



## First Aid Policy

June 2023

## Statutory policy

### Policy Review

This policy was adopted, reviewed and agreed by the Governing Board on 18<sup>th</sup> July 2023.

It is due for review in Summer 2024. (up to 1 year from the above date).

Signature Chair of Governors:

Mrs K Redrup

*All the governors and staff of Binstead Primary School are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the school.*

### Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	June 2023	AD		New policy using H&S and Supporting Children with medical needs information.
2				
3				

## Statement of intent

Binstead 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
- Behaviour Policy
- Child Protection Policy
- Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy

The school's administrative team 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 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 (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 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 schools have 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 per HSE guideline.

The class first aider 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.

First aid boxes are in the following areas: KS1 corridor, Year 3 corridor, outside Acorn room (near back door) and under sink outside main office.

### **First aiders**

The main duties of first aiders is 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 lead teachers and the School Business Manager.

The lead first aiders and class first aiders are responsible for ensuring all first aid kits are properly stocked and maintained.

The current first aid person(s) with specific responsibilities and current first aid qualifications can be found in appendix 1. This list is updated and maintained by the school office assistant.

### **Automated external defibrillators (AEDs)**

Binstead Primary School has an AED, which is located in the main 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, and usually during the first INSET session of the academic year. Use of the AED will be promoted to pupils during PSHE lessons.

### **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 a first aider. If called, 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 victim(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 victim(s) to a doctor or to a hospital. Moving the victim(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/deputy headteacher and parents.

### **Reporting to parents (Head bump and serious injuries)**

In the event of incident or injury to a pupil involving the head, at least one of the pupil's parents will be informed phone as soon as possible. In the event of a serious injury or an incident requiring emergency medical treatment, the school office will telephone the pupil's parents as soon as possible. Emergency contact details are kept at the school office. Minor injuries will not be reported to parents unless required, this can be done by the teacher at the end of the day.

### **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.

### **Storage of medication**

Medicines will always be stored securely and appropriately in accordance with individual product instructions. Children will know where their medicines are at all times.

Diabetes – medication held in accordance with the needs of the child.

Asthma Inhalers – medication kept with the child. Stored safely in a named storage container in the child's classroom together with the pupil's individual record sheet.

Epipens – One kept with the child *at all times throughout the day*

Steroid Injector – Kept in then main office medicine cabinet (only to be administered by professional)

Other medication – stored in the medicine cupboard in the School or in the allocated fridge.

Non-prescribed medication (needed for a short period of time) in conjunction with a prescribed medication, will require a 'Parent Request for Medicine to be administered in School' form to be completed and the pupil's individual record sheet must be completed and kept up-to-date.

All 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. 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.

### **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 near the school office has been set aside for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

### **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, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year or where there is any change in diagnosis.

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.

## Monitoring and review

This policy is reviewed annually by the governing board, and any changes 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.

## Appendix 1 - Specific responsibilities and current first aid qualifications (June 2023):

Name	Job Title	Responsibility
Rebecca Chessell	Headteacher	Implementation and monitoring of policy. Ensuring the process of recording and follow-up. Identifying staff training needs.
Angela Dexter	School Business Manager	Accident reporting Contractors on site First Aider
Kerry Roach	Office Assistant	Stock and maintain supplies Order new supplies Paediatric First Aider
<b>First Aiders</b>		
Nicola Barrett		
Heidi Bruin	Teaching Assistant	First Aider
Josie Bull	Teaching Assistant	First Aider
Jodie Woodhouse	Teaching Assistant	First Aider
Rebecca Anderson	Teaching Assistant	First Aider
Stuart Harris	Deputy Head	First Aider
Aby Dunford	Teacher	First Aider
Sam Erricker	Teacher	First Aider
Bridget Lewis	Office Manager	First Aider
Julia Mitchell	Teacher	Paediatric First Aider
Debra Thearle	Teaching Assistant	First Aider
Charlotte Scully-Syer	Teaching Assistant	First Aider
Sarah Spall	Teacher	First Aider
Michelle Stafford	Teaching Assistant	First Aider
Manda Tinsley	Teaching Assistant	First Aider
Carol Vale	Teaching Assistant	Paediatric First Aider
Steph Warren	Teacher	First Aider
Hannah Watkin	Teacher	First Aider
Jo Wilkins	Teacher	First Aider
Mark Woodhouse	Teacher	First Aider