

# Dr South's CE Primary School

Bletchington Road, Islip, Kidlington, Oxon OX5 2TQ

*Faith, Hope and Love*

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## First Aid Policy (non-statutory)

The Governors at Dr South's CE (Aided) Primary School adopt the attached First Aid Policy.

**Adopted and determined by the Teaching and Learning Committee in September 2017**

**Signed ..... Chair of Teaching and Learning Committee**

**Signed ..... Headteacher**

**Review date: July 2019**

**Review frequency: non-statutory, but determined by the school as every two years**

**Review approval: non-statutory, but determined by the school as approval needed by the Teaching and Learning Committee.**

This policy complies with the following guidance:  
Health and Safety (First Aid) Regulations 1981  
DfE Guidance on First Aid for schools 2014  
Health and Safety at Work Act 1974

4 ODST Policy Guidance (Schools may use this to inform the drafting of their non-statutory policy)

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\* These appendices are hyperlinked. Click to go straight to the form.

## First Aid Policy

### Policy Statement & Purpose:

First Aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

The governing body has general responsibility for all the school's policies, even when it is not the employer, and this Policy aims to ensure the safe and appropriate administration of first aid at Dr South's Primary School.

### Definitions:

#### *First-Aiders:*

A First-Aider is someone who has completed a "First Aid at Work" training course approved by the Health and Safety Executive (HSE). Training courses cover a range of first aid competences. However, since standard first aid at work training courses do not include paediatric procedures for children, some first-aiders at Dr South's will receive enhanced training to cover these aspects. In addition, staff in the Early Years Foundation Stage will adhere to [The Statutory Framework for Early Years Foundation Stage](#).

The duties of a First-Aider include:

- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensuring that an ambulance or other professional medical help is called.

#### *Appointed Person:*

An Appointed Person is someone who:

- Takes charge when someone is injured or becomes ill;
- Looks after the first-aid equipment e.g. restocking the first-aid container;
- Ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are not necessarily first aiders. They should not give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate.

### Responsibilities:

Most of the day-to-day functions of managing health and safety are delegated to the head teacher including the review and further development of procedures.

It is expected that adults working with children and young people will be aware of basic first aid techniques, but whilst adults may volunteer to take on such tasks, they should receive appropriate training and be suitably qualified before administering first aid or medication.

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury and ensure this policy is followed in relation to the administration of first aid.

All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

The Appointed Person is responsible for ensuring that first-aid boxes (or kits) are replenished. Since it may be necessary to have some first-aid boxes with more comprehensive equipment and supplies, the details of the items to be held in each first-aid box are held in the appropriate kit.

The Appointed Person is also responsible for ensuring that First Aid training (including Epipens) is kept up to date.

Anyone on the School premises is expected to take reasonable care for their own and others' safety.

In the case of a child becoming seriously unwell or suffering serious injury, parents/carers will be notified immediately (if contactable) along with any other relevant services.

When administering first aid, whenever possible adults should ensure that another adult is present and aware of the action being taken. Parents/carers should be informed when first aid has been administered.

### **Administration of Medication:**

Dr South's Policy on the Administration of Medication is contained within the schools' "Supporting Children with Medical Needs" Policy. This is available on the school website or as a 'hard copy' upon request.

In general staff will not administer medication unless it is detailed in an IHCP or there is an emergency and then only on the advice of the emergency services/on-call doctor.

Parents will be asked to complete and sign a Medical Consent Form when a child is admitted to the school, which includes emergency numbers and consent for the administration of emergency first aid. These forms will be updated periodically. Details of allergies and chronic conditions will be included on this form.

Staff members do not act in loco parentis as this has no basis in law. Staff will always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind.

### **Record keeping:**

Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of 3 years. (HSE Accident Book BL510)

Certain accidents must be reported to the HSE Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Further guidance can be found in the HSE "[Incident Reporting in Schools](#)" publication.

In addition to the statutory requirements above, a record should be kept of any first aid treatment given by first-aiders or appointed persons. These records should include:

- The date, time and place of incident;
- The name of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- Name and signature of the first aider or person dealing with the incident.

In instances where a significant or serious incident occurs and first aid is administered to a child, a letter should be sent home with the child or the parents/carers contacted by telephone.

### **Offsite Learning:**

Offsite learning can bring about additional risks and the Educational Visits Co-ordinator is responsible for ensuring that the necessary risk assessments have been carried out. The holder of a current First Aid certificate will accompany all trips, walks and field trips. A portable first aid kit will be taken on all such trips. Dr South's will ensure that sufficient first-aiders remain in school at all times.

### **Visibility:**

In line with DfE guidance, notices will be displayed around the school showing the Appointed Person and the staff who currently hold First Aid qualifications.

Procedures for contacting the Emergency Services will also be displayed.

All new staff will receive appropriate first aid information during their induction.

### **Insurance:**

Staff at Dr South's Primary School are adequately covered through the schools insurance scheme. Details of the insurer are displayed in the staff room, and full details of the cover provided are available from the school office.

### **Review:**

This Policy will be reviewed and monitored on a regular basis.

### **Complaints:**

If a parent/carers or pupil is dissatisfied with the support provided they should discuss their concerns with the Headteacher. If this does not resolve the issue this should be pursued through the school [Complaints Procedure](#).

## PART 2

### **Procedural Guidance**

#### **General:**

- Only qualified staff may administer first-aid.
- A list of current First Aiders is displayed on the First Aid cupboard door and on the EYFS kitchen door.
- In a case of a child becoming seriously unwell or suffering serious injuries, attempt must be made immediately to contact the parents/carers and any other relevant services.
- When administering first aid, whenever possible, adults should ensure that another adult is present and aware of the action being taken.
- Parents/carers should always be informed when any first aid has been administered.
- Sharps boxes should always be used for the disposal of needles and other sharps.
- Anyone administering first aid should ensure that appropriate care is taken to minimise the risk of contact with blood or other bodily fluids. If a first aider suspects that they or anyone else may have been contaminated with blood and/or bodily fluids, they should take appropriate actions such as washing the affected areas with soap and water, recording the details and seeking medical advice and attention without delay.
- The designated area for the administration of first aid is the school office, or the accessible toilet if privacy is needed.
- When a child becomes ill during the day the parents/carers should be contacted and asked to pick their child up from school as soon as possible. A quiet area will be set-aside for pupils to rest while they wait for their parents/carers to arrive to pick them up. This area has easy access to a toilet and hand washing facilities. Pupils will be monitored during this time.
- First-Aid boxes are located in:
  - The school office;
  - Willow Classroom (EYFS).
- Whenever a First-Aid box is used, the used items should be replaced as soon as possible.
- Staff in EYFS should adhere to [The Statutory Framework for Early Years Foundation Stage](#).

#### **Emergency Procedures in the event of an accident, illness or injury:**

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate next course of action, which may involve calling immediately for an ambulance or calling for a First Aider (see list in Staff Room/at Reception and various other locations around the School for up-to-date information on designated First Aiders).

If summoned, a First Aider will assess the situation and take charge of first aid administration. In the event that the First Aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

If the initial assessment indicates that a **minor injury** has taken place then one or more of the following actions will be taken:

- a. First Aid administered as necessary by designated First Aider.
- b. Complete the 'Accident/Incident/Illness Report Form' (Appendix 1).
- c. Parents informed (generally at the end of the day).

Where an initial assessment by the designated First Aider indicates a **moderate to serious injury** has been sustained then one or more of the following actions will be taken:

- 1) Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be summoned. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
- 2) Call an ambulance or a doctor, or, after consulting with the Head Teacher and receiving the parents' clear instruction take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
- 3) Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (much easier if they are fit to be moved), by removing people from the scene.
- 4) See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be summoned immediately.
- 5) When the above action has been taken, the incident must be reported to:
  - i. The Head Teacher
  - ii. The parents (or other closest relatives) of the victim(s), and
  - iii. The police, if a criminal offence may have occurred.
- 6) Allocate staff resources carefully between helping the victim(s) (e.g. by accompanying them to hospital), dealing with the direct aftermath of the accident and looking after pupils not affected by the accident. All three activities are important.
- 7) Require (in so far as it is reasonable to do so) all adult witnesses and older children who are witnesses (including those arriving on the scene after the accident), to write down in their own hand and in their own words exactly what they saw and heard. This first-hand evidence can be invaluable if litigation follows the accident.
- 8) Complete the 'Accident/Incident/Illness Report Form' (Appendix 1).
- 9) If the accident is serious, the Head Teacher will report the matter to ODST and the school's insurers. Report it also to the local authority, which may be able to give advice and assistance, especially if there is media interest shown.
- 10) Decide whether the whole school needs to be informed and, if so, what to say in class or assembly and when to say it.
- 11) Without delay, begin to consider ways of preventing such an accident from happening again and implement those preventative measures.
- 12) If the accident is very serious, or fatal, report the matter to the Health and Safety Executive.
- 13) Make arrangements for the return to school of the accident victim(s) and of those worried or traumatised by the accident.

#### Ambulances:

The designated First Aider is to always ensure an ambulance is called on the following occasions:

- In the event of a serious injury;
- In the event of any significant head injury;
- In the event of a period of unconsciousness;
- Whenever there is the possibility of a fracture or where this is suspected if the parents/carers are unable to take the children to A&E themselves;
- Whenever the first aider is unsure of the severity of the injuries;
- Whenever the first aider is unsure of the correct treatment.

If an ambulance is called then the First Aider in charge should make arrangements for the ambulance to have access to the injured person. Arrangements should be made to ensure that any pupil is accompanied in an ambulance, or followed to hospital, by a member of staff until one of the

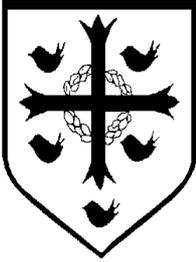
pupil's parents, guardians or their named representative is present. A member of staff will remain with the pupil until one of the pupil's parents; guardians or a named representative appointed by a parent arrives at the hospital

## PART 3

**Appendix A:** Accident/Incident/Illness report form.

**Appendix B:** Parental Agreement for school to administer medication.

**Appendix C:** Request for a child to carry his/her own medicine.



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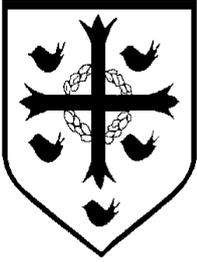
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## Accident/Incident/Illness (Circle as appropriate)

Name of Child:	Class:
Injury/Illness (include any details of the accident/incident):	
Location of Accident/Incident (if applicable):	
Treatment Given:	
<p>Any injury to the head is treated in accordance with school procedures. Your child has been checked and has shown signs of (tick as applicable):</p> <p> <input type="checkbox"/> Dizziness    <input type="checkbox"/> Nausea/Sickness    <input type="checkbox"/> Headache    <input type="checkbox"/> Loss of vision    <input type="checkbox"/> Unconsciousness  <input type="checkbox"/> None of the above, but please continue to monitor for these at home. </p>	
Date and time of incident:	
Any other information:	
Passed into the care of:	Headteacher informed            yes    no
First-Aider/Teacher name/signature:	
Parents/Carers informed (state by whom and when):	



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## Parental agreement for school to administer medication

The school will not give your child medicine unless you complete and sign this form.

Name of child:	
Date of birth:	
Class:	
Medical condition or illness:	

### Medicine

Name (as printed on the container):	
Expiry date:	
Dosage and method:	
Timing:	
Special precautions:	
Any side effects that the school needs to know about:	
Procedures to take in an emergency.	
Self-Administered	Yes/No          If yes, also complete permission for your child to carry their own medicine form)

### Contact details

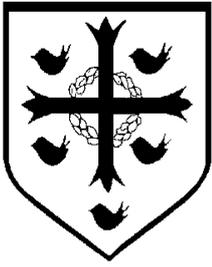
Name:	
Daytime contact number:	
Relationship to child:	

I understand that I must deliver the medicine personally to: \_\_\_\_\_

*The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.*

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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## Request for a child to carry his/her own medicine

This form must be completed by parents/guardians

If staff members have any concerns, discuss this request with healthcare professionals

Name of child:	
Class:	
Name of medicine:	
Procedures to be taken in an emergency:	

### Contact information

Name:	
Daytime telephone number:	
Relationship to child:	

I would like my child to keep his/her own medicine on him/her for use as necessary.

Signed

Date

If more than one medicine is to be given a separate form should be completed for each one.