

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.