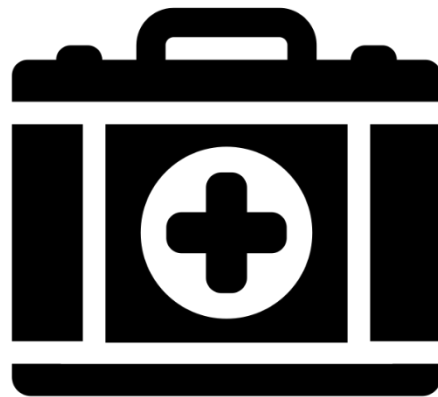


First Aid Policy



Whole School

Statement of Intent

Great Bridge 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.

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.

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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 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)'

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

- Health & safety Policy
- Administering Medication Policy
- Infection Control Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits & School Trips Policy

2. Roles & Responsibilities

2.1 The governing body 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 first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during offsite or out of hours activities, e.g. educational visits or after school clubs.
- 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 to carry out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that an 'appointed person' is selected to take lead in first aid arrangements and procedures in 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 locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring all pupils and staff are aware of the identities of school first aiders and how to contact them.

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.
- 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.

2.4 First aid staff are responsible for:

- Completing and renewing training as dictated by the School Business Director.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.

2.5 The appointed person is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - Cardiopulmonary resuscitation.
 - First aid for the unconscious casualty.
 - First aid for the wounded or bleeding.
 - Maintaining injury and illness records as required.

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 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
- 3.3 All first aid containers will be identified by a white cross on a green background.
- 3.4 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.
- 3.5 First aid boxes are in the following areas:
- The school office
 - On 1st floor outside Year 5 cloaks
 - Disabled toilet in Little Bridge

4. First aiders

- 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.
- 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 The school will ensure that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.
- 4.5 First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the SBD.
- 4.6 First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury
- 4.7 The current first aid appointed person(s) are: see appendix 4.12
- 4.8 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.
- 4.9 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.
- 4.10 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.
- 4.11 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.

4.12 List of first aiders

First Aid at Work (FAW)	
Miss C Mansell	SEN Hub Support Staff
Mrs M Alleyne	SEN Hub Support Staff

Paediatric 1 st Aiders	
Mrs J Waterman	Deputy Headteacher
Mrs S Scott	Teacher (Nursery)
Mrs S Cooper	Teacher (Reception)
Miss L Cadman	Teacher (Reception)
Mrs V Hannington	HLTA (Nursery)
Mrs L Newton	FP Manager
Miss C McBean	Support Staff (KS2)
Mrs N Miah	Support Staff (KS2)
Mrs S Harford	FP Support Staff
Miss L Simms	Support Staff (KS1)
Miss C Mansell	SEN Hub Support Staff
Mr N Evans	Junior IT Technician

Emergency Paediatric 1 st Aiders	
Mrs C Boddy	HLTA (KS2) (Online Training)

EFAW	
Mrs L Newton	FP Manager
Mrs P Jones	Support Staff
Mrs S Harford	Support Staff
Mrs E Fendall	Support Staff
Mrs T Holmes	Support Staff
Miss K Verma	Support Staff
Miss C Brain	Support Staff
Mrs B Sharma	Support Staff
Mrs C Icke	Support Staff
Mrs C Lowe	Support Staff
Mrs P Nahal	Support Staff
Miss C Bentley	Support Staff

Location of First Aid Cabinets/Boxes	
Ground Floor	School Office/Ground Floor Meeting Room
1 st Floor	Outside Y5 Cloakroom/Upstairs Kitchen
Disabled WC	Little Bridge

5. Automated external defibrillators (AEDs)

- 5.1 The school has procured an AED, which is located outside the school office, where staff and visitors sign in.
- 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.

6. Emergency procedures

- 6.1 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
- 6.2 If called, a first aider will assess the situation and take charge of first aider administration.
- 6.3 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.
- 6.4 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.
- The victim(s)'s parents.
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7. Reporting to parents

- 7.1 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.
- 7.2 Parents 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.
- 7.3 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.
- 7.4 A list of emergency contacts will be kept at the school office.

8. Offsite visits and events

- 8.1 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.
- 8.2 For more information about the school's educational visits requirements, please see the Educational Visits and School Trips Policy.

9. Storage of medication

- 9.1 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.
- 9.2 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.
- 9.3 All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 9.4 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.
- 9.5 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.

10. Illnesses

- 10.1 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.
- 10.2 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.

11. Consent

- 11.1 Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.
- 11.2 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.

12. Monitoring and review

- 12.1 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.

Policy Approval

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Policy approved by (Print name)	H Hale
Signature	
Position	Headteacher
Date	25.09.23

Policy approved by (Print name)	N Martin
Signature	
Position	Chair of Governors
Date	25.09.23

Review Date	November 2028 (or sooner if new guidance is received)
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