



# First Aid Policy Statement

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### **1. Aims**

This policy statement aims to set out Queen Emma's Primary School's arrangements for managing first aid within the school.

### **2. Statutory Requirements**

Schools must, according to health and safety law, provide first aid personnel and equipment for its staff in case they are injured or become ill at work. Schools should also provide first aid cover for other people who are not our employees but come to our premises as clients or visitors.

### **3. What does First Aid include?**

The term first aid means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical help arrives, and; treating minor injuries which do not require medical help. First aid does not normally include giving medicines.

### **4. Responsibilities**

- The Headteacher must ensure that appropriate first aid provision is made for their staff, pupils and school visitors. This provision will usually be arranged by the Business Services Manager. The Office Administrator is the lead first aider.
- The Business Services Manager will regularly review that first aid provision and procedures comply with statutory requirements and recommend any necessary changes as is statutorily necessary.
- The SENCo takes responsibility for and will work in conjunction with the lead first aider to support students with individual health care plans.

## **5. Linked Policies**

- Health, Safety and Wellbeing Policy
- Supporting students with medical conditions
- Children with health needs who cannot attend school

## **6. First Aid Needs Assessment**

The recommended approach involves making an assessment of our school and determining:

- the numbers and types of first aiders we need;
- what we need in our first aid boxes, and
- whether we need any other facilities or equipment.

This is called a first aid needs assessment.

## **7. How do we perform the first aid needs assessment?**

The aim of the first aid needs assessment is to produce first aid provision that is tailored to our school, the physical premises and facilities, the staff/pupils who work there/attend, the curriculum we deliver and the risks we face from what we do.

## **8. Types of first aid resources**

According to the findings of our first aid needs assessment, we will need to provide appropriate first aid resources, the training of first aiders and the required arrangements for first aid training in schools.

### Appointed person(s)

The role of an appointed person is to: look after any first aid equipment; take charge if there is an incident, and call and liaise with the emergency services when this is necessary. We must see that appointed persons are instructed on and clear about their duties.

### Emergency First Aiders

Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders undertake the Emergency First Aid at Work (EFAW) course.

### Assigned First Aiders

Assigned first aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. First aiders undertake the First Aid at Work (FAW) course.

### Paediatric First Aid training

Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in paediatric first aid.

The school's appointed person and first aiders are not medically trained professionals and are therefore not responsible for diagnosis or prognosis of any serious illness or injury. The first aiders on duty will always recommend that parents/carers seek guidance on illnesses and injuries by contacting a medically trained professional either by telephoning 111, contacting a pharmacist, GP or by taking the pupil to a local hospital for assessment and treatment.

## **9. First aid kits**

There is no definitive list of what should be in a first aid kit. The contents of each kit will be determined by the first aid needs assessment with regard to the curriculum area that the kits will be located.

Travelling first-aid kits will also be provided to staff accompanying pupils on events, visits and trips. The trust minibuses will also be carrying a stocked first aid kit.

First aid does not include administering medication, this is covered under the Supporting Pupils with Medical Conditions policy. Medication is not kept in first aid kits.

## **10. First aid rooms**

The school does not have a first aid room but provides quiet rooms where pupils are assessed for minor conditions whilst awaiting collection by their parent/carer.

## **11. Procedure for first aid treatment**

In order to carry out their duties effectively, all first aid trained staff have the following duties and responsibilities.

First aiders are responsible for:

- Responding promptly to all requests for assistance
- Looking after the casualty until recovery has taken place or further medical assistance has arrived; this may involve calling the emergency services when necessary
- Reporting details to parents/carers straight away if it is a more serious accident/incident, including any head injuries, giving them details of any treatment provided and particularly if it results in a pupil being taken to hospital from school
- Recording any details of serious injuries online via RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) as part of the Health and Safety Executive (HSE) requirements. The Business Services Manager will manage the RIDDOR process and will liaise with the HSE if necessary.
- Recording details of the incident/accident/illness on the ancillary log on ScholarPack, and completing an Accident Form if required
- Using and looking after the first aid equipment appropriately and ensuring that stock levels are replenished when utilised.

Medical Log record will include:

- the date, time and place of the incident;
- the name (and job where relevant) of the injured or ill person/student/pupil/child;
- details of the injury or illness and what first-aid was given;
- what happened to the person/pupil/child immediately afterwards, e.g. went back to work/class, went home, went to hospital;
- name of the first aider or person dealing with the incident.

A flow chart has been drawn up to describe the procedure to be followed in the event of an injury or accident to a student or staff member during the school day, this is shown at appendix A.

A reminder of this procedure is sent out to all staff at least annually and displayed in the staff room.

## **12. Defibrillators**

The school has a defibrillator on site, located in the Business Services Manager's office. The Business Services Manager will ensure the necessary weekly maintenance checks and the annual service, are made. The defibrillator is self-explanatory and does not require formal training.



**APPENDIX A**

**FIRST AID BOX PROCEDURE**

**Are you first aid trained?**

**“First Aiders” - Only staff on the First Aid Trained Staff list (listed on posters in school) may apply any form of first aid.**

**YES**

**NO**

**Follow the PROCEDURE below**

In an **emergency**, seek nearest first aider or office and contact Emergency Services on 999

If **not an emergency**, seek nearest first aider or take injured/ill person to the office

List of “first aiders” attached. Updates on posters in school

	<b>PROCEDURE</b>
1	<b>Only staff on the First Aid Trained Staff list may apply first aid.</b>
2	<b>Check injury/ask for symptoms</b>
3	<b>Check ScholarPack for allergies/IHP/EHCP</b>
4	<b>Utilise nearest available first aid kit (list of locations attached) (Appendix B)</b>
5	<b>Ensure any medical supplies are in date</b>
6	<b>Consider whether you need to use gloves</b>
7	<b>Be confident you are applying correct first aid. Refer to manuals.</b>
8	<b>If necessary, contact emergency services on 999</b>
9	<b>Contact office on ScholarPack</b>
10	<b>Complete medical log or complete an incident form and pass to Business Services Manager</b>
11	<b>Speak to the Attendance and Safeguarding Officer or school leader before sending home</b>



## APPENDIX B

# LIST OF FIRST AID BOX LOCATIONS:

**Break and lunchtimes – all trained staff carry first aid kits**

Communal first aid kits are held in the following locations:

- **EYFS**
- **LKS2 shared area**
- **UKS2 shared area**
- **After School Club**
- **Staffroom**
- **School Office**

School Trip first aid kits are held in the Business Services Manager's office.