



Dallimore Primary and Nursery School

First Aid Policy

December 2024

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Statement of intent

Dallimore Primary & Nursery School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting 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.

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
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2017) 'Statutory framework for the early years foundation stage'

1.2 The policy is implemented in conjunction with the Administration of Medication 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 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 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 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.

2.2. The **headteacher** is responsible for:

- The development and implementation of this policy and its related procedures.
- Overseeing the school's first-aid arrangements
- 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 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.
- 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 Aiders** are responsible for:

- Completing and renewing training as dictated by legislation and the management team.
- 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.
- Looking after the first-aid equipment in their care, e.g. restocking the first aid boxes/ bum bags.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Maintaining injury and first aid administered 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:

- plasters - various sizes
- adhesive dressings, of assorted sizes

- Sterile wipes
 - Crepe bandage
 - Foil blanket
 - disposable Apron
 - disposable gloves
 - face masks
- 3.3. Each class teacher, Midday Supervisor is responsible for their own first aid box and will routinely examine the contents to ensure they are stocked. Mobile first aid boxes for offsite use should be restocked immediately after use and routinely checked periodically by the Office. Items should be safely discarded after the expiry date has passed.

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 a HSE-approved organisation.
- 4.3. The school will ensure that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.
- 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. 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.
- 4.6. 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 in EYFS 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.
- 4.7. All staff members will be made aware that agreeing to become a first aider for the school is on a voluntary basis and that they should never feel pressured to take on this role.
- 4.8. 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.

- Normal duties – a first aider must be able to leave to go immediately to an emergency.

5. Automated external defibrillators (AEDs)

- 5.1. The school has an AED on site which is located in behind the reception desk.
- 5.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

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 issuing first aid or requesting assistance, or in significant incidents calling for an ambulance.
- 6.2. If they do not consider that they can adequately deal with the incident by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.
- 6.3. Where an initial assessment 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 injured person(s). 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.
 - 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.
- 6.4. Once the above action has been taken, the incident will be reported promptly to:
 - The headteacher.
 - The parents of the victim(s).
 - To the Local Authority (via DCC accident reporting system)

7. Reporting accidents and record keeping of first aid

- 7.1. 'First Aid and Accident Reporting Logs' are to be kept in each classroom. Copy is shown on Appendix 2. In addition there is a log for each Year Phase for lunch time incidents and a separate log for the Wrap Around clubs.

- 7.2. Whenever first aid is administered in school it is to be recorded on the 'First Aid and Accident Reporting Log'
- 7.3. Parents will be informed by text of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.
- 7.4. In the event of a serious injury or an incident requiring emergency medical treatment, the Headteacher or other delegated staff will telephone the pupil's parents as soon as possible
- 7.5. A list of emergency contacts is available to teachers via Integris. Hard copies are available from the Office / Head Teacher. Wrap Around clubs will be provided a list of emergency contacts for affected pupils.
- 7.6. The First Aid log will record:
 - The date, time and place of the incident.
 - The name and class of the injured or ill person.
 - Details of the injury and what first aid was given.
 - Name of the person dealing with the incident.
 - Whether a text is required for the parent/ carer is required (bumped head).
- 7.7. 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 via DCC reporting system.
- 7.8. All records will be filed and stored in line with the Record Management Policy.

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.

9. Storage of medication (please see separate Policy for Adminstrating Medicines)

- 9.1. Medicines will 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 (eg inhaler)
- 9.2. 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.
- 9.3. 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, insulin.

- 9.4. Parents will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Health Plan (IHP) can be implemented and staff can be trained to deal with any emergency in an appropriate way eg) diabetes, heart condition etc. The procedure will be documented and agreed with the parents/ carer.

10. Sickness and recovery periods

- 10.1. If a child is sick during the school day, the parents will be contacted and asked to pick their child up as soon as possible. This will also apply for diarrhoea.
- 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.
- 10.3. Children in the Foundation Unit and KS1 are required to stay away from school for 48 hrs after their last bout of sickness before they can return to school. In KS2 aged children ie) years 3 – 6 children will be able to return after a 24-hr break.

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, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.
- 11.2. 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.

12. Monitoring and review

- 12.1. This policy will be reviewed annually by the governing board, and any changes communicated to all members of staff.
- 12.2. 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 date : October 2021

Policy review date : Autumn 2024



Dallimore Primary & Nursery School

Accident & First Aid Procedure



