



Hunsbury Park Primary School

First Aid Policy

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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

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) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) First Aid in schools, early years and further education
- DfE (2023) Early years foundation stage (EYFS) statutory framework
- DfE (2023) Automated external defibrillators (AEDs): a guide for maintained schools and academies

2. Roles and responsibilities

This governing body is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- 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 parents' evenings.
- 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.
- Ensuring that the school has:
 - A suitably stocked first-aid kit.
 - An appointed person to take charge first-aid arrangements.
 - Information for all employees giving details of first-aid arrangements.

The headteacher is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

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.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- 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.
- Keeping up to date with government guidance relating to first aid in schools.

SCHOOLS SHOULD HAVE AT LEAST ONE APPOINTED PERSON TO OVERSEE FIRST AID PROVISION. THE APPOINTED PERSON IS NOT THE SAME AS A FIRST AIDER, AND THEREFORE MUST NOT CONDUCT ANY FIRST AID FOR WHICH THEY HAVE NOT BEEN TRAINED. THE APPOINTED PERSON SHOULD, AT LEAST, BE TRAINED IN EMERGENCY PROCEDURES AS OUTLINE BELOW.

The appointed person is responsible for:

- Overseeing the school's first aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Undertaking an appointed person's course, emergency first aid training, first at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - First aid for someone who is having a seizure.
 - Maintaining injury and illness records as required.

- Paediatric first aid.

3. Aims

- 3.1. 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.
- 3.2. Staff will always use their best endeavours to secure the welfare of pupils.
- 3.3. Anyone on the school premises is expected to take reasonable care for their own and other's safety.
- 3.4. 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.
- 3.5. 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.
- 3.6. To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs.
- 3.7. 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.
- 3.8. First aid boxes are in the following areas:
 - Medical room
 - In phase corridors
 - The Studio/Hall

4. First aiders

- 4.1. **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.
- 4.2. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the school office manager.
- 4.3. 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.

5. Emergency procedures

- 5.1. 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.
- 5.2. 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.
- 5.3. 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.
- 5.4. 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.
- 5.5. 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.
- 5.6. 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.

6. 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 should be informed through the office, via a phone call. Medical tracker should always be completed and the associated email sent.
- 5.4 All accident reports should be made via Medical Tracker as soon as the incident has been dealt with.

7. Reporting to parents

- 7.1. In the event of incident or injury to a pupil, at least one of the pupil's parents/carers will be informed, via Medical Tracker email.
- 7.2. In the event of a head injury, serious injury or an incident requiring emergency medical treatment, the school office will telephone the pupil's parents/carers as soon as possible.
- 7.3. A list of emergency contacts are kept on Arbor and on Medical Tracker.
- 7.4. Class teacher should make CAMPERS staff/after school clubs aware of any injury that may affect their session.

8. Offsite visits and events

- 8.1. Each external visit should have at least one first aider present.
- 8.2. For more information about the school's educational visits requirements, please see the Educational Visits Policy.

9. Storage of medication

- 9.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions, except where individual pupils have been given responsibility for keeping such equipment with them. Medication should be locked in the first aid room cupboard and the key stored in the school office.

- 9.2. Medication can only be administered in school if a Medication Consent Form has been completed by the parent or carer. This form will be uploaded Medical Tracker/Arbor. A copy of the consent form will be sent to the child's class. Should pain relief/anti histamine be required, parents must be contacted by phone for permission.
- 9.3. Any medication given must be recorded on Medical Tracker and the associated email sent.
- 9.4. 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.
- 9.5. 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/inhaler.
- 9.6. 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. These will be uploaded to Medical Tracker.
- 9.7. Chronic medication (Jext pen/asthma inhalers) should be stored in the class red grab bag. These medications must be stored in a zipped bag, within the red grab bag. All medication must be clearly labelled. This must be taken wherever the child is (hall/field/external visit).

10. Illnesses

- 10.1. 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.
- 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. In the event of sickness and /or diarrhoea staff and children should stay at home for 48 hours after the last bout of illness.

11. Allergens

10.1 Parents and staff must make school aware of any allergens: causes, symptom and action to be taken. This should be on the Medical Consent Form. These details to be recorded on Medical Tracker/Arbor. Class teachers should be made aware and a copy of the form given to them.

10.2 KINGSWOOD CATERING should also be made aware of allergies and it is good practise for school and Kingswood to check this information. Children/staff to be given the correct colour coding band to ensure the correct and safe meals are given out.

12. Consent

- 12.1. 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.
- 12.2. 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.

13. Monitoring and review

- 13.1. This policy is reviewed annually by the governing board, and any changes communicated to all members of staff.
- 13.2. 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



