



# First Aid Policy

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## **Statement of intent**

Hoole Church of England 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
- Safeguarding Policy
- Lone Working Policy
- Supporting Pupils with Medical Conditions Policy
- Managing Allergies Policy
- Educational Visits and School Trips Policy

The School Business Manager, working in conjunction with the Headteacher and the Higher Level Teaching Assistant with responsibility for medical support, 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.

### **1. 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)'

### **2. Aims**

- 2.1. 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.
- 2.2. Staff will always use their best endeavours to secure the welfare of pupils.
- 2.3. Anyone on the school premises is expected to take reasonable care for their own and other's safety.
- 2.4. The aims of this policy are 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.
- 2.5. 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.
- 2.6. To achieve the aims of this policy, the school will maintain adequate stocks of first aid equipment in line with the assessment of needs.
- 2.7. The lead first aider is responsible for examining stocks of first aid resources, including any mobile first aid kits 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. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager.
- 3.3. Information regarding qualified first aiders is displayed in prominent positions around the school site.

### **4. Emergency procedures**

- 4.1. 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.
- 4.2. If called, a first aider will assess the situation and take charge of first aider administration.
- 4.3. 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.
- 4.4. 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.

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

- The Headteacher, or in her absence the Deputy Headteacher.
- The victim(s)'s parents.

## **5. Incident Reporting**

5.1. In the event of incident or injury to a pupil, at least one of the pupil's parents/carers will be informed as soon as practicable.

5.2. 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.

5.3. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parents/carers as soon as possible.

5.4. In the event of a serious injury or incident involving pupil(s) or member(s) of staff requiring hospital treatment, the incident is reported to the Local Authority via the PRIME recording system.

## **6. Offsite visits and events**

6.1. 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.

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

## **7. Storage of medication**

7.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions.

- 7.2. 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.
- 7.3. All medicines will be returned to the parent/carer for safe disposal when they are no longer required or have expired.
- 7.4. 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 and emergency inhaler.
- 7.5. Parents/carers will advise the school when a child has a chronic medical condition or severe allergy so that a Health Care Plan and/or Allergy Plan can be implemented and staff can be trained to deal with any emergency in an appropriate way.

## **8. Illnesses**

- 8.1. 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.
- 8.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carers to pick them up. Pupils will be monitored during this time.

## **9. Allergens**

- 9.1. Where a pupil has an allergy, this will be addressed via the school's Managing Allergies Policy.

## **10. Consent**

- 10.1. Parents/carers are asked to complete a medical information form when their child is admitted to the school and to provide emergency contact numbers. The medical form requests details of allergies and chronic conditions and these forms will be updated at the start of each school year. Where appropriate, a follow up meeting is arranged to obtain more information regarding medical issues or allergies to support the formulation of documents including individual risk assessments or Health Care Plans.
- 10.2. 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.

## **11. Monitoring and review**

- 11.1. This policy is reviewed annually by the governing board, and any changes communicated to all members of staff.
- 11.2. The next policy review will be conducted in March 2021.

- 11.3. 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.