

Bell Farm Primary School

First Aid Policy



Statement of intent

Bell Farm 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.

The 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.

1. Legal framework

1.1. 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'

1.2. The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Behavioural and Discipline Policy
- Infection control Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Lone Worker Policy
- Educational Visits Policy

2. Roles and responsibilities

2.1. The 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.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

2.2. The headteacher 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.

2.3. 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.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

2.4. First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring first aid 'boxes' are replenished when they have used items.
- 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.

2.5. The appointed person to oversee first aid provision is the School Business Manager, who is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Making sure that first aid equipment is available and restocked.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Maintaining injury and illness records as required.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - First aid for someone who is having a seizure.
 - Paediatric first aid.

3. First aid provision

3.1. 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.

3.2. The school will have suitably stocked first aid boxes/bags in line with the assessment of needs.

3.3. A delegated member of the support staff will routinely examine first aid stocks in the medical room, notifying the Finance Assistant if replacement items need reordering.

- 3.4. Each member of staff who uses first aid equipment including in the playground, classroom or offsite on school trips/residentials must restock any supplies used as soon as possible after use. If they leave the main stock of first aid (medical room) low or take the last of the item in stock they will notify the Finance Assistant to reorder more stock. Items will be safely discarded after the expiry date has passed.
- 3.5. First aid equipment is located in the following areas:
- The school office
 - The medical/first aid room
 - Each classroom that also will have personalised medical equipment as required for specific pupils.
 - Outside during lunch and break times, in bum bags, with the first aiders.
 - On coaches and with staff on school trips and residentials
 - With Forest School staff during Forest School sessions

4. First aiders and School Business Manager (appointed person)

- 4.1. 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.
- 4.2. The school will ensure that all first aiders hold a valid certificate of competence, issued by an HSE-approved organisation and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.
- 4.3. The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.
- 4.4. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager.
- 4.5. First Aiders across each year group will be responsible for ensuring all first aid kits in their year group are properly stocked and maintained. First aiders at lunchtime should ensure their kits are fully stocked. The first aid appointed person will be responsible for maintaining supplies.
- 4.6. A list of the current first aid trained staff in the school and their location is displayed in the: school office, The Hive, first aid/medical room, PPA room, staff room and dining hall to ensure that pupils and staff know who they must contact in the event of illness or injury.
- 4.7. The school will ensure that there is always a sufficient number of first-aid trained staff available on site at all times to provide adequate cover to all areas of the school.
- 4.8. In line with government guidance, 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

EYFS pupils are present, and accompanying EYFS pupils on any and all outings taken.

- 4.9. 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.
- 4.10. 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.

5. Automated external defibrillators (AEDs)

- 5.1. The school has procured an AED, which is located in the first aid/medical room.
- 5.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.
- 5.3. 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.
- 5.4. The use of the AED will be promoted to age-appropriate pupils during PSHE lessons.

6. Accommodation

- 6.1. The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.
- 6.2. The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and is situated near a toilet.
- 6.3. The first aid room will not be used for teaching purposes.
- 6.4. The first aid room will:
 - Be large enough to hold an examination or medical couch.
 - Have washable surfaces and adequate heating, ventilation and lighting.
 - Be kept clean, tidy, accessible and available for use at all times when employees are at work.
 - Have a sink with hot and cold running water.
 - Be positioned as near as possible to a point of access for transport to hospital.
 - Display a notice which advises the names, locations and, if appropriate, the contact details of first aiders.

7. Emergency procedures

- 7.1. 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.
- 7.2. If called, a first aider will assess the situation and take charge of first aid administration.
- 7.3. 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.
- 7.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained or the individual(s) has become seriously unwell, a responding staff member will call 999 immediately. It is advisable to make a call to the emergency services using a mobile phone and the caller to remain close to the injured person. This will enable the caller to answer questions from the emergency services with regard to the injured person. Please see the final paragraph in the Statement of Intent above, if it is more important to make the call as quick as possible, the most accessible phone at the time should be used, which may mean using a landline.
- 7.5. 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(s) 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.
- 7.6. Where the seriously injured or unwell individual(s) is a pupil, the following process will be followed:
 - A responding staff member calls 999 immediately (see note above re: using a mobile phone) and follows the instructions of the operator – this may include the administering of emergency first aid.
 - 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 pupil is taken to a hospital or doctor in a staff car, accompanied by at least two staff members – one of whom to drive the car, and one of whom, a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.

- 7.7. 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.
- 7.8. Responding staff members will 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.
- 7.9. Once the above action has been taken, the incident will be reported promptly to:
 - The headteacher.
 - The parents of the victim(s).

8. Reporting accidents and record keeping

- 8.1. In the event of incident or injury to a pupil, a parent/carer will be informed as soon as practicable.
- 8.2. Parents/carers will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.
- 8.3. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's parents/carers will be phoned as soon as possible.
- 8.4. Emergency contacts can be obtained from staff in the school office. A list of emergency contacts is available in the back of the emergency plan kept in the Business Manager's office (red bag) the Headteacher's office (red bag), the Deputy Headteacher's office (red bag), the Assistant Headteachers office and the phase leaders' classrooms. The most up to date information is on SIMS.
- 8.5. The School Business Manager 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.
- 8.6. The School Business Manager will report any injuries considered more serious to Surrey CC via Oshens. This system will indicate if the injury should be reported to the HSE under RIDDOR.
- 8.7. The headteacher 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.

9. Offsite visits and events

- 9.1. 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.
- 9.2. First aid kits will be taken on all offsite visits and will be available on all coaches and minibuses whilst children are being escorted.
- 9.3. For more information about the school's educational visits requirements, please see the Educational Visits Policy.

10. Storage of medication

- 10.1. 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.
- 10.2. 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.
- 10.3. Parents/carers will be contacted when medicines are no longer required or have expired, so that the medicine can be returned to them for safe disposal. After a week of trying to make contact with the parent, if the medicine has not been collected the school will dispose of the medicine safely.
- 10.4. 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.
- 10.5. Parents/carers 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/carers in this regard.

11. Illnesses and Allergies

- 11.1. When a pupil becomes ill during the school day, the parents/carers will be contacted and asked to pick their child up as soon as possible.
- 11.2. Pupils will remain with the office staff, either in the office or the medical/first aid room, to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.
- 11.3. Where a pupil has an allergy, this will be addressed via the school's Supporting Pupil with Medical Conditions Policy.
- 11.4. The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

12. Consent

- 12.1. Parents/carers will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.
- 12.2. 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.

Policy source: First Aid in Schools model policy (December 2022), Schoolbus website.

Status of Statutory Policy	Date
Policy authored by Jacky Chave	December 2019
Policy reviewed	January 2023
Agreed by Staff	February 2023
Agreed by Headteacher	February 2023
Next Review	Annually January 2024