



# First Aid Policy and guidance

Our Mission Statement is:

*Our Christian school exists to provide a welcoming environment in which everybody is cherished and challenged to fulfil their potential.*

*Our three key values we embrace are:  
Belonging, Believing and Becoming*

First Aid can save lives and prevent minor injuries becoming major ones. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school (including off-site activities). In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

<b>Nominated First Aiders/ Date of training</b>	<b>Nominated personnel (administrative)</b>	<b>Health and Safety Governor</b>
Lauren Smith (March 2019), Debbie Lowe, Rita Webster, Vikki Blewitt, Suzanne Moores (October 2019), Annabel Clark, Lyndsey Yuille, Pauline Hayes and Gill Argles (January 2020).	Janet Hollins Sian Edwards Sharon Hellier	Paul Good

<b>Location of First Aid Kits</b>	<b>Offsite Kits</b>
School Kitchen School Office KS 2 Corridor KS 1 building EYFS Kitchen	School Office

<b>Location of Defibrillator</b>	
Reception(Outside Main Office Door)	

### **Aims**

- To provide effective First Aid support for all pupils, staff and visitors.
- To ensure that all pupils, staff and visitors are aware of their roles and responsibilities in relation to First Aid and the First Aid systems in place.
- To support awareness of Health & Safety issues within school and on off-site activities, in order to reduce the risk of illness or injury.
- To work in conjunction with the COVID risk assessment and DfE guidance when administering first aid.

### **The Governing Body will:**

- Ensure adequate First Aid provision as outlined in the Health & Safety [First Aid] Regulations 1981, having regard to 'Guidance on First Aid for Schools (DfEE)
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.
- Review this policy and any associated risk assessments and practices annually.

### **The Head of School will:**

- Ensure that parents are aware of the schools' First Aid Policy.

- Implement suitable induction procedures to ensure that all new staff are made aware of First Aid procedures in school.

**All school staff will:**

- Familiarise themselves with the first aid procedures (including this policy) in operation and ensure that they know who the current First Aiders are.
  - Be aware of specific medical details of individual students as given by the Senior Leadership Team.
  - Ensure that appropriate risks are identified and assessed for curriculum activities and children and support staff are aware of safe practice
  - Ensure that the children in their care have an awareness of the procedures in operation as appropriate to their age and development.
  - Have regard to the COVID risk assessment and guidelines issued by the Head of School when dealing with children who feel unwell. This includes using PPE equipment during first aid practices.
  - Have regard to own personal safety.
  - Have regard to Child Protection policy and procedures and safeguarding arrangements.
- **School Visits**
  - Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware. This will be the responsibility of the school office.
  - Ensure that arrangements are in place to maintain the First Aid support outlined in this policy whilst away from the school site.
  - Have regard to own personal safety.
  - Have regard to Child Protection policy and procedures and safeguarding arrangements.

**In the event of a minor injury:**

Staff in possession of a valid Paediatric First Aid/Emergency Aid in Schools Certificate may treat minor injuries e.g. grazed knees, bruised shin. This must be recorded on the incident/accident reporting slips and a copy sent home to parents. More major injuries should be reported to the Health and Safety team by completing an accident form which can be obtained from the school office.

**A Nominated Person and Nominated First Aider MUST\* be called for:**

- Any **potential** head or facial injury.
- Any deep cut, or one which continues bleeding for more than a few seconds
- Any **potential** joint injury e.g. ankle, elbow etc. Any potential fracture or dislocation
- Any injury caused by the deliberate actions of another pupil
- Any vomiting or possible poisoning
- **Severe breathing difficulties**
- Any accident which may warrant the involvement of the emergency services or one which you are not confident to manage.

## **When a pupil is showing COVID symptoms**

Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should [arrange to have a test](#). A child awaiting collection should be moved, if possible, to a ventilated room where they can be isolated behind a closed door, with appropriate adult supervision (PPE must be worn if a distance of 2 metres cannot be maintained). If it is not possible to isolate them, staff should move them to an area which is at least 2 metres away from other people. If they need to go to the toilet while waiting to be collected, they should use a separate cubicle and the room should be cleaned thoroughly before being used by anyone else.

## **Medication**

- Any medication will be kept in the staffroom fridge and only handled by designated adult.
- Administration of any medication should be recorded on the forms provided.
- If any child needs medication, a consent form must be completed by parents and kept on record.

## **Supporting children with Asthma or Anaphylaxis**

**All children suffering either condition above will have plans kept in the green class medical file - supporting children with medical conditions file. For further details please see our Supporting Children with Medical Conditions Policy. The medication for asthma or anaphylaxis is kept in a bag in every classroom in order that it is easily taken on every class trip and accessible throughout the day. All children with severe anaphylaxis are highlighted on our Vital Medical Information forms which are displayed in the staff room.**

### **\*Early Years Foundation Stage**

The active nature of 'learning through play' which forms a large part of the work of the EYFS, coupled with young children's developing special awareness and balance, can lead to frequent minor collisions, trips or falls which may include bumps to the head. The decision whether to involve a Nominated Person and Nominated First Aider will be made by a member of the teaching staff holding a valid 2-day Early Years first aid qualification.

## **IN THE EVENT OF AN EMERGENCY**

- **Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.**
- **Send for help to the school office as soon as possible, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.**
- **Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.**

- **It is advised that attending first aiders wear PPE equipment.**

**Nominated Persons are staff members who:**

- Take charge when someone is injured or becomes ill.
- Support the First Aiders in calling for an ambulance or contacting relatives as appropriate.
- Direct the emergency services and manage the area surrounding the incident.
- Liaise with the Senior Leadership Team with regard to pupils who are not feeling well.
- Ensure that they always obtain the history relating to a child not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell. In the event that an injury has caused a problem, the child must be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of staff and pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness. This is to be updated for new starters as appropriate throughout the year.
- Have a file of up to date medical consent forms for every child in each year and ensure that these are readily available for staff responsible for school trips/outings.
- Have a file of up to date emergency contact details for all staff, pupils, students on placement and regular visitors.
- Monitor the implementation of the First Aid Policy.
- Have regard to Child Protection policy and procedures and safeguarding arrangements.
- Have regard to COVID risk assessment and DfE guidance.
- Support the Nominated First Aider in the completion of the relevant paperwork.

**Nominated First Aiders will:**

- Ensure that their 2 day first aid qualification is always up to date.
- Work flexibly as part of the First Aid team to ensure that first aid cover is available throughout the working hours of the school week and at all other times when First Aid provision is required.
- Always attend a casualty when requested to do so, having regard for other children in their care.
- Treat the casualty to the best of their ability, having regard for their own and others safety. This includes wearing PPE equipment and seeking help from other First Aiders or Emergency Services as necessary.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that parents/guardians are made aware of all head injuries promptly via a nominated person.
- Through a nominated person insist that any casualty who has sustained a significant head injury is seen by professionals at hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital.

- Where possible, ensure that a child who is sent to hospital by ambulance is accompanied by an adult relative. If this is not possible due to time restraints or a difficulty in contacting relatives ensure that the child is accompanied in the ambulance at the request of paramedics or followed to a hospital by a member of staff to act in loco-parentis if a relative cannot be contacted. (The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.) Arrangements should be made for the child to be met at hospital by a relative.
- Support the work of the Senior Leadership Team / Governing Body in reviewing policy, risk assessments and practice in response to changing circumstances and guidance.
- Have regard to Child Protection policy and procedures and safeguarding arrangements.
- Have regard to COVID risk assessment and DfE guidance.

### **Recording:**

- With the support of the Nominated Person, keep a record of each child attended to, the nature of the injury and any treatment given, on the slips provided. In the case of an accident/injury involving an adult, the Accident Form must be completed by the appropriate person kept in the school office.
- Ensure that the parent copy of the First Aid slip is given to the child (or placed in their book bag for younger children) to take home.
- Liaise with a nominated person immediately to ensure that parents are informed in the appropriate way, dependent on the severity or nature of the illness/injury.

### **Hygiene:**

- When treating a casualty PPE equipment should be worn
- Following treatment, using PPE, ensure that everything is cleared away and that all dressings etc. are put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin.
- Any bloodstains on the ground must be washed away thoroughly. The care taker should be informed for any further cleaning
- No contaminated or used items should be left lying around.

### **Maintenance of First Aid Kits:**

Sian Evans will monitor and maintain stocks and condition of first aid equipment and consumables. Please report any damage, loss or low stock to the office.

Head of School:  
Helena Miller

Chair of Governors:  
Andrew Bradley

Date: January 2021

To be reviewed: January 2022