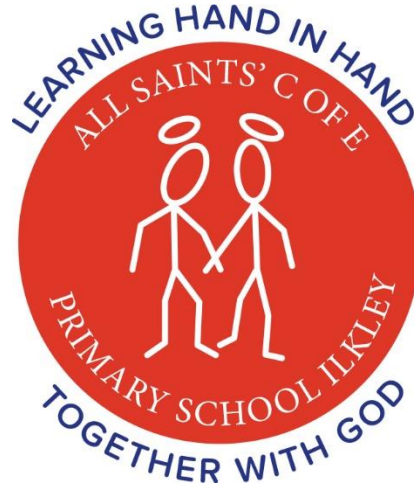


All Saints' CE Primary School



Vision

Learning hand in hand together with God.

Values

Hopeful school through honesty, forgiveness and trust
Achieving school through resilience, respect and ambition
Nurturing school through care, compassion and friendships
Developing school through wisdom, faith and fun
Sharing school through kindness, celebration and love

First Aid Policy

Written by: Dawn Binney

Ratification date: December 2020

Ratified by: Senior Leadership Team

Review date: December 2023



First Aid Policy

Statement of intent

All Saints' C of E 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
- Behavioural Policy
- Infection Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy (in progress)
- 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
- 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 Saints' has 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.

All Saints' has a suitably stocked first aid room, 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, 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 Policy

First aid boxes are in the following areas:

- **The medical room**
- **Each end of KS1 and KS2 corridor**
- **School kitchen**

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.

The current first aid appointed person is: **Dawn Binney**

Paediatric first aiders:

Name	Date of first aid qualification	Qualification renewal
Rachel Dennison	October 2018	October 2021
Ruthie Hetheron	October 2018	October 2021
Lisa Barker	June 2019	June 2022
Sanna Hussain	June 2019	June 2022
Michelle Atkinson	October 2019	October 2022
Heidi Milner	October 2019	October 2022
Felicity Tomblin	January 2020	January 2023
Becky Schofield	March 2020	March 2023
Alex Webb	September 2020	September 2023
Dawn Binney	September 2020	September 2023
Stephen Cannar	September 2020	September 2023

Emergency first aider at work:

Name	Date of first aid qualification	Qualification renewal
Jo Elliott	April 2020	April 2023
Laurie Fox	April 2020	April 2023

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.



First Aid Policy

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.

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 epipens in school – irrespective of the type of illness or injury sustained.

Any first aid administered is recorded in the orange file in the medical room. 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.

In addition, the above members of staff 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 epipens in school – irrespective of the type of illness or injury sustained. On no account must these pupils be left/sent to self-administer their own treatment. 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.

An additional form must then be filled in by the first aider and the first adult on scene and given to the office as soon as possible so the online incident reporting form (RIVO) can be completed.

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

- The patient(s)' parents/carers.
- Mrs Robinson (head teacher)

Reporting to parents

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

Parents will be informed electronically and in writing of any injury to the head, whether minor or major, and be 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 at the **school office**.

Offsite visits and events

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



First Aid Policy

School Visits Policy.

Storage of medication

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. These are kept in the child's classroom in individual boxes with name and photograph clearly visible. The second epi-pen is kept in the medical room, in a named box, with the child's photograph and name clearly visible.

Children with asthma have their inhalers, in a named bag, in the classroom and these are taken to PE lessons and also to an accessible place during break and lunchtime.

All care plans are kept centrally in the medical room, in each child's medical box/bag and also in each classes' medical file.

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.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, i.e. an epipen and inhaler

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.



First Aid Policy

Appendix 1

First Aid Procedures during COVID-19

Normal first aid procedures should be followed during the COVID-19 pandemic, but first aiders **must** follow these guidelines for the use of PPE equipment:

You **must** wear PPE equipment if/when:

- ✓ Treating a pupil who is in a different bubble
- ✓ Treating wounds which will expose you to bodily fluid
- ✓ Treating a pupil with COVID-19 symptoms
- ✓ Treatment involves close contact with a pupil for a prolonged period of time

PPE is advised but does not have to be worn when:

- ✓ Treating a pupil who is in your bubble (who is free from COVID-19 symptoms)
- ✓ Pastoral first aid which does not involve close contact with a pupil for a prolonged period of time

First Aiders

Name	Bubble
Michelle Atkinson	EYFS
Alex Webb	EYFS
Lisa Barker	KS1
Becki Schofield	KS1
Sanna Hussain	KS1
Rachel Dennison	KS2
Ruthie Hetheron	LKS2
Dawn Binney	UKS2
Heidi Milner	All
Stephen Cannar	All
Felicity Tomblin	All