



Linby cum Papplewick  
Church of England Primary School



DIOCESE OF SOUTHWELL  
& NOTTINGHAM  
MULTI ACADEMY TRUST

# First Aid Policy

Policy:	First Aid
Approved by:	Governors
Date:	Jan 2024
Review:	Jan 2025

## **Statement of Commitment**

Linby cum Papplewick Primary School is committed to caring for, and protecting, the health, safety and welfare of its pupils, staff and visitors. We confirm our adherence to the following standards at all times:

- To make practical arrangements for the provision of First Aid on our premises, during off-site sport and on school visits and residential visits.
- To ensure that trained First Aid staff renew, update or extend their qualifications at least every three years.
- To have an appropriate number of trained First Aiders on site at any one time, including a person with a paediatric first aid qualification whenever EYFS pupils are present. Such people will be able to responsibly deliver or organise emergency treatment.
- To ensure that a trained first aider accompanies every off-site visit and activity. In visits involving EYFS pupils, such a person will have a current paediatric first aid qualification.
- To record accidents and illnesses appropriately, reporting to parents and the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) as appropriate.
- To provide accessible first aid kits and bump boxes at various locations on site, along with a portable kit for trips, excursions and sport.
- To record and make arrangements for pupils and staff with specific medical conditions.
- To deal with the disposal of bodily fluids and other medical waste accordingly, providing facilities for the hygienic and safe practice of first aid.
- To contact the medical emergency services if they are needed, informing next of kin immediately in such a situation.
- To communicate clearly to pupils and staff where they can find medical assistance if a person is ill or an accident has occurred.
- To communicate clearly in writing to parents or guardians if a child has sustained a bump to the head at school, however minor, and to communicate in writing in relation to every instance of accident or first aid or the administration of medicine for pupils in EYFS.

During the Autumn Term 2023, all staff were given First Aid Training. The next first aid training will take place in November 2026

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.

This policy is implemented in conjunction with the following school policies:

- Health and safety policy
- Administering medication policy
- Infection control policy
- Supporting pupils with medical conditions policy
- Records management policy
- Allergen and anaphylaxis policy
- Behaviour policy
- Child protection and safeguarding policy
- Lone working policy
- Educational visits and school trips policy

### **Responsibilities of the Trained First Aiders**

- Provide appropriate care for pupils or staff who are ill or sustain an injury.
- Record all accidents in the accident book. A copy is sent home with the child in Early Years and Key Stage 1.
- In the event of any injury to the head, however minor, a text is sent to inform parents as well as a letter going home and in the child's file. The GDPR Policy is adhered to with regards to retaining these.
- Ensure arrangements are made with parents/guardians to collect children and take them home if they are deemed too unwell to continue the school day.
- Inform the appointed person of all incidents where first aid has been administered.

### **Responsibilities of the Office Administrator**

- Ensure that the school has an adequate number of appropriately trained First Aiders.
- Arrange for training to be renewed as necessary.
- Fulfil the school's commitment to report to RIDDOR

### **Responsibilities of the First Aid Coordinator**

- Monitor and re-stock supplies and ensure that first aid kits are replenished.
- Ensure that all staff and pupils are familiar with the school's first aid and medical procedures.

### **Responsibilities of the SENDCO**

- Ensure that all staff are familiar with measures to provide appropriate care for pupils with particular medical needs (eg. Diabetic needs, Epi-pens, inhalers).
- Ensure that a list is maintained and available to staff of all pupils with particular medical needs and appropriate measures needed to care for them.
- Ensure that correct provision is made for pupils with special medical requirements both in school and on off-site visits.

### **What to do in the case of an accident, injury or illness**

A member of staff or pupil witnessing an accident, injury or illness should immediately contact a named trained first aider (see above). The school office should be contacted if the location of a trained first aider is not immediately established. Any pupil or member of staff sustaining an injury whilst at school should be seen by a first aider who will provide immediate first aid and summon additional help as needed. The pupil or member of staff should not be left unattended. The first aider will organise an injured pupil's transfer to the Entrance if possible and appropriate, and to hospital in the case of an emergency.

Parents should be informed as necessary by telephone by the first aider or Office Administrator.

This will be followed up in writing and a record kept at school. A written record of all accidents and injuries is maintained in the accident book.

### **Contacting parents**

Parents should be informed by telephone as soon as possible after an emergency or following a serious/significant injury including:

- Head injury (a head injury advice sheet should be given to any pupil who sustains a head injury)
- Suspected sprain or fracture
- Following a fall from height
- Dental injury
- Anaphylaxis & following the administration of an Epi-pen
- Epileptic seizure
- Severe hypoglycaemia for pupils, staff or visitors with diabetes
- Severe asthma attack
- Difficulty breathing
- Bleeding injury (uncontrolled)
- Loss of consciousness
- If the pupil is generally unwell

A member of staff will accompany the pupil until a parent arrives. Parents can be informed of smaller incidents at the end of the school day by the class teacher.

In EYFS, ALL incidents must be communicated to the parents in writing. Staff also speak to or message parents, depending on the severity of the injury.

### **Contacting the Emergency Services**

An ambulance should be called for any condition listed above or for any injury that requires emergency treatment. Any pupil taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a pupil becoming unconsciousness (not including a faint) or following the administration of an Epi-pen, must be taken to hospital.

The following is a guide for what to say:

### **Contacting Emergency Services**

Dial 999 and request an ambulance. Be ready for the information below:

- Speak clearly and slowly and be ready to repeat information if asked.
- The telephone number is 01159632678
- Your name
- Your location: Linby cum Papplewick C of E Primary School
- The Sat Nav Postcode: NG158GA
- The exact location of the patient within the school.
- The name of the patient and a brief description of their symptoms
- Where the crew will be met and taken to the patient

### **Accident Reporting**

The accident book must be completed for any accident or injury occurring at school, at the local sports facilities, or on a school trip. This includes any accident involving staff or visitors.

The accident file will be monitored by the Office Administrator as certain injuries require reporting (RIDDOR requirements).

### **Pupils who are unwell in school**

If a pupil becomes unwell, a parent should be contacted as soon as possible by the appointed person, the school administrator, a member of teaching staff or the heads of school.

Anyone not well enough to be in school should be collected as soon as possible by a parent. Staff should ensure that a pupil who goes home ill remembers to sign out at the school office. Should this be the result of an accident, the parent will be given a copy of the accident letter and spoken to by the person treating the child where possible.

### **Pupils with Asthma**

Immediate access to reliever medicines is essential. Pupils with asthma need spare, labelled reliever inhalers in the classroom in the 'Grab Bag'. The teacher takes all inhalers during trips.

### **Asthma Attacks**

- All staff who come into contact with pupils with asthma know what to do in the event of an asthma attack. Staff will do what a 'reasonable parent' would do in the circumstances prevailing at the time.
- For mild attacks, children should take their inhalers, as per instructions.

- For severe attacks, a metered dose inhaler should be used. Encourage relaxation. If the child does not: feel better within 5 – 10 minutes/ is distressed and/or exhausted/ is unable to talk in sentences/ has blue lips/or you have any doubts, then the action required is: dial 999 for an ambulance and await their instructions.
- Inform parents of the situation and detail actions in the Accident File.

### **First Aid equipment and materials**

The appointed person is responsible for stocking and checking the first aid kits. Staff are asked to notify the appointed person when supplies have been used in order that they can be restocked.

The first aid boxes contain:

A first aid guidance card

At least 20 adhesive hypo allergenic plasters

2 triangular bandages (slings)

Cleaning wipes

Adhesive tape

1 sterile eye pad

6 medium sized unmedicated dressings

2 large sized unmedicated dressings

4 compression bandages

Disposable gloves

Disposable apron

2 disposable masks

Nappy bags

1 resuscitator

### **First aid for school trips**

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the provision and safety at the site. This could be through a pre-visit to the site or through requesting provider assurances and risk assessments prior to the trip.

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 individuals involved.

The trip organiser must ensure that at least one adult accompanying the trip has an appropriate first aid qualification (paediatric certificate for trips involving EYFS pupils) and undertake a risk assessment to ensure an appropriate level of first aid cover, with reference to the educational visits policy, which includes further guidance. A First Aid kit for school trips must be taken and replenished on return. Any accidents/injuries must be reported to the appointed person and to parents and documented in the accident file in accordance with this policy. RIDDOR guidelines for reporting accidents must be adhered to.

For any major accident or injury the appropriate health & safety procedure must be followed.

In the event of an injury during an educational visit, all staff will:

- Follow the same procedures as in school – assess the injury informed by training, inform the visit leader, administer first aid for minor injuries, complete an accident form and produce one copy for the school office and one for the parent (to be handed over upon return).
- For injuries assessed as needing further treatment (not treatable by first aid kit equipment, child is in any pain, any signs of serious injury):
  - Report to the visit leader
  - Gain first aid treatment on site if possible (medical/first aid centres on site run by visit providers)
  - Report to the headteacher and follow instructions from there. This may include, accessing further medical treatment or advice at a walk-in centre or hospital.
  - In some cases, it may be necessary to inform parents immediately, if the injury is serious or immediate medical attention is required.
- Parents should be informed of any first aid administered during the trip.
- All incidents should be recorded immediately by all staff involved.
- All medical forms should be obtained before a trip goes ahead. A specific risk assessment should be completed for pupils with individual medical needs.
- All medicine should be stored and administered with one designated member of staff on the trip.

### **Pupils using crutches or having limited mobility**

Parents must inform the school of the nature of injury and the anticipated duration of immobility. A risk assessment will be made in order to make appropriate arrangements for the following.

- Safe arrival and departure from lessons
- Safe transfer around school – especially with regards to stairs
- Lunch time arrangements
- How the child's belongings will be transported around school

### **Emergency care plans and treatment boxes**

The SENDCO ensures that staff are made aware of any pupil with an emergency care plan. These care plans are kept in classrooms and the emergency alert is displayed in the Office. Pupils with a serious medical condition will have an emergency care plan drawn up and agreed by the SENDCO and parents.

Emergency treatment boxes must always be taken if the pupil is out of school.

### **Dealing with body fluids**

In order to maintain protection from disease, all body fluids should be considered infected.

To prevent contact with body fluids the following guidelines should be followed.

- When dealing with any body fluids wear disposable gloves.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of body fluids must be cleaned up immediately.
- Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution.
- Never use a mop for cleaning up blood and body fluid spillages.
- All contaminated material should be disposed of by the Site Manager. Avoid getting any body fluids in your eyes, nose, mouth or on any open sores. If a splash occurs, wash the area well with soap and water or irrigate with copious amounts of saline.
- Infectious diseases

If a child is suspected of having an infectious disease advice should be sought from the Office Administrator or Heads of School who will follow the Health Protection Agency guidelines to reduce transmission.

### **COVID**

The school will follow the latest guidance provided by the Department for Education. At the time of writing this policy, pupils who present with COVID symptoms may be sent home.

There is no requirement for pupils to be tested using a PCR test. If parents choose to test their child for COVID-19 and this presents a positive result, pupils will be advised to stay at home for 3 days, unless they feel well.

### **Automated external defibrillators (AEDs)**

The school has procured an AED which is located in the office.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year. Use of the AED will be promoted to pupils during PSHE lessons.

### **Storage of medication**

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. 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.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

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.

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 epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

### **Illnesses and allergies**

When a pupil becomes ill during the school day, their parent 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 parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

### **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. An additional medical form will be completed for all pupils for residential excursions.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. 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.