



Hunsbury Park Primary School

First Aid Policy

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Appendix 1 – Flow diagram of response to a pupil with a head injury

Statement of intent

Hunsbury Park 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
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits and School Trips Policy

The Headteacher, First Aiders and School Office have 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. However, all members of staff can and should offer initial First Aid.

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
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2014) 'Guidance on First Aid for Schools'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- Schools COVID-19 Operational Guidance (2021)

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 have suitably stocked first aid boxes in line with the assessment of needs.

2.7. First Aiders are 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.

2.8. First aid boxes are in the following areas:

- Medical room
- In phase corridors
- The Studio/Hall

3. First aiders

- 3.1. All members of staff are able to administer initial first aid. Further advice can be sought from the qualified 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 are clearly identifiable around the school by their green lanyards.
- 3.2. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the school office manager.
- 3.3. Each phase first aider will be responsible for ensuring all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies. Liaise with the school office to order supplies.

4. Emergency procedures

- 4.1. All staff to carry mobile phones when out at PE/outdoor learning or on external visits and should only be used in line with school policy.
- 4.2. 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.
- 4.3. If called, a first aider will assess the situation and take charge of first aid administration in the completion of all first aid medical event logs.
- 4.4. 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.
- 4.5. 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 and after receiving medical instructions parents should be informed immediately.
 - 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.

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

- A member of SLT.
- The patient(s) parents/carers/next of kin.

5. Head injuries

5.1 Pupils may suffer from a range of head injuries while in school. Most head injuries are minor and do not result in significant trauma.

5.2 All first aid for head injuries incurred on site (or in cases whilst participating in off-site activity) will follow Appendix 1 and will require a member of SLT to monitor the course of action taken.

5.3 For all head injuries minor or major; parents will need to confirm that a written accident report has been provided. For Phase 1 and 2 pupils, this will be completed at the point of contact with parents i.e. end of the day; for Phase 3 pupils, this may be given verbally over the phone, once an accident report has been provided.

5.4 All accident reports will be provided on the day of the injury. Where this is not possible a verbal explanation will be given, and a written report provided within 24 hours.

6. Reporting to parents

6.1. 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 practical.

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

6.3. A list of emergency contacts will be kept at the school office and on Arbor.

6.4. All first aid paperwork will be handed over to Campers staff at the end of the day for any children who are attending after school club. Campers staff will then pass this onto parents/carers upon collect.

7. Offsite visits and events

7.1. Each external visit should have at least one first aider present.

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

8. Storage of medication

- 8.1. Medicines will always 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.
- 8.2. Medication can only be administered in school if a Medication Consent Form has been completed by the parent or carer.
- 8.3. 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.
- 8.4. 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.
- 8.5. 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 asthma plan, epilepsy, diabetes and anaphylaxis. The IHP/Asthma Plan will be signed by the parents. Copies of IHPs are stored in the First Aid Room with an additional copy in the classroom.
- 8.6. Chronic medication (Jext pen/asthma inhalers) should be stored in the class red grab bag. This must be taken wherever the child is (hall/field/external visit).

9. Illnesses

- 9.1. 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 if required.
- 9.2. 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. Consent

- 10.1. 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 or when circumstances change, whichever is the sooner.
- 10.2. 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 – guidelines will be issued to staff in this regard.

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. 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.

APPENDIX 1



