



First Aid in School

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Aims

The aims of our First Aid policy are to:

- 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 incident and recording and reporting the outcomes.

Legislation and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on First Aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable First Aid to be administered to employees, and qualified First Aid personnel;
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees;
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training;
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept;
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records;
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils.
- DFE Guidance ‘First Aid in schools, early years and further education (February 2022)

- DFE Guidance 'Automated external defibrillators (AEDs) in schools' (Updated December 2023)

Responsibilities

The school is responsible for completing an annual First Aid Needs Assessment in order to ensure that First Aid provision at the school is 'adequate and appropriate in the circumstances' as outlined by the Health and Safety Executive. Needs identified through the First Aid Needs Assessment will be actioned in the First Aid policy and other relevant policies as required.

All class based school staff receive annual general medical awareness training. All staff must be aware of the school's First Aid procedures and are responsible for following First Aid procedures. All school staff must ensure they know where lists of First Aiders are located.

Some school staff receive additional First Aid training, including First Aid at Work and Paediatric First Aid. School First Aiders are responsible for:

- Taking charge when a pupil, member of staff or visitor is injured or becomes ill;
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment;
- Liaising with the leadership team to make decisions as to whether pupils, visitors or staff members should be sent home to recover, taken to hospital for further treatment or an ambulance called.

The school will regularly assess the need for First Aid provision through the First Aid Needs Assessment and will ensure that there is a sufficient number of people trained in First Aid procedures at all times.

The names of staff who are trained in each area as identified below will be prominently displayed in all classrooms next to the telephone as well as all offices, meeting rooms, staff rooms and workrooms.

Staff will be trained in the following areas of First Aid.

- Emergency First Aid at work: To support staff and visitors to site
- Paediatric First Aid: To support pupils requiring First Aid support,
- Adult mental health First Aid: To support staff and visitors on site

The Deputy Head teacher will ensure that First Aiders have a current certificate and that new persons are trained, where required.

First Aid containers

The number and contents of first aid containers required are identified through the First Aid needs assessment.

First Aid containers are distributed at regular points across the school and their location clearly marked with signage. Containers are checked weekly by the First Aid team in order to ensure they are adequately stocked and all resources are in date.

- Cookery room
- Work room 2 (lower)
- Staff rooms 1 and 2
- Navy class building
- EYFS building
- Middle leaders office
- Dining Hall

Minibus drivers will check that any vehicles are properly equipped with First Aid boxes before they are used. Minibus First Aid kits are checked monthly by the First Aid team in order to ensure they are adequately stocked and all resources are in date.

Mobile First Aid kits are required for all off-site visits. Kits are checked weekly by the First Aid team in order to ensure they are adequately stocked and all resources are in date.

Automated external defibrillators (AED)

Two AED's are on site and can be found in the following locations in line with the First Aid Needs Assessment.

- Workroom 1 (upper)
- Staffroom 2 (lower)

Both AED's can be used on both children and adults.

AED's are checked weekly by First Aid team to ensure they are in full working order and consumables checked to ensure that they are within date.

Administration of medicines

All medication will be administered to pupils in accordance the school's 'Administering Medication Policy'.

Transport to hospital

If the First Aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians of pupils will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Recording and Reporting

The school will follow the procedure for completion of incident/accident records in accordance with Council guidance and the school's internal processes. Refer to Health and Safety Policy.

It is the responsibility of the class teacher to ensure that any application of First Aid is communicated to parents by the end of the school day

This policy will form part of an induction programme for any staff member who is new to the school.

First Aid procedures

In the event of an accident resulting in injury:

- A staff member present will assess the seriousness of the injury and seek the assistance of a qualified First Aider, if appropriate, who will provide the required First Aid treatment. The member of staff will assess whether other staff/pupils need to be removed from the location.
- The First Aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The First Aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the First Aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, a member of staff will recommend next steps to the parents.
- If emergency services are called, a member of the admin team will contact parents immediately.
- The class teacher/relevant member of staff will record the incident on the same day.

Off-site procedures

When taking pupils off the school premises, class teachers will ensure they always have the following:

- Two school mobile phones
- A complete portable First Aid kit
- Information about the specific medical needs of pupils
- Parents' contact details
- Staff/pupils' emergency medication, where appropriate

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises and must be approved by leadership team in line with Educational Visits Policy.