

Winwick CE Primary School



***In God's love, aspire and achieve to be the best.
1 Corinthians 16:14 'Do everything in love.'***

First Aid Policy

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Date of policy: Autumn 2021

Revised: September 2022

Date of policy: 26 September 2023

Next review: September 2025

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Statement of Intent

Winwick CE Primary School is committed to providing emergency first aid provision 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.

This policy aims 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.

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.

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) 1995
DfE (2015) 'Supporting pupils at school with medical conditions'
DfE (2000) 'Guidance on first aid for schools'
DfE (2019) 'Automated external defibrillators (AEDs)'
DfE (2017) 'Statutory framework for the early years foundation stage'
DHSC (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

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

Health & Safety Policy
Medical Needs Policy
Behaviour Policy
Safeguarding Policy

Roles and Responsibilities

1. The governing body is responsible for:

- a. The overarching development and implementation of this policy and all corresponding procedures.
- b. Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- c. Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- d. 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.
- e. Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- f. 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.
- g. Ensuring that adequate equipment and facilities are provided for the school site.
- h. 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.
- i. Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

2. The Head Teacher is responsible for:

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

3. Staff are responsible for:

- a. 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.
 - b. Always endeavouring to secure the welfare of the pupils at school.
 - c. Making pupils aware of the procedures to follow in the event of illness, accident, or injury.
4. **First aid staff are responsible for:**
- a. Completing and renewing training as requested by the governing body.
 - b. Ensuring that they are comfortable and confident in administering first aid.
 - c. Ensuring that they are fully aware of the content of this policy and any procedures for administering & recording of first aid treatments, including emergency procedures.
5. **The Appointed Person**
- Schools must have at least one 'appointed person' to oversee first aid provision. The appointed person is not always a first aider and must not conduct any first aid for which they have not been trained. The appointed person should, however, be trained in emergency procedures as outlined below:
- a. Taking charge when someone is injured or becomes ill.
 - b. Looking after the first-aid equipment, e.g., restocking the first aid supplies and ensuring that those responsible for restocking first aid boxes do so.
 - c. Ensuring that an ambulance or other professional medical help is summoned when appropriate.
 - d. Partaking in emergency first aid training and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - Cardiopulmonary resuscitation.
 - First aid for the unconscious casualty.
 - First aid for the wounded or bleeding.
 - Maintaining injury and illness records as required.

First Aid Provision

1. The school will routinely re-evaluate its first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.
2. The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
 - 20 individually wrapped sterile adhesive dressings, of assorted sizes
 - 2 sterile eye pads
 - 4 individually wrapped triangular bandages, preferably sterile
 - 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
 - 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
 - 1 pair of disposable gloves
3. All first aid containers will be identified by a white cross on a green background.
 4. The appointed person will routinely examine 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. Certain first aiders have been nominated to restock first aid boxes weekly. Items will be safely discarded after the expiry date has passed.
 5. First aid boxes are in the following areas:

The main exit doors to the playground
The Staffroom
The Hall
The Kitchen

All classrooms have a small first aid kit for use at playtime & PE lessons. A fully stocked travel kit is provided for outings and residentials.

First Aiders

1. 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.
2. The school will ensure that all first aiders hold a valid certificate of competence, issued by an HSE-approved organisation.
3. The school will ensure that the first aid at work training courses provided for first aiders will include resuscitation procedures for children.
4. The school will ensure that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.
5. First aiders will ensure that their first aid certificates are kept up to date through liaison with the 'appointed person'.
6. The first aid 'appointed person' will be responsible for maintaining first aid supplies for the school and for ensuring all first aid kits are properly stocked and maintained except for class first aid kits which Class Teachers are responsible for and the Kitchen First Aid Kit which R Hanson is responsible for.

7. First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

8. The current first aid qualified person(s) are:

| First Aider | Qualification | Date Qualified | Renewal Date | Company |
|---|----------------------|----------------|--------------|---------------|
| Appointed Person Caroline Jenkinson | First Aid at Work | 03.02.22 | 03.02.25 | Warrington BC |
| Andy Burgess | First Aid at Work | 27.04.22 | 27.04.25 | Warrington BC |
| Willow Ovington | First Aid at Work | 15.05.23 | 15.05.26 | Warrington BC |
| Dawn Foster | Paediatric First Aid | 03.11.21 | 03.11.24 | Warrington BC |
| Caroline Jenkinson | Paediatric First Aid | 26.11.21 | 26.11.24 | Warrington BC |
| Andy Burgess | Paediatric First Aid | 27.04.22 | 27.04.25 | Warrington BC |
| Willow Ovington | Paediatric First Aid | 02.11.22 | 02.11.25 | Warrington BC |
| Hannah Kenyon | Paediatric First Aid | 12.01.23 | 12.01.26 | Warrington BC |
| Alex Platt | Paediatric First Aid | 07.02.23 | 07.02.26 | Warrington BC |
| Elouise Oakley | Paediatric First Aid | 02.03.23 | 02.03.26 | Warrington BC |

9. The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times, to provide adequate cover to all areas of the school.

10. In line with government guidance and taking into account staff: child ratios, in EYFS, the school will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present and accompanying pupils on any and all outings taken.

11. All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

12. When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties – a first aider must be able to leave to go immediately to an emergency.

Automated External Defibrillators (AEDs)

1. The school has one AED. It is located on the wall of the disabled toilet sited next to the school office. There is signage on the door to alert people to its location.
2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.
3. School will provide full AED training for staff and this is also covered in first aid courses attended by first aiders. All first aiders and staff receive annual refresher training on using the school's defibrillator via the manufacturer's website.

Emergency procedures

1. If an incident, 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.
2. If called, a first aider will assess the situation and take charge of first aid administration.
3. 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. Where an initial assessment by the first aider indicated a moderate to serious injury has been sustained, or the individual(s) has become seriously unwell, a responding staff member will call 999 immediately.
5. Where necessary, a trained staff member will 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 arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious or from involving more victims.
6. Where the seriously injured or unwell individual(s) is a pupil, the following process will be followed:
 - a. A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
 - b. Where an ambulance is required, a staff member accompanies the pupil in the ambulance and remains with the pupil at the hospital until a parent/carer arrives. The staff member accompanying the child must ensure they have the child's personal information from SIMS to take with them so that they have the correct information to provide the hospital, including date of birth, parental information and addresses/contact details, information regarding any allergies/medications, etc. The staff member must call the pupil's parent/carer as soon as possible to inform them of the course of action taken.
 - c. Where an ambulance is not required, but medical attention is needed, the pupil's parent/carer is called as soon as possible to inform them that this course of

action is required and at least one of the staff members remains with the pupil at school until the parent/carer arrives. Staff should not transport a pupil in their own car without the permission of the headteacher or in their absence the Deputy Head Teacher or Assistant Head Teacher. Staff must check that they have adequate car insurance cover to transport pupils.

7. The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe or (if they are fit to be moved) by removing injured persons from the scene.
8. Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parent/carer support to be called immediately.
9. Once the above action has been taken, details of the incident will be reported promptly to:
 - a. The Head Teacher or in their absence the Deputy Head Teacher or Assistant Head Teacher.
 - b. The parents/carers of the injured pupil(s).

Offsite visits and events

Before undertaking any off-site 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 persons involved.

Storage of Medication

1. Medicines will be stored securely and appropriately in accordance with individual product instructions.
2. 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. The exception to this is insulin which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
3. Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.
4. An emergency supply of medication will be available for pupils with asthma. Parents must sign to say that they consent for their children to use this medication during a medical emergency.
5. Parents/carers must advise the school when a child has a chronic medical condition or severe allergy so that an Individual Health Care Plan can be drawn up and staff can be trained to deal with any emergency in an appropriate way. Examples of this include asthma, epilepsy, diabetes and anaphylaxis.

6. An emergency supply of medication will be available for pupils with allergic reactions this includes generic antihistamines such as Piriton syrup and Anthisan cream. These will only be administered after permission is received from their parents/carers unless they are specifically mentioned in a Care Plan. The school has an adrenaline auto-injector (AAI) for emergency use in children at risk of anaphylaxis when their own device is not available or not working (e.g., because it is broken, or out-of-date). Parents must sign to say that they consent for their children to use this medication during a medical emergency.

Illnesses and Allergies

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.
2. Pupils will sit outside the Head Teacher's office while they wait for their parents to pick them up. If they need to isolate from others, they should be taken to the Rainbow room or PPA room. Pupils will be monitored during this time.
3. Where a pupil has asthma or an allergy, this will be addressed via the child's Asthma or Allergy Care Plan.

Consent

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 regularly.
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.

Monitoring and Review

1. This policy will be reviewed annually by the governing body and any changes communicated to all members of staff.
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.
3. The next scheduled review date for this policy is September 2025.