



Federation of Beckwithshaw, Kettlesing Felliscliffe and Ripley Endowed CE Schools

# First Aid Policy

**Reviewed by:** Deputy Headteacher

**Reviewed:** January 2024

**Review date:** January 2025

## Statement of intent

**The federation** 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
- Infection Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Individual Care Plans for Pupils with Medical Conditions
- Asthma Policy
- Educational Visits and School Trips Policy

## 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

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- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'

### **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 by:

- Ensuring that all schools have adequate, safe and effective first aid provision for every pupil, member of staff and visitor in the event of illness, accident or injury, no matter how major or minor.
- Ensuring that medicines are only administered at school when express permission has been granted for this.
- Ensuring that all medicines are appropriately stored.

School has suitably stocked first aid stores, first aid boxes and first aid carry packs in line with the assessment of needs.

The lead first aider is responsible for examining the contents of first aid boxes/kits, 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:

- School office
- Staff room

### **First Aiders**

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. A list of first aiders in school, their qualification and date of qualification is displayed in the staff room and school office.

### **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.

Consultation from a First Aid trained member of staff should not be sought in the event of minor incidents which may be treated with Pastoral care.

### **Examples of these are:**

- Minor cuts or grazes
- Pupils who feel – or are actually – sick
- Minor marks to the body (bruises)
- Dog dirt on shoes/soiled clothing/mud on clothes etc.

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If called, a first aider will assess the situation and take charge of first aid administration. A first aider **must** be called for the following incidents:

- Cut or bump to the head/serious knock
- Major cut/wound
- Suspect sprain or break
- Burns
- Stings i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, a first aid trained staff member must be consulted to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with autoinjectors in school – irrespective of the type of illness or injury sustained.

Any first aid administered is recorded in the medical book. This includes any plasters that have been applied in a pastoral role of first aid.

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.

**On no account must these pupils be left/sent to self-administer their own treatment.**

### **Prescribed medicine:**

A request to administer medication form, filled out by parent, must be given to school and signed by the head or administrator. If a member of staff administers medicine, they must fill out administration of medicine form.

### **Long term medicine**

If a GP has requested that a child takes over the counter medication, an individual health care plan is signed by the GP and presented to school.

### **Accident log**

All accidents and staff actions taken in relation to accidents are logged in the accident log. All information must be logged and the index at the front of the log book must be updated each time. In addition, for head bump injuries, a phone call will be made to parents and then head bump letter will be sent home at the end of the day with the child. Any accidents where staff or children are admitted to external emergency settings, an ARF1 form must be used and submitted.

Once the above action has been taken, the incident will be reported promptly to:

- The patient(s)' parents/carers.
- Miss Victoria Kirkham (Executive Headteacher)

### **Reporting to parents**

If a child sustains a major injury, parents will be informed as soon as possible via telephone.

Parents will be informed by phone call and in writing of any injury to the head, whether minor or major, and be

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given guidance on the action to take if symptoms develop.

If a child needs to use their inhaler, the office will inform parents of the treatment received.

In the event of an incident requiring emergency medical treatment, the office staff, first aider or class teacher will telephone the pupil's parents/carers as soon as possible. A list of emergency contacts is kept in the **school office and on Scholarpack**.

### **Offsite visits and events**

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

### **Storage of medication**

All medicines are stored in a locked cupboard or the fridge in the staff room. Spare autoinjectors are stored in a locked cupboard. Children's individual inhalers are kept securely within their own classrooms so that they are accessible.

All care plans kept in school office are kept centrally.

All medicines will be returned to the parent for safe disposal when they are no longer required or have expired. It is the parents' responsibility to ensure medication in school is up to date.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that a care plan can be implemented, and staff can be trained to deal with any emergency in an appropriate way.

### **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 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 by an appropriate adult.

### **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.

### **Monitoring and review**

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.

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