



Deanwood Primary School

First Aid Policy

Policy Scope:	Deanwood Primary School
Responsibility:	Local Governing Body
Date Adopted:	November 23
Review Frequency:	Annually
Review Date:	December 2024

The Governing Body of Deanwood Primary School adopted this policy in November 2023

Signed by D Giles, Chair of Governors

A handwritten signature in black ink, appearing to be "D Giles", written over a horizontal line.

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Statement of intent

Deanwood 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
- Whole School Safeguarding Policy
- Lone Working Policy
- Supporting Pupils with Medical Conditions Policy
- Allergen and Anaphylaxis Policy
- Educational Visits Policy
- Administration of Medication Policy
- Asthma Policy

The school's administrative team 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 (2017) Supporting pupils at school with medical conditions
- DfE (2023) Statutory framework for the Early Years Foundation Stage
- DfE (2022) First aid in Schools, Early Years & Further Education
- DfE (2023) Automated external defibrillators (AEDs)

2. 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.

Staff will always use their best endeavours to secure the welfare of pupils.

Anyone on the school premises is expected to take reasonable care for their own and other's safety.

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.

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.

To achieve the aims of this policy, 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
- A supply of individually wrapped sterile adhesive dressings, of assorted sizes
- A supply of sterile eye pads
- A supply of individually wrapped triangular bandages, preferably sterile
- A supply of medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- A supply of large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- A supply of pairs of disposable gloves
- Equivalent or additional items are acceptable
- All first aid containers will be identified by a white cross on a green background.

The lead first aider is responsible for examining 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.

First aid boxes are in the following area: -

- the school medical area, including a separate box for off site trips
- caretakers office
- mid day meals supervisors have individual kits

3. 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.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Officer Manager.

Details of all school first aid trained are displayed in the medical room & main reception area.

4. 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.

If called, a first aider will assess the situation and take charge of first aid administration.

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.

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 if this is appropriate. Moving the victim(s) 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 Head of School
- The emergency contact for the pupil/member of staff or visitor (if available)

5. Reporting to parents

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

Parents will be informed by telephone of any injury to the head and be given guidance on the action to take if symptoms develop. An accident note will also be sent home.

In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's parents will be contacted as soon as possible.

A list of emergency contacts can be obtained from Arbor the school's management information system which is accessible to all staff.

6. Offsite visits and events

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.

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

7. Storage of medication

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

All medicines will be stored in their 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.

All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.

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.

8. 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.

9. Allergens

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

10. 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 any allergies and chronic conditions. It is the parent's responsibility to ensure the school is updated on any changes in their child's condition or prescribed medication.

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

This policy is reviewed annually by members of the Local Academy Board and any changes communicated to 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.

Assessment Reference	Assessment By	Description of Task Assessed	Assessment Date
DEANWOOD	Steve Mayes	First Aid	November 23

Hazards= Any item, substance or condition with the potential to cause harm	People at Risk e.g. operator, contractor, young old, disabled,	Existing Controls	Risk Category with controls High/Med/Low
General Risks			
Accidents not reported or investigated	Staff / Pupils / Contractors & Visitors	<ul style="list-style-type: none"> All accidents and treatments are recorded in the school's accident book. 	Low
Insufficient trained personnel/ supplies	Staff / Pupils / Contractors & Visitors	<ul style="list-style-type: none"> All first aiders have attended a training course approved by the school, and are available to deal with first aid requirements. Trained paediatric first aiders are available when foundation or pre-school age children are present on site. First aid training is renewed every three years Details of qualified First Aid trained are clearly displayed First aid kits are available throughout the establishment and are checked at the start of every term to ensure all items are available and in date. Only first aid supplies are kept in the first aid kit; no medication is kept there. A room is available for carrying out medical inspections and for first aid. At least one first aider will be on site throughout the school day 	Low

Insufficient record of accidents and ill health	Staff / Pupils / Contractors & Visitors	<ul style="list-style-type: none"> • A record is filled out after every accident. • Care Plans for individual pupils are available • Personal Emergency Evacuation Plans are completed when required and implemented when necessary • CPOMs - Software package utilised across the school to record health concerns, safeguarding which can be accessed by all staff 	Low
Unknown first aid arrangements	Staff / Pupils / Contractors & Visitors	<ul style="list-style-type: none"> • There are clear arrangements detailed in the First Aid Policy. • The policy is readily available on the school website. • All staff are informed of what the process for first aid provision is while on site. • First aid arrangements are covered in the induction process, and subsequent changes are brought to the attention of staff members. • Lists of all first aiders and appointed persons are displayed prominently throughout the site. 	
Storage of Medication	Staff / Pupils / Contractors & Visitors	<ul style="list-style-type: none"> • Parents / Carers who wish the school to administer medication during the school day will be required to complete a medical form • Medication will be clearly labelled and stored in a lockable cupboard in the medical room • Medication will be returned to parents/carers as requested • Medication that remains in school at the end of the academic year will be returned • Asthma pumps will be locked away in the child's classroom • Dates on medication will be checked every term and parents advised if they are due to expire 	
Tasks that should not be undertaken			

Specific Hazards		Controls	
RIDDOR	Staff / Pupils / Contractors & Visitors	<ul style="list-style-type: none"> Incidents under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) are to be reported to the Head of Estates to take forward. 	

Review of Risk Assessment

Signature	Position	Date
Steve Mayes	Head of Estates - Howard Academy Trust	November 2023

All risk assessments must be review on an annual basis as a minimum requirement. The risk assessment must also be reviewed in the event of the following.

- Following and accident / incident
- Change in equipment or equipment layout
- Change in the environment i.e. room layout, lighting, temperature
- Change in staffing i.e. young persons, disabilities, expectant mothers

Anytime the risk assessment is reviewed or amended the document must signed and dated in the box above. If you are unsure or have any questions relating to risk assessments please contact the Health & Safety Manager.