

'Jesus said, "This is my commandment, love one another as I have loved you.'"

Houghton on the Hill

Church of England Primary School



School Policy For	<i>First Aid Policy</i>
Date Revised	<i>September 2023</i>
Responsible Committee	<i>Safeguarding Committee</i>

Statement of intent

Houghton 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.

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 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.

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
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2017) 'Statutory framework for the early years foundation stage'

1. Roles and responsibilities

1:1 The local governing 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.

1:2 The headteacher is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff 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.

1: 3 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.
- Endeavouring at all times to secure the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

2. First aid provision

2.1. The school will risk assess 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.

2.2. 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:

- A leaflet giving general advice on first aid
- 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 unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves

2.3. All first aid containers will be identified by a white cross on a green background.

2.4. The appointed 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.

3. First aiders

3.1. 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.

- 3.2. The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation.
- 3.3. Each classroom's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The first aid appointed person will be responsible for maintaining supplies.
- 3.4. At Houghton School almost all staff are first aid trained.
- 3.5. 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.
- 3.6. In line with government guidance, and taking into account staff: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.
- 3.7. 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.

4. Reporting accidents and record keeping

- 4.1. All injuries, even minor ones, should be alerted to the class teacher if they occur during a break or a session led by another adult (e.g. cover teacher, HLTA, sports coach) to allow appropriate communication and follow up.
- 4.2. In the event of a serious incident or injury to a pupil, a parent will be informed as soon as practicable.
- 4.3. Parents will be informed in writing of any injury to the head, whether minor or major, and any injury which has required the treatment of a first aider, using the school 'bump notes'.
- 4.4. In the event of a serious injury or an incident requiring emergency medical treatment, a member of school staff will telephone the pupil's parents as soon as possible.
- 4.5. A list of emergency contacts will be kept at the school office.
- 4.6. The Headteacher 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.

What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.

Name and signature of the first aider or person dealing with the incident.

- 4.7. The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported. At Houghton this is reported via the Assessnet online portal.

5. Offsite visits and events

- 5.1. 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.

6. Illnesses













- 6.1. 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.
- 6.2. 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.

7. Consent

- 7.1. 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.
- 7.2. 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.

APPENDIX 1: First Aid Procedures Summary for Staff

First Aid Procedures

-  Every incident which warrants first aid treatment must be recorded in the first aid log and in most cases a bump note completed.
-  The new carbon bumps notes must be completed in full – with child's full name, the full date, and the name of the first aider clear. You only have to write this once now, so make sure you do it well!
-  First aid must only be administered by qualified first aiders. Other than a tissue or sympathy, injuries should be passed to a relevant adult if you are not trained.
-  Second opinions are to be sought if there are any uncertainties, especially regarding head bumps or possible fractures.
-  In the event of a suspected fracture, slings or immobilising are to be used.
-  Ali/Mel to be consulted if contacting parents is to be considered, and always before sending a child home.
-  **If a first aider has any concerns at all, OBSERVE IN 30 MINUTES or similar should be recorded on the bump note. This to be kept complete by the class teacher until the observation has been completed and recorded. The qualified first aider completing the observation check may record checked/observe again in.../or contact parents.**
-  **If a pupil has not improved within 30 minutes of an injury, parents are to be contacted.**
-  Carbon copy first aid books will be retained centrally.
-  The top copy of the bump notes should be passed to the class teacher (or cover teacher/HLTA/LSA if appropriate) so it can be read. This adult is responsible for either handing the note to the parent (where a conversation is deemed appropriate) or ensuring it is placed in the child's book bag.
-  If it seems an injury is minor **limit time inside to ten minutes** but ensure the adult on duty outside knows when the child has returned to the playground so that discreet observation can continue.
-  If you are aware of any deficit in the school's first aid supplies please inform Sue/Janet/Jo as soon as possible so that orders can be placed (ideally before the stock runs out).