

Hemblington Primary School



First Aid Policy

Date Reviewed: March 2021

Next Review Date: March 2022

Statement of Intent

Hemblington Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children 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 regards to all staff, pupils and visitors.

Hemblington Primary School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils.

This policy should be read in conjunction with the following Trust and School policies:

- Health & Safety Policy
- Medical Needs Policy
- Offsite Visits Policy
- Behaviour Policy
- Safeguarding Policy

Legal Framework

This policy has due regard to statutory legislation, including, but not limited to the following:

- The Health & Safety (First Aid) Regulations 1981 and approved code of practice and guidance
- Health & Safety at Work etc. Act 1974 and subsequent regulations and guidance.

Aims

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.

All staff will use their best endeavours, at all times, to secure the welfare of pupils.

Anyone on the school premises is expected to take reasonable care for their own and others' safety.

The aim of this policy is to;

- Ensure that the school has adequate, safe and effective first aid provision in order 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 all 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 properly stored.
- Promote effective infection control.

Nothing in this policy should 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 for the emergency services 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.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes as advised by First Aid trainers.

Any first aider who uses an item from a first aid kit is required to replenish it afterwards with stock from the stock cupboard.

A first aider will be allocated time to check first aid boxes and stock on a regular basis, including checking expiry dates. After use, items must be discarded safely.

First Aid boxes are located in the following areas:

- Outside 'The Nest'
- Infant shared area
- In classrooms
- MSAs have individual portable basic kits for daily use

First Aiders

The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.

First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the office and Headteacher.

Emergency Procedures in the event of an accident, illness or injury

If an accident, 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 a first aider.

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

In the event that the first aider does not consider that he / she can adequately deal with the presenting condition by the administration of first aid, then he / she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken;

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action can now prevent the accident from getting more serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate – accompanying the accident victim(s) to hospital if required. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.

- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
- When the above action has been taken, the incident must be recorded and reported to:

Headteacher

Parents / carers of the injured person

Reporting to Parents

In the event of incident or injury to a pupil, first aid given must be entered into the log in the office and at least one of the pupil's parents informed via the First Aid form, telephone call, or contact book as soon as practicable.

Parents must be informed immediately of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop. A head bump slip will also be completed.

In the event of serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parents as soon as possible. A list of emergency contact details is kept at the school office.

In the event of a serious injury this should be recorded on the Trust accident form and sent on to the Estates & Facilities Manager – Nicki Everitt – by the Headteacher or the Secretary.

Visits & Events Offsite

Before undertaking any off-site 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 event and the persons involved. This will be reviewed by the EVC / Headteacher before the event is organised.

Please see the Trust Offsite Visits Policy for more information about the school's educational visits requirements.

Storage of Medication

Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them e.g. asthma inhalers

All medicines shall 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.

All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.

An emergency supply of medication should be available for pupils with medical conditions that require regular medication.

Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes.

In such cases, a Care Plan will be put together involving family, health professionals and the school, and agreed and signed by all parties.

Illness

When a child becomes ill during the day, the Headteacher / Secretary will be informed and the parents / carer contacted and asked to pick their child up from school as soon as possible.

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

If illness is due to COVID-19 related symptoms then COVID procedures will be followed.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated at least annually.

Staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

Monitoring & Review

This policy is reviewed annually by the Headteacher in conjunction with the Governing Board; any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Approved by Governors:
Date: March 2021
Review Date: March 2022