



# First Aid Policy

Date	Reviewed by	Agreed by governors	Next due for review
Oct 2022	Alana Walch		Oct 2023
Sept 2023	Helen Wallace	Nov 2023	Oct 2024
Nov 2024	Helen Wallace	Nov 2024	Nov 2025
Nov 2025	Helen Wallace	Dec 2025	Dec 2026

**BEDS-created**

**Statutory**

**1-year recommended review cycle**

**Believe to achieve! "Roots will grow down into God's love and keep us strong." Eph 3:17**

## **Values: Friendship, Respect, Trust, Courage, Perseverance, Compassion**

Brinkworth Earl Danby's is committed to providing a secure, happy and stimulating learning environment in which EVERYONE is valued, spiritual growth is nurtured and potential maximised. We believe as a community that each child can reach their vocational potential. We believe each child is of unique worth made in the image of God. We believe in each child being the best that they can be and finding their place in the world. We believe in: a child's potential; being part of a community; being the best you can be.

In partnership with parents/carers, we aim to:

- create a happy, caring atmosphere in which each child feels secure and valued within an environment which is stimulating and attractive
- meet each child's needs physically, creatively, intellectually, emotionally and socially
- educate children about a diverse society and world in order to promote understanding and positive attitudes
- help the child acquire a set of moral and spiritual values that reflect our designation as a Church of England Voluntary Controlled Primary School
- inspire each child to be an enthusiastic learner and develop capabilities and attributes that 'build learning power'
- enable pupils to become confident and responsible citizens

Our ethos underpins our unique culture and behaviour in our Church of England School. Our children are at the centre of every decision made. We always ask 'of what benefit will this be to our children? Will this help support them to be the best they can be?' We go the extra mile. Whether it is staff, parents, children, governors or community members, we choose to make that extra effort for a better outcome for individuals and for our school community.

This policy is written with our vision, values, ethos and aims at its heart.

## **First Aid Policy**

### **Policy Statement**

Brinkworth Earl Danby's C of E Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility. This policy complies with the school's Health and Safety policy and is reviewed annually.

### **Aims and Objectives**

- To ensure that first aid provision complements the safeguarding provision within the school, this policy should be read in conjunction with the Health and Safety Policy and the Safeguarding Policy.
- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulation 1999 and The Workplace Health, Safety and Welfare Regulation 1992
- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school business, trips and residential.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the school and on school trips, to prevent, where possible, potential dangers or accidents.
- To inform staff and parents of the school's first aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2003 (RIDDOR).

### **First Aid Provision**

First Aid kits are available at the following locations:-

- 1) The School Kitchen
- 2) The Admin Offices
- 3) All classrooms
- 4) Portable First Aid Kits for break and lunch duties, kept on hooks by exits to playground (both sites)

There is an Emergency Asthma Kit in the admin office at each site for use by children who already have inhalers in school and have permission from their parent/carer for it to be administered.

There is a medical bag to take on trips located in the admin office at Upper Site . The Teacher responsible for the trip will check that the bag has any medication and forms required for the pupils on the trip.

Brinkworth Earl Danby's School also has two defibrillators – the Lower Site AED is stored close to the playground doors and the Upper Site AED is stored in the main entrance to the school building. These are checked regularly as per the DfE AED Guidelines for Schools 2016 (See BEDS AED Policy). In addition to this, there is a community AED outside the front entrance of the Lower Site building in Dauntsey. This has been added to the EVERY compliance matrix for visual checks, in agreement with Dauntsey Parish Council.

It is the responsibility of the School Business Manager to ensure that the contents of all kits are checked every term as prompted by EVERY compliance matrix, and re-stocked as necessary. The Business Manager checks and updates Every compliance system to show that this has been done.

The designated area for looking after sick people and the administration of First Aid is either in or just outside the admin office on each site.

All staff must ensure that they have read the school's First Aid Policy.

### **First Aid Training**

The Business Manager is responsible for ensuring that there is an adequate number of qualified First Aiders/Appointed Persons, and that their training is up to date. Brinkworth Earl Danby's CE Primary School commits to having at least two First Aid trained staff at each site

### **Qualified staff – staff appointed to deal with first aid injuries.**

Appointed Persons from the staff team may hold certificates in Paediatric First Aid, First Aid at Work or Emergency First Aid at Work. The list of these staff is displayed in **or near** each admin office and each staffroom, with the dates for renewal also shown.

### **Administration of medicines**

When a child joins the school, the parents are informed of procedures that must be followed if a child requires medication in school time. The school does not encourage medication to be administered during school time unless it is absolutely necessary and staff give medication on a voluntary basis only.

Advice from the School Nursing Service encourages parents to ask for medication from their GP which can be taken around the school day. If this cannot be done and it is essential that a child has to have medicine in school, the following applies:

- If the medication forms part of a Health Care Plan, it must be outlined in that plan and risk assessed and signed off by the School Nursing Service and Headteacher.
- Medication must be clearly labelled, in its original packaging and a record taken by Admin staff of what has been handed in.
- Parents must complete the medication form authorising the school to administer medicine. This can be obtained from the Office. Any medication will be stored in the admin office cupboard or in the First Aid fridge if necessary.
- The medication form is then completed by the member of staff responsible for administering the medicine each time medicine is given.
- Medicines should not remain in school outside the school day unless previously arranged with staff.
- If a child has an inhaler, this will be kept in the admin office and administered when necessary by a member of admin staff, who will record this on the child's medical form.

### **Incident reporting**

Injuries deemed to be minor can be dealt with by any member of staff. More significant injuries will be referred to a First Aid Appointed Person and the injury details recorded in a red mini accident book (books in all classrooms and offices). A copy of this record will be sent home with the child to their parent/carer.

Parents/carers will be contacted if any injury requires more action than that detailed on the injury report form. The school office or a class teacher will contact the parents if they have any concerns about the injury, or need to send a child home through illness.

All injuries recorded on an accident form (accident book) must be completed by either the person who witnessed the accident or the person administering First Aid. Forms are completed if there is a physical mark, it is a head-bump or further action may be required. If it is none of those things but a child requests an ice-pack from the Admin Office, a brief note will be made in the day-book. It is recommended that these records are kept for 3 years.

If the nature of the accident involves contacting Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2003 (RIDDOR) the Business Manager will make the contact.

## **Head injuries**

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time. All head injuries should be monitored closely and an injury report form ( accident book) should be completed and given to the child.

It is the school's policy for a member of staff to use their discretion in deciding whether a telephone call to parents/carers is required. The accident should be recorded and, if it is felt appropriate, a call will be made. All staff are required to seek advice from one of the school's trained First Aiders (see posters in admin offices/staffrooms). This policy extends to all injuries that have come about in school or on a trip.

Any serious head injury should always be referred for hospital treatment in accordance with Emergency Arrangements.

## **Emergency arrangements**

Where the injury is an emergency, an ambulance will be called, following which the parents/carers will be contacted. Where hospital treatment is required but it is not an emergency, then the school office staff will contact the parents for them to take over the responsibility of the child.

In the event that the parents cannot be contacted, a member of staff will accompany the child to hospital and remain with them until the parents can be contacted.

In the absence of the office staff, Deputy Headteacher or Headteacher, members of staff must always call an ambulance on the following occasions:-

- In the event of a serious injury or significant immediate concern about a child's (or any person's) physical wellbeing
- In the event of any significant head injury
- In the event of a period of unconsciousness

## **Hygiene infection/control**

The Headteacher has overall responsibility for compliance with COSHH (Control of Substances Hazardous to Health Regulations) to prevent ill health and to ensure that assessments have been carried out for substances hazardous to health within the school, although the daily organisation of this is coordinated by the Business Manager. A central register of the substances will be created and passed to the emergency services as necessary. COSHH information is held at Admin Offices, in the cleaning cupboard and via a link on behalf of the cleaning company, and in the kitchen.

Hands must be washed before and after giving First Aid.

Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

Any soiled dressings etc. must be put in a plastic bag and disposed of carefully and safely. Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with a designated dustpan and brush. This waste must be disposed of safely and cleanly and immediately put in an outside bin. Body fluid spillages on hard surfaces should be cleaned up with an anti-bacterial agent. Exposed cuts and abrasions should always be covered.

## **Infectious Diseases**

The admin offices have a display and folder which hold details regarding infectious diseases and the appropriate exclusion period in each instance.

## **Acute Allergic Reactions – Anaphylaxis**

All staff have had a training session regarding the use of the Epi-pen which is updated each year. A care plan is set up for the children who require Epi-pens. Each child has a photo displayed in the admin offices for easy recognition. Care Plans are placed in the Care Plan folder in the admin offices. Epi-pens are stored in the First Aid cupboards in the admin offices in separate bags with the child's name on.

**Pupils with medical conditions**

A list is available in the First Aid cupboard of all pupils with a serious allergy or medical condition (such as asthma, epilepsy, diabetes). All staff members have a copy and a copy is also given to the Kitchen team.

(See also BEDS 'Supporting Pupils with Medical Conditions/Needs' Policy).

**Inhalers**

Children have access to their inhalers kept in the admin offices in sealed, named bags. (Inhalers are taken in a medical bag/box when the child is not in class eg: PE lessons).

**Head Lice**

Staff do not examine children for head lice. If we suspect a child has head lice we will inform parents and ask them to examine their child. When we are informed of a case of head lice in school, we send a standard letter to the class where the case has been identified.

**Vomiting and diarrhoea**

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed.

**Sharing of information**

At the start of the academic year, the Upper Site Admin Officer will update the medical notices for admin offices and staffrooms, and give relevant members of staff a list of pupils who are known to have medical problems. This will be reviewed at each change of circumstances.

The school office holds medical consent forms for out of school visits that are readily available to staff responsible for school outings.