



Culcheth Primary School

First Aid Policy

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Statement of intent

Culcheth Community Primary School is 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. Put procedures in place to meet this responsibility.
- 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.
- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To comply with the Health and Safety 1st aid regulations (1981) this requires qualified first aiders to administer first aid in the workplace.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school.

Objectives of this policy:

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, and act upon any identified risks.

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.

1. Legal framework

1.1 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
- [New] 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'
- [Updated] DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2017) 'Statutory framework for the early years foundation stage'

1.2 The policy is implemented in conjunction with all other school policies,

2. Roles and responsibilities

2.1 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.

2.2 The headteacher, school business manager and lead first aider is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- New staff are to be informed of procedures as part of their induction programme
- 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.
- The staff notice board has any important first aid details displayed in the staff room and staff training is given in response to need.
- Ensure that all staff are trained to use the school reporting system of Evolve to record any incidents and the administration of medication and then that the reports are shared with parents and carers using this system.
- The Health and Safety Co-ordinator should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

2.3 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.

2.4 The Person dealing with an incident need not be a First Aider but should have undertaken emergency first aid training. They will:

- i. Take charge when someone is injured or becomes ill
- ii. Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- iii. Ensure that an ambulance or other professional medical help is summoned when appropriate.

2.5 The first aider or appointed person must have completed an approved training course and will be updated every three years. They will:

- Complete and renew 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.
- Be contacted to give immediate help to casualties if required during lesson time or break times. Any pupil complaining of illness or who has been injured is to be sent to the first aid room (which is located in both buildings,

accompanied where possible) for the Appointed Person / First Aider to inspect and, where appropriate, treat.

- During lunchtime any pupil complaining of illness or who has been injured is to be sent to the lunchtime assistants who will inform the first aider.
- All incidents and administration of medication are to be recorded on the school Evolve system, with reports emailed directly to parents.
- Where possible constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home.
- If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions

2.6 Schools must have at least one 'appointed person' to oversee first aid provision. The appointed person may not be 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. The appointed person is 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 on the school reporting system Evolve with reports emailed directly to parents.

3. First aid provision

3.1 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.

3.2 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 safety pins
- 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

3.3 All first aid containers will be identified by a white cross on a green background.

3.4 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. Items will be safely discarded after the expiry date has passed.

3.5 First aid boxes are in the following areas:

- The school office
- In key stage areas
- Small kits for playgrounds
- Mobile kits to take on school trips
- 2 school AED Devices (in office and next to Ks2 Playground entrance)

4. First aiders

4.1 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.

4.2 The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation.

4.3 The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

4.4 The school will ensure that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

4.5 First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Office manager.

4.6 The first aid appointed person will be responsible for maintaining supplies.

4.7 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.

4.8 The current first aid appointed person(s) are:

Name	Contact	Location	Date of first aid qualification
Name	Email address	Location	Date

4.9 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.

4.10 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.

4.11 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.

4.12 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.

5. Automated external defibrillators (AEDs)

5.1 The school has procured two AED devices, which are located in the school office and next to the entrance to the KS2 playground.

5.2 The AED will be checked on a weekly basis as part of the school compliance checks to ensure the battery is charged and it is working.

5.3 Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

5.4 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.

5.5 Use of the AED will be promoted to pupils during PSHE lessons.

6. Emergency Inhalers and Emergency Epi Pens

The school have purchased emergency Asthma inhalers and emergency Epi Pens which are kept in the medical box in the school office. Parents have given permission for these to be administered in the case of an emergency. This medication is taken on all school trips in case needed along with the children's personal medication. Parents will be informed that this medication has been administered.

7. Emergency procedures

7.1 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.

7.2 If called, a first aider will assess the situation and take charge of first aider administration.

7.3 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.

7.4 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.

7.5 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.

7.6 Where the seriously injured or unwell individual(s) is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.

- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least two staff members – one of whom to drive the car, and one of whom, a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.

6.7 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.

7.8 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 parental support to be called immediately.

7.9 Once the above action has been taken, details of the incident will be reported promptly to:

- The headteacher.
- The parents of the victim(s).

8. Reporting accidents and record keeping

8.1 The headteacher or most senior teacher on site will be informed of any serious injury occurring in a day.

8.2 The school will use the Evolve reporting system to record any incidents requiring first aid and any administration of medicine. Parents then receive an email of this record advising them of the injury and the first aid given or medication administered.

8.3 In the event of incident or injury to a pupil, a parent will be informed as soon as practicable via the evolve reporting system. Parents will be telephoned as well if the injury is more serious, requesting that they collect their child.

8.4 Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop via the Evolve reporting system.

8.5 In the event of a serious injury or an incident requiring emergency medical treatment, the office manager will telephone the pupil's parents as soon as possible.

8.6 A list of emergency contacts will be kept at the school office.

8.7 The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- Name and signature of the first aider or person dealing with the incident.

8.8 Staff should also complete the accident reporting form for employees if they sustain an injury at work.

8.9 The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

- i. Involving employees or self employed people working on the premises.
- ii. Involving pupils and visitors

8.10 All records will be filed and stored in line with the Record Management Policy.

9. Offsite visits and events

9.1 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 persons involved.

9.2 For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

10. Storage of medication

Parents will complete a school administering medication form when handing medication into school. This information will then be inputted into the school Evolve system. Only staff who have completed administering medication training will give medication to children. They will then use the school Evolve system to record the administration of medication. This record will then be emailed directly to parents. The system also logs expiry dates of medication, dosage to be given and will record usage and remaining quantities.

10.1 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.

10.2 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.

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

10.4 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.

10.5 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.

11. Illnesses and Allergens

11.1 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.

11.2 A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

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

12. Consent

12.1 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 at the start of each school year.

12.2 Staff do 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.

13. Monitoring and review

This policy is reviewed annually by the headteacher and the governing board. Any changes to this policy will be communicated to all relevant stakeholders.

The scheduled review date for this policy is 2027.

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.