



## **First Aid Policy**

**Recommended by: RWhiting**

**Recommendation Date: 22.11.23**

**Ratified by: LAGB**

**Signed:**

**Position on the Board: Chair**

**Ratification Date: 22.11.23**

**Next Review: 01.09.25**

**Policy Tier (Central/Hub/School):**

**Abbeywood First and Church Hill  
Middle Schools**

Abbeywood First and Church Hill Middle schools are committed to providing emergency first aid provision in order 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'

### **Roles and Responsibilities:**

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.

- 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.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- 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.
- Ensuring that adequate equipment and facilities are provided for the school site.
- 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.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

The headteacher is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- 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.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.
- Staff are responsible for:
- 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.
- Endeavouring at all times to secure the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.

The appointed person to oversee first aid provision is : Rebecca Atkins

They are responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- 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.

### **Key Staff**

The First aid lead on site is: Rebecca Atkins

The first aid lead is supported by a number of First Aiders who are identified in the first aid room, main office and known to staff.

### **Facilities and equipment**

First aid is generally administered in the first aid room.

Pupils and staff who are taken ill or injured will attend the first aid room or classrooms as appropriate – generally, they will be escorted by a member of staff or appropriate peer unless it is clear that they will be able to safely attend

In the instance that a pupil or member of staff is unfit to safely make their way to the first aid room, they will be treated in their current location by a first aid officer.

First aid kits will be available as ‘grab and go’ bags in the first aid room, in the incident that support is required across the school site, and in key locations around the school

Within the first school, ‘grab and go’ bags will be available in each class and also taken outside at break and lunch to enable minor injuries such as cuts and grazes to be administered to.

Those administering first aid will wear latex free gloves as needed when providing treatment to a pupil. Disposable aprons and face coverings are available should they be required.

School will have suitably stocked first aid boxes in line with the assessment of needs. 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. Items will be safely discarded after the expiry date has passed.

### **First Aiders**

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.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

First aid notices will be clearly displayed at key points 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.

**[EYFS only]** In line with government guidance, and taking into account staff: child ratios, 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.

### **First aid Procedures**

When any pupil or member of staff receives first aid, the first aider will first ensure they have consulted any relevant PCP (personal care plans) to identify whether their condition could be impacted by underlying or prevalent health conditions and follow appropriate procedures.

Any illness or injury will be reported to the school nominated First Aid Officers who will decide on the action to be taken, as follows:-

- In **minor cases**, the person will be assessed, treated and, when a student recovers, returned to the classroom or in the case of a staff member, return to their duties.
- In more **serious cases**, the person may be allowed a short time to recover outside of the classroom under adult supervision. If the pupil or staff member does not recover sufficiently to return to the classroom after a short time, parents/carers or identified contact will be contacted for the person to be collected. If an appropriate adult is unavailable, then alternative arrangements will be made.
- In circumstances where hospital care is felt to be appropriate, the emergency services will be called and an ambulance will take the person to hospital. If a pupil, the parents/carers will be contacted. If an adult, an appropriate friend or family member will be contacted. An adult should normally accompany the ambulance: in normal circumstances this will be the parent/carers if they arrive in time, or a family friend. In some cases it may be more appropriate for the parent/carer to meet the ambulance at hospital and a member of staff will remain with the student (and accompany in the ambulance) until a parent/carer is present. Essential personal and contact details will be given to the ambulance personnel.
- **Head injuries**  
In **all** cases either parents/carers will be contacted by telephone where necessary (more serious cases) or a letter will always be sent home with the pupil. If concussion is suspected, parents/carers will be recommended to consult a doctor immediately.

### **Medicines**

***Provision of medication is a parental responsibility.***

- Pupils should only bring prescribed medicines to school accompanied by a parent/carer. A consent form will be signed by a parent/carer at the office.
- All medicines should be carefully labelled with the pupil's name and instructions regarding dose, and the time(s) at which it should be taken.

Non-prescribed or commercially available medicine, such as paracetamol, ibuprofen or antihistamines will only be allowed to be taken in school by prior agreement with the office and for a specific circumstance/incident e.g. hay fever, longstanding identified need e.g. hypermobility or other injuries.

These must be brought in by a Parent/Carer and the appropriate agreement must be signed to allow administration. All medicines should be carefully labelled with the pupil's name and instructions regarding dose, and the time(s) at which it should be taken. A first aider will contact home to establish the time the last dose was taken before administering in school. The medicine will be stored in the first aid room and pupils will take the medicine in the first aid room.

No Pupil is permitted to have medication on their person without the school have knowledge and agreement to this.

- Medicines will be stored securely and administered only by a School First Aider at appropriate times; EXCEPT in cases of life-threatening conditions e.g. Epipen, or Insulin users. (Access to asthma inhalers, epipens etc. will be as required in each child's individual care plan).
- Where required to do so by a prescribing doctor, pupils will carry their medication on their person, but it must not be accessible to other pupils. Wherever possible a reserve injector will be kept centrally where it can be accessed quickly if necessary. In such cases, a Healthcare plan will be agreed between the school, the parents and appropriate medical staff. This will include emergency action plans and will be updated annually. **Provision of medication is a parental responsibility.**
- Controlled drugs, e.g. Ritalin, will be kept double locked, i.e. in a locked container within a locked drawer or cupboard. A record of all additions to stock and amounts administered will be kept, with the balance of stock recorded. All additions to stock and administrations will be signed for by the person in charge and countersigned by a witness (this is a legal requirement). The taking of the drug must be witnessed by the member of staff giving it to the pupil concerned. Under no circumstance will any amount of the drug, however small, be given to a person other than that for whom it has been prescribed.
- All referred illness will be logged and recorded.
- Serious injuries to pupils will be logged and reported via RIDDOR.

Serious injuries to students will be reported via MEDGATE. More serious injuries will be reported to the Governing Body.

All injuries to staff or visitors (including contractors working in the school) will be recorded in the Accident Book and reported to the Trust Board.