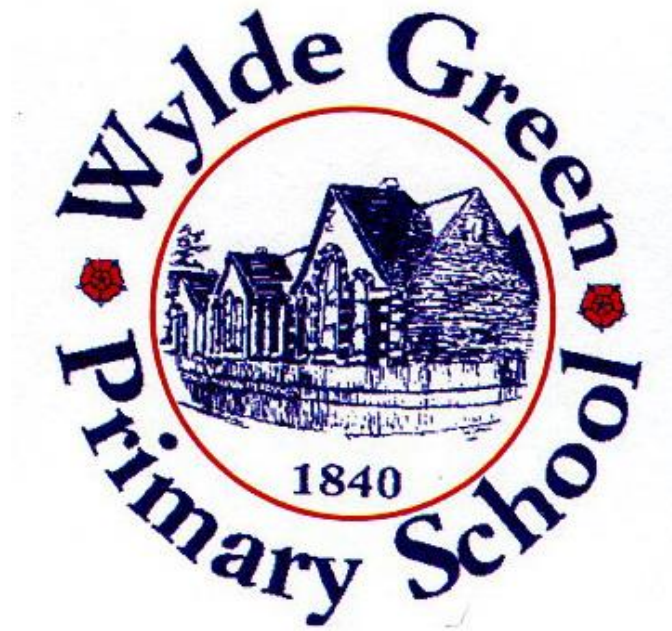


WGPS First Aid Policy



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First Aid Policy

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Statement of intent

Wyle Green 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.

Wylde Green Primary School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Medical Policy
- Food Hygiene Policy and Procedures
- Educational Visits and School Trips Policy

A designated member of staff (Teaching Assistant) has overall responsibility for auditing resources and informing the Head Teacher and the Office manager when stocks need replenishing to ensure that school has adequate and appropriate first aid equipment. Designated members of the Senior Leadership Team (SEN and SBM), have overall responsibility for facilities and personnel, and for ensuring that the correct first aid procedures are followed.

1. 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 Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

2. Aims

- 2.1. 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.
- 2.2. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.
- 2.3. Anyone on the school premises is expected to take reasonable care for their own and others' safety.
- 2.4. 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 appropriately stored.
 - Promote effective infection control.
- 2.5. 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. Where there is no special risk identified, a minimum provision of first aid items would be:

- Individually wrapped sterile low adherent dressings (assorted sizes);
- Two sterile eye pads;
- Eye wash
- Individually wrapped triangular bandages (preferably sterile)
- Individually wrapped sterile un-medicated wound dressings;
- Individually wrapped sterile un-medicated wound dressings
- Individually wrapped sterile un-medicated finger dressings.
- A supply of hypoallergenic plasters in different sizes.
- Sterile water wipes
- CPR face shield
- Tuff cut scissors
- Foil blanket
- Disposable gloves.

2.6. Designated first aider is responsible for examining the contents of first aid boxes. These should be checked termly and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

2.7. First aid boxes are located in the following areas:

- Every classroom of the school
- Site managers office
- Staff room
- First Aid station

3. 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 the school has:
 - A suitably stocked first-aid kit.
 - An appointed person to take charge of first-aid arrangements.
 - Information for all employees giving details of first-aid arrangements.

The Head Teacher is responsible for:

- The day-to-day 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.
- Securing 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.
- Keeping up to date with government guidance relating to first aid in schools.

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.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Undertaking an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - First aid for someone who is having a seizure.
 - Maintaining injury and illness records as required.
 - Paediatric first aid.

4. First aiders

- 4.1. The main duties of first aiders is 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.
- 4.2. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the first aid leader.
- 4.3. Each classroom's first aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies.
- 4.4. Anyone administering first aid must wear disposable gloves. First aiders are permitted to wear other PPE equipment if they wish but **MUST** wear this when dealing with an excess of bodily fluids.
- 4.5. The current first aid appointed person(s) are listed by the first aid area.

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.

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.
- Availability to respond immediately to an emergency.

The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe.

5. Emergency procedure in the event of an accident or injury.

- 5.1. If an accident 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 named first aider.
- 5.2. If the injury is minor and can be dealt with in classrooms then the teacher can attend to the injury and complete a first aid slip to notify parents.
- 5.3. If the injury is more serious, a named first aider should be called to assess the situation and take charge of first aid administration.
- 5.4. 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.
- 5.5. 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 now can prevent the accident from getting more serious, or from involving more victims.
 - Call an ambulance, if this is appropriate. 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 reported to:

- Head teacher/Deputy Head teacher
- The parents/carer or next of kin of the victim(s)

6. Reporting to parents

- 6.1. In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.
- 6.2. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
- 6.3. In the event of serious injury or an incident requiring emergency medical treatment, a first aider will telephone the pupil's parents as soon as possible.
- 6.4. Head injuries are reported to the parents by the class teacher using the accident slip or by a phone call. If it is serious or a visible bruise is present the school office will call and inform parents.
- 6.5. A list of emergency contact details are kept in the main office.

7. Visits and events off-site

- 7.1. 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 persons involved. This will be reviewed by the Deputy Head teacher/Assistant Head teacher before the event is organised.
- 7.2. In the event of a child becoming unwell when offsite, the teacher leading the activity will use their professional judgement to assess the situation and determine whether it is necessary to call a parent/carer immediately or on returning to school.
- 7.3. Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.

8. Storage of medication

- 8.1. The school will routinely re-evaluate its first aid arrangements through a risk assessment, 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 individual onsite, and the nature and distribution of pupils and staff throughout the school.

- 8.2. 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.
- 8.3. All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- 8.4. An emergency supply of medication is available for children with asthma and allergies that require use of asthma medication or an adrenalin auto-injector (Epipen).
- 8.5. 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.

9. Illness

- 9.1. If a child complains of feeling ill during the day the class teacher may ask for a second opinion from a named first aider. If necessary the parents/carer will be contacted and asked to pick their child up from school as soon as possible.
- 9.2. If appropriate, a quiet area (outside the main office) 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.

10. Consent

- 10.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.
- 10.2. Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – 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.

11. Automated external defibrillators (AEDs)

- 10.1 The school has procured an AED through the NHS Supply Chain, which is located in the school office.
- 10.2 Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. 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.

12. Monitoring and review

- 12.1. This policy is reviewed annually by the Head teacher and first aid leader in conjunction with the governing body of the Wylde Green Primary School; any changes made to this policy will be communicated to all members of staff.
- 12.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.