



First Aid Policy

Person responsible: Headteacher

Date adopted: November 2024

Review Date: November 2026



First Aid Policy

Introduction

Alban City School is committed to ensuring the safety and well-being of all its pupils and staff. This First Aid Policy outlines the school's procedures for responding to and managing accidents and illnesses that may occur on school premises.

Aims

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an accident or illness and recording and reporting the outcomes

Responsibilities

The governing body

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of qualified first aiders are present in the school and on off-site trips at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the first aid and medical needs of pupils
- Reporting accidents and incidents to the HSE when necessary

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the staff with enhanced First Aid training are
- Completing accident reports for all incidents they attend to where first aid is administered
- Informing the Headteacher or Office Manager of any specific health conditions or first aid needs

First Aid Training

- The headteacher will ensure that a sufficient number of staff hold current first aid qualifications, including Emergency First Aid at Work and Paediatric First Aid
- Level 1 First Aid training will be provided to all staff, including teaching assistants and wrap around care staff
- First aiders will be required to update their qualifications every three years

First Aid Equipment

First Aid kits and supplies are stored in the downstairs stock cupboard (first aid cupboard), upstairs Year 2/3 shared area, the upstairs Year 4 shared area and the Year 6 area.

We have two defibrillators on site, one is located downstairs in Phase 1 by the first aid cupboard and the other is in the school office.

Children who need minor first aid should be sent with an adult for treatment to one of these areas. First aid that is needed during playtimes and lunchtimes will be administered on the playground where the first aid kit is located. For more serious injuries, or if the child is very distressed, they may be treated away from the playground. The first aid kit on the playground is located on the bench near the year 6 entrance.

On outings and trips teachers should ensure that they take a portable first aid kit with them. For Reception classes, at least one member of staff on the trip will hold a Paediatric First Aid qualification .

Appropriate precautions should be taken at all times when giving first aid. Notably:

- Wash your hands.
- Cover any cuts or sore areas with a waterproof plaster.
- Wash your hands when you have finished and dispose of any waste.
- Wear disposable gloves when mopping up blood or other body fluids and dispose of waste in the yellow medical bin.

A named Teaching Assistant is responsible for checking the contents of the first aid kits.

Accident Reporting and Record Keeping

- Any accident which requires first aid, and **ALL** head injuries requiring first aid or not, must be recorded in detail using an accident form that is stored on the wall outside the corridor entrance to the playground.
- The main log is kept in the school office.

- Parents must be informed of all head injuries by email through Arbor so that a notification is also sent
- Parents are informed by email through Arbor or in person of other injuries, and this is recorded on the accident log.
- If an injury is more serious, the parent is contacted immediately by phone. We will contact the emergency contacts in the order they are given by parents.
- Serious accidents will be reported to the relevant authorities, including the Local Authority and the Health and Safety Executive as appropriate and in keeping with legislation <https://www.hse.gov.uk/riddor/reportable-incidents.htm>

Sick Children

If a child is sick, a member of staff will contact the school office to ask for someone to phone their parent/guardian. Children who are ill or injured should not be sent to the school office on their own.

Requests from parents for children to stay in at break time or lunchtime must first be referred to the Headteacher or Deputy Headteacher. Children must not be left unsupervised in classrooms. If children are well enough to be in school then they are usually well enough to use the playground. Exceptional circumstances (broken bones, severe injuries) will be reviewed by the Headteacher or Deputy Head.

Details on the incubation and exclusion periods of common diseases are posted in the office, on the school website and on the wall in the first aid cupboard.

If children have been sick or show evidence of diarrhoea parents are requested not to send children to school until at least 48 hours have passed since the last episode.

Accidents

In the case of accident or injury always send for help. Never leave a child alone.

Serious (or potentially serious) Injuries

- Dial 999 and ask for an ambulance.
- Keep the injured person stable and comfortable. The child should not be moved unless there is danger of further injury.
- Head/Deputy or office manager will inform the child's parents or emergency contact in the order they are recorded on the child's record.
- The Headteacher will nominate a person to await the ambulance and direct it to the scene.
- A member of staff should accompany the child to hospital if parents are unable to do so. The office will print the child's details for the adult to take with them to hospital.
- Once the child is in the care of the medical services, the duty of care is passed to them.
- Once the parents have been informed and in a position to take over, the responsibility of the school ceases.

Less Serious Injuries requiring a hospital visit

Parents should be contacted and if unavailable we will contact everyone else on the child's emergency contact list. If we are unable to reach any of the emergency contacts and if, in our opinion, a child needs to see a medical professional we will call NHS 111 to seek further advice. If the advice is to attend hospital and we still cannot contact the parent we will act in loco parentis and a member of SLT will take the child to hospital and remain with them until the parent or adult nominated by the parent arrives.

Inhalers, Adrenaline Auto-Injectors (eg Epipen) and Antihistamine medication

If a child requires a prescribed inhaler, auto-injector or antihistamine medication, this is kept close to the child's classroom in a named plastic container. Below is a list of where this medication is located.

Reception: On shelf in own classroom
Year 1: On shelf in own classroom
Year 2 and 3: On shelf above sink in Y2/3 shared area
Year 4: On shelf above sink in Year 4 shared area
Year 5 and 6: On shelf above sink in Year 6 shared area

Parents need to sign a permission slip for an inhaler to be left in school. All children with a prescribed auto-injector /inhaler/ antihistamine medication have Care Plans detailing what we do in an emergency. Each time a child uses their inhaler it is recorded in their log record.

Prescribed inhalers, auto-injectors and antihistamine medication must be taken on all outings and trips. A generic inhaler and auto-injector is kept in the School office for emergencies, however this can only be given if the parent has given prior consent or we are directed to administer it by the ambulance service.

Medicines

Procedures for the administration of medicines should be followed as set out in the school policy "Managing Medication".

Staff

Any employee of the school who has an accident whilst at school should report the matter to the Headteacher who may require an accident report to be made to the HSE. The accident must be recorded in the Accident Log.

DfE Guidance on First Aid for Schools

Guidance from this publication will be followed and the policy updated to reflect any changes as they occur. The most recent guidance was issued in February 2022.