

# First Aid policy

Gretton Primary School



<b>Approved by:</b>	Adam Sallis	<b>Date:</b> Autumn 2023
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<b>Ratified by:</b>	FGB	
<b>Ratified on by:</b>	[Date]	
<b>Next review due by:</b>	[Date]	

## Introduction

At Gretton School we seek to provide the best possible care for our pupils, staff and visitors. We recognise that First Aid can save lives and prevent minor injuries becoming major ones. The principle of First Aid is to provide the first assistance or treatment on the occurrence of any common injury or sudden illness. It requires the use of accepted methods to assist and treat injuries until the person affected is placed, if necessary, in the care of a doctor or other healthcare professional or removed to hospital. First Aid treatment is intended to preserve life, to prevent a condition worsening and to promote recovery.

This policy outlines the purpose, procedures and management of First Aid in our school and has been drafted taking into account 'Guidance on First Aid' published by the DfE. It also links to the school's policies on Health and Safety, Safeguarding and Supporting Children with Medical Needs.

First-Aid provision requires suitably stocked first-aid containers, an appointed person to take charge of first-aid arrangements, a trained First-aider and effective communication of information to staff, pupils and visitors regarding first-aid arrangements.

## 2. Aims

Aims of this policy are:

- to promote effective first aid provision to ensure it is available at all times to people who are on the school premises and also whilst off-site for school trips or other school activities.
- to provide a set of clear guidelines through which first-aid is administered.
- to assist the governing body and all school personnel to be diligent in their duties regarding first aid provision.

We are committed to:

- Appropriate training of first aiders / appointed persons;
- Carefully considering the likely risks to pupils, staff and visitors when assessing first aid provision;
- Reviewing first-aid needs regularly;
- Providing appropriate first aid equipment;
- Preparing appropriately for off-site activities/trips;
- Providing appropriate insurance arrangements;
- Promoting health and safety awareness in children and adults, in order to prevent first aid being necessary;
- Encouraging every child and adult to begin to take responsibility for their health needs.

## 3. Responsibilities

As the employer, Gretton School is primarily responsible for Health & Safety obligations.

### The Trustees:

The Trustees has responsibility within the school to develop, monitor and review policies to enable the school to effectively manage Health and Safety, including first aid provision.

### The Headteacher:

The Headteacher is responsible for ensuring policy is put into practice and for developing detailed procedures. They are responsible for ensuring that sufficient members of staff are trained in First Aid and that staff are kept up-to-date with any changes to first aid guidance. Other staff (currently Jacqui White & Claire Lacey) will assist the Headteacher and Trustees by coordinating the school's Health & Safety provision, maintaining and monitoring records of children with medical needs, ensuring these are kept up-to-date and that all members of staff are aware of them and that medical information, pro-formas and school policies relating to medical needs are available for reference and first aid supplies are well stocked and accessible.

### Off-site Visits Co-ordinator:

The Off-site Visits Co-ordinator (Andy Bridges) will ensure the correct procedures are followed during preparations for off-site visits and that members of staff take with them the necessary first-aid equipment and any medication needed by pupils.

### Members of Staff:

Any member of the school staff may volunteer to undertake First Aid duties but trained first aiders should be used wherever possible. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents might be expected to act towards their children.

All staff will ensure that they have read the school's First Aid Policy, including appendices, and the Medical Needs policy.

The main duties of a first aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school, when necessary to ensure that an ambulance or other professional medical help is called.

### Personnel:

The school's Main First Aider appointed to give immediate help with incidents is: **Mrs Claire Lacey** supported by **Miss Laura Cross** who are both Paediatric First Aid trained.

**Mr Adam Sallis, or in his absence, Mrs Emma Holt** is the appointed Senior Person in charge of the school and responsible for taking charge when someone is injured or becomes ill, and for ensuring that an ambulance or other professional help is summoned when appropriate.

Most members of staff also hold first aid qualifications obtained within the last 3 years and are therefore First Aiders: (St John Ambulance Basic First Aid)

## **4. Procedures for Administration of First Aid**

The school recommends that, where appropriate, no member of staff should administer first aid without a witness or support, preferably another member of staff. The school has guidance notes for staff when administering first aid for specific incidents but also the following categories and procedures should be followed:

### Minor Accidents/Injuries

Single use disposable gloves are to be worn when dealing with incidents and disposed of carefully. Minor wounds should be cleaned with water and antiseptic wipes and dressed with an appropriate plaster/dressing. The 'First Aid Accident Book', found in the Playground First Aid Trolley, is to be completed for minor injuries requiring aid, the pupil's teacher is to be notified and, if staff feel it is necessary, either a note will be sent home or the parent/carer informed at the end of school. More serious injuries must be reported to the Headteacher/ senior teachers and recorded in the Accident Report Book, located in the staffroom. Parents should be given a copy of this report. The LA accident form should also be completed where required.

### Head Injuries

Parents are to be informed as soon as reasonably possible in every case. The accident should be recorded in the 'First Aid Accident Book' and a red 'head bump' note sent home. The pupil will be given a special sticker to wear, indicating they have had a bump to the head and staff can then monitor the child's condition during the rest of the day. In severe cases parents should be contacted and encouraged to collect their child from school.

### General Illness

Parents will be contacted to collect children who become unwell. If parents cannot be contacted then medical advice will be sought by the school and an ambulance called if necessary.

A record of pupil medical conditions is kept in the office and staff are advised of all children with conditions which may need specific treatment, ie Asthma and Epilepsy, together with details of medication as notified by parents (see 'Supporting children with medical needs' policy).

### Off-site First Aid

For school trips, the Off-site Visits Co-ordinator (Class Teachers) must ensure that a qualified first aider will be present, that appropriate first aid equipment is kept readily available and that leader/first aider is fully conversant with the emergency procedures to follow should problems arise. All staff should use the 'off-site visits checklist' (see Appendix A) to ensure they have all the necessary items.

## **5. Location of First Aid Containers**

First Aid Containers will be clearly marked with a green cross and their locations indicated. They are located in:

- each classroom in a portable trolley and hall in a green case
- main reception
- in the staffroom to use for off-site visits eg green case bum-bag.

A portable trolley which is stored in the library will be taken into the playground by playtime supervisors during breaks and contains the accident book. The contents of first aid containers, including bum-bags, will be maintained by the Claire Lacey in line with the recommendations laid down by St Johns Ambulance and monitored and signed as checked every month and checklist kept in the pink first aid file kept in the staffroom.

Medication which is for a pupil's regular medical treatment is NOT to be kept in first aid boxes but separately in the office and if administered is done so in line with the school's 'Supporting children with medical needs' Policy. Any inhalers, Epipens etc should be kept in a designated safe place in the

classroom for easy access by the teacher or pupils with an identified need, usually in the bottom drawer of the classroom first aid trolley.

## **6. Risk Assessment**

The trustees will consider the likely risks to pupils, staff and visitors when deciding on the number of first aid personnel. They will consider potential hazards and conduct annual risk assessments to ensure adequate first aid provision (see Health and Safety Policy). Consideration in individual cases will need to be made if there are staff or pupils with special health needs or disabilities (see supporting children with medical needs policy).

## **7. Reporting Accidents**

The school will meet its statutory obligations in reporting and recording all accidents to the HSE which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

## **8. Review**

This policy is to be implemented by the Headteacher, all staff and the Governing body. It is to be reviewed by the Governing Body.

*Gretton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

Next review: Autumn 2024.

Appendix A

<b>Offsite lessons/ trips checklist</b>	
<b>Risk Assessment completed?</b>	
<b>First Aid kit - check fully stocked</b>	
<b>Add following for trips:</b>	
<b>Sick bowls, paper towels, tissues &amp; bin bag</b>	
<b>Pupils' medication eg inhalers/ epi pens</b>	
<b>Parents' contact numbers sheets</b>	
<b>Mobile phone</b>	
<b>Pupils register &amp; grouping arrangements (trips)</b>	
<b>All permission slips received? (trips)</b>	