



# Bishop Aldhelm's C.E. Primary School

*Loved by God; United in Learning*

Headteacher: Scott Tait

Deputy Headteacher: Lizzie Sharpe

*Love, Unity,  
Courage  
and Inspiration*



## FIRST AID POLICY



**September 2023 – September 2024**



## **First Aid Policy**

**Date Of Policy:** September 2023 (reviewed September 2024)

### **Foreword To All School Policies**

The separate document 'Foreword To All School Policies' should be considered as part of every school policy as it places our policies and our work in their full context.

### **POLICY & GUIDELINES FOR ADMINISTERING FIRST AID IN SCHOOL**

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. This policy should be read in conjunction with the DfEE (1998) Guidance on First Aid for Schools. (Guidance attached to policy).

The policy is reviewed annually.

### **Aims**

- To identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981.

### **Objectives**

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs is reviewed yearly.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.
- To undertake a risk assessment of the first aid requirements of the school.

### **Personnel**

- The LA and the School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- The School Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.
- The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Headteacher should ensure that the policy for first aid is available to all staff and parents.

- In the event of a medical emergency and the school being unable to contact the parents/carers the Headteacher will act in 'Loco Parentis'
- A list of First Aiders and Appointed Persons are kept with this policy (see Annex A)

### **Duties of an Appointed Person (Guidance on First Aid DfEE 1998)**

- Takes charge when someone is injured or becomes ill
- Looks after the first-aid equipment eg restocking the first aid container, ordering equipment.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- *In addition to the above, First Aiders are required to follow the procedures outlined in this policy.*

\*Although Appointed Persons do not have to be first aiders, it is the policy of Bishop Aldhelm's that Appointed Persons have completed Paediatric First Aid Training and Emergency First Aid Training.

### **Main Duties of a First Aider (Guidance on First Aid DfEE 1998)**

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- *In addition to the above, First Aiders are required to follow the procedures outlined in this policy.*

### **First Aid Equipment and Facilities**

The Appointed Persons, directed by the Headteacher, will ensure that the appropriate number of first-aid containers is available and restocked when necessary. (Record of this will be kept within the First Aid Kits)

- All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents. (see DfEE Guidance on First Aid for Schools).
- First aid boxes and equipment are taken on all school educational and sporting visits.
- Basic hygiene procedures must be followed by staff administering first aid treatment.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- A list of the location of First Aid boxes is kept with this policy and signposted within school.

### **Information on First Aid arrangements**

- The Head teacher will inform all employees at the school of the following:
  - The arrangements for recording and reporting accidents.
  - The arrangements for First Aid.
  - Those employees with qualifications in first Aid.
  - The location of First Aid kits.
- In addition the head teacher will ensure that signs are displayed throughout the school providing the following information:
  - names of employees with first aid qualifications.
  - location of first aid boxes.
- All members of staff will be made aware of the school's first aid policy.

## CLASSIFICATION & STAFFING:

Bishop Aldhelm's Primary School are fortunate to have 35 members of Staff with designated responsibility for administering First-Aid in school.

These are namely:

Annex A:

| <u>PAEDIATRIC TRAINED</u> |                      |                |        | <u>FIRST AID AT WORK</u><br>(3 day course for places of work employing more than 40 staff) |              |     |
|---------------------------|----------------------|----------------|--------|--------------------------------------------------------------------------------------------|--------------|-----|
| Pre School                | Laura Maher          | Paediatric     | Sep-24 | Misc                                                                                       | Lisa Tapping | FAW |
| Pre School                | Faye Stewart         | Paediatric     | Sep-24 |                                                                                            | Feb-26       |     |
| Pastoral Care             | Kelly Hawkins        | Paediatric     | May-24 | Misc                                                                                       | Jake Hurrell | FAW |
| Foundation                | Sarah Martin         | Paediatric     | Jul-25 |                                                                                            | Feb-25       |     |
| Foundation                | Lorraine Malkin      | Paediatric     | Dec-25 | Misc                                                                                       | Owen Hurrell | FAW |
| Foundation                | Helen Robbins        | Paediatric     | Dec-24 |                                                                                            | Nov-24       |     |
| Year 1                    | Rachel Dominey       | Paediatric     | Dec-25 |                                                                                            |              |     |
| Year 1                    | Ivana Fraser         | Paediatric     | Jul-25 |                                                                                            |              |     |
| Year 1                    | Kiera Campbell Smith | Paediatric     | May-25 |                                                                                            |              |     |
| Year 2                    | Alex Davis           | Paediatric     | Dec-25 |                                                                                            |              |     |
| Year 2                    | Vicki White          | Paediatric     | May-25 |                                                                                            |              |     |
| Year 3                    | Claire Franco        | Paediatric     | Dec-25 |                                                                                            |              |     |
| Year 3                    | Ocean White          | Paediatric     | Dec-25 |                                                                                            |              |     |
| Year 3                    | Andrew Lockett       | Paediatric     | May-24 |                                                                                            |              |     |
| Year 3                    | Ocean White          | Paediatric     | Dec-25 |                                                                                            |              |     |
| Year 4                    | Elaine Connolly      | Paediatric     | May-24 |                                                                                            |              |     |
| Year 4                    | Su Parkinson         | Paediatric     | Dec-25 |                                                                                            |              |     |
| Year 4                    | Emma Wright          | Paediatric     | Dec-25 |                                                                                            |              |     |
| Year 4                    | Laura Smith          | Paediatric     | Sep-24 |                                                                                            |              |     |
| Year 4                    | Vanessa Walker       | Paediatric     | May-25 |                                                                                            |              |     |
| Year 5                    | Tony Stevens         | Paediatric     | Sep-24 |                                                                                            |              |     |
| Year 5                    | Emma Wright          | Paediatric     | Dec-25 |                                                                                            |              |     |
| Year 6                    | Laura Smith          | Paediatric     | Sep-24 |                                                                                            |              |     |
| Year 6                    | Belinda Knijff       | Paediatric     | May-24 |                                                                                            |              |     |
| Year 6                    | Jeannie Hughes       | Paediatric     | May-25 |                                                                                            |              |     |
| Misc                      | Lizzie Sharpe        | Paediatric     | May-25 |                                                                                            |              |     |
| Misc                      | Sarah Draper         | Paediatric     | Sep-23 |                                                                                            |              |     |
| Misc                      | Kerry Rollinson      | Paediatric     | May-25 |                                                                                            |              |     |
| Misc                      | Mandy Elms           | Paediatric     | May-24 |                                                                                            |              |     |
| Misc                      | Heidi Moxam          | Paediatric     | Dec-24 |                                                                                            |              |     |
| Misc                      | Ruth Renshaw         | Paediatric     | Oct-23 |                                                                                            |              |     |
| Misc                      | Abi Burnell          | Paediatric     |        |                                                                                            |              |     |
| Pre School                | Laura Maher          | Paediatric (2) | Jun-26 |                                                                                            |              |     |
| Foundation                | Hannah Kassiri       | Paediatric (2) | Jun-26 |                                                                                            |              |     |
| Year 2                    | Claire Franco        | Paediatric (2) | Jun-26 |                                                                                            |              |     |
| Year 5                    | Emma Wright          | Paediatric (2) | Jun-26 |                                                                                            |              |     |
|                           |                      |                |        | <u>MENTAL HEALTH FIRST AIDERS</u>                                                          |              |     |
|                           |                      |                |        | Scott Tait<br>Lizzie Sharpe                                                                |              |     |

The above members of Staff **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain **a major injury** or injury of the following nature:

- Cut to head or serious knock

- Suspect sprain or break
- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

**Pupil accidents involving their head** - The School recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time. Where emergency treatment is not required, all bumps to the head will be reported to parents with a follow-up in writing and text message. (see procedures below 'Record Keeping and Reporting Accidents').

In addition, the above members of Staff **MUST BE CONSULTED** to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with epipens in school - irrespective of the type of illness or injury sustained. **On NO ACCOUNT must these pupils be left / sent to self-administer their own treatment.**

Pupils with specific needs have a personal care plan to ensure their safety. This should always be consulted.

Classification for incidents such as these is '**FIRST AID**'

The First Aid Staff attend regular training and have current certification.

Consultation from the designated member of First-Aid staff **should not be sought** in the event of **minor incidents** which can be treated within the classroom and / or playground without oversight from the designated member of First-Aid staff.

Examples of these are:

- Minor cuts or grazes
- Pupils who feel - or who are actually – sick
- Minor marks to the body (bruises), skipping rope burns etc
- Dog-dirt on shoes/soiled clothing/mud on clothes etc

Classification for incidents such as these are seen as offering pastoral care to the child.

#### **FIRST- AID:**

In the event of **major injury**, the designated member of First-Aid staff should be sent for immediately. An informed assessment will be carried out and the appropriate treatment given.

Should the injury require medical assistance (i.e. Parent called into school / hospital visit / ambulance), a member of the office staff should be contacted immediately to seek urgent authorisation from the Head / Deputy Head Teacher (injury type permitting) and the relevant action taken.

Incidents during the day should be treated as follows:

**DURING LESSON TIMES:** if the injury cannot be dealt with within the classroom (e.g. using the classroom first aid kit), children may be sent the office for an assessment of the severity of any illness or injury and appropriate action will be taken.

**BREAK:** children may be brought to the school office for treatment.

**LUNCHTIMES:** Nominated First Aiders: Sarah Martin, Jeannie Hughes, Mandy Elms and Jake Hurrell are responsible for First Aid and may contact other first aiders or the Headship Team for support.

Any child who is sent home or sent to a doctor or hospital, owing to injury in school, must be sanctioned by the Headteacher or, in their absence by a member of the SLT.

In the event of minor injury, once treated, the class teacher must be informed so that they can liaise with Parents/Guardians/Out-of-school club/Carer at the end of the school day.

Should the child be feeling unwell or have been sick in school, the class teacher must be notified so that an informed decision may be made about the child remaining in school.

Should the decision be that parents be notified/the child needs to go home, the office should be contacted to confirm authorisation with a member of the Headship team (where appropriate), and parents contacted.

### **Record Keeping and Reporting Accidents**

- All minor injuries and First Aid Treatments given in the classroom are recorded in the classroom 'Minor Injuries' Log.
- All minor injuries and First Aid Treatments given at lunchtime are either recorded in the lunchtime 'Minor Injuries' Log or the treatment book kept in the Foundation Block.
- All minor injuries and First Aid Treatments given in the medical room / main school office are recorded in the treatment book kept in the main school office.
- Parents are notified in writing if any First Aid has been administered and logged in the treatment book which is held in the main school office or in the Foundation block. A copy of this record is kept in the Main School Office.
- Parents are contacted by telephone with a follow-up medical slip if a child has received a bump to the head, a wasp or bee sting or a significant incident.
- In the event of a medical emergency and the School is unable to contact parents/carers then the Headteacher acts in 'Loco Parentis'.

### **Statutory requirements for Accident Reporting**

- The Governing body will implement Hawmic Education Trust procedures for reporting:
  - all accidents to employees
  - all incidents of violence and aggression.
- The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.
- An accident that involves an employee being incapacitated from work for more than seven consecutive days (not including the day the accident has occurred)
  - An accident which requires admittance to hospital for in excess of 24 hours.
  - Death of an employee.
  - Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.
- For non-employees and pupils an accident will only be reported under RIDDOR:
  - where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital
- For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

### **Transport to hospital or home**

The head teacher will determine what is to be reasonable and sensible action to take in each case. Where the injury is an emergency, an ambulance will be called following which the parent will be called. Where hospital treatment is required but it is not an emergency, then the Head teacher will contact the parents for them to take over responsibility for the child.

If the parents cannot be contacted then the Head teacher may decide to transport the pupil to hospital. Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

### **Children with Medical Needs**

- Children with medical needs have the same rights of admission to a school as other children.
- Most children with medical needs can attend school and take part in normal activities, sometimes with support.
- Parents/carers have the prime responsibility for their child's health and should provide school's with information about their child's medical condition.
- An Individual Health Care Plan will be put in place, if required, to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they, and others, are not put at risk.
- All children with significant medical needs will have their photograph and a brief description of their needs displayed in the school staff room, with the person who has had specific training identified.

### **Administering medicines in school**

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

**If a child is taking a prescribed medicine it is the parent's/carer's responsibility to come to school and administer the medicine.**

- In exceptional circumstances, e.g. if anti-biotic medicine has to be taken four times a day, a First Aider will administer prescribed medicine providing that a 'Parental Agreement' form has been completed and signed. The relevant forms are kept in the school office.
- All prescribed medicines that are due to be administered must be kept in the school office.
- It is the child's responsibility to come to the school office for the medicine to be given, the school does not accept responsibility if the child forgets.
- Records will be kept of all prescribed medicines administered.
- Non prescribed medicines are not allowed in school.

### **Asthma Treatment and Inhalers**

Bishop Aldhelm's CE Primary School:

- recognises that asthma is a widespread, serious but controllable condition and the school welcomes all pupils with asthma.

- ensures that pupils with asthma can and do participate fully in all aspects of school life, including art lessons, PE, science, visits, outings or field trips and other out-of-hours school activities.
- recognises that pupils with asthma need immediate access to reliever inhalers at all times.
- keeps a record of all pupils with asthma.
- has an emergency salbutamol inhaler and spacer available for emergency use only in the school office. Ensuring that the emergency inhaler is only used by children with asthma with written parental consent for its use. (The school letter for consent will be used for this), but will be used at the first aider's discretion if contact is not possible and patient's health deteriorates. In the event that the school emergency inhaler is used, parents will be contacted immediately and asked to bring medication to school the next day.
- From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies.
- The inhaler can be used if the pupil's prescribed inhaler is not available (for example, because it is broken, or empty).
- This change applies to all primary and secondary schools in the UK. Schools are not required to hold an inhaler – this is a discretionary power enabling schools to do this if they wish.
  - At Bishop Aldhelm's we will be holding Emergency Salbutamol Inhalers in school and we will ensure that it will only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. A child may be prescribed an inhaler for their asthma which contains an alternative reliever medication to salbutamol (such as terbutaline). The salbutamol inhaler should still be used by these children if their own inhaler is not accessible – it will still help to relieve their asthma and could save their life.
- Asthma sufferers are permitted to bring their own treatments (inhalers etc) to school provided a "Permission for my child to administer their inhaler" form has been completed by the parents/carers. Forms are available from the school office. The form includes the prescribed dosage to be completed by parents.
- A list of asthma sufferers is available from the School Office.
- Inhalers are kept in the classroom with a label with the child's name on it.
- Asthma treatments are to be administered by the pupil. After a treatment has been administered in class it is to be recorded in the 'minor injuries' log kept with the classroom medical box.
- A sticker should be given to the child so other members of staff are aware the child has already had to use their inhaler.
- If the child needs the inhaler more than once then they should be sent to the Medical room for further assessment and the parent informed.
- If a child requires their inhaler at lunchtime they should be sent to the office and a member of staff will take the child to their classroom in order to use their inhaler. The teacher needs to be informed that they have used their inhaler.
- Asthma treatments are taken on Educational Visits and 'off site' sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

#### Asthma medicines

- Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parent/carer, doctor or asthma nurse agrees they are mature enough.
- All inhalers must be labelled with the child's name by the parent/carer.
- School staff are not required to administer asthma medicines to pupils (except in an emergency), however many of the staff at this school are happy to do this. After a treatment has been administered in class it is to be recorded in 'minor injuries' log kept with the classroom medical box.

### Record keeping

- At the beginning of each school year or when a child joins the school, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form. When this has been established an agreement will be sent to the parent/carers regarding the guidelines for asthma pumps in school.
- This information is then added to the Children's Health Lists which includes all of the pupils in each class of any Medical conditions or Individual Healthcare Plans that they have. Copies of these are kept in each classroom and the main school office.
- Where there are after school clubs, staff leading the clubs must insure that they have an up to date log of current medical conditions including allergies. Parents / carers can notify these staff members when signing up for the club. This includes external club providers.
- All teaching staff and admin staff have access to child's medical conditions on Bromcom.

### **Epipens and Anaphylaxis Shock Training**

- A list and photograph of anaphylaxis sufferers are displayed in the school kitchen (main hall) and within classrooms where relevant.
- Epipens, for anaphylaxis sufferers, are kept out of reach in the individual's classroom.
- Epipens can only be administered by members of staff who have received epipen training.
- Specific staff that have already had First Aid training are trained in the use of epipens for each individual anaphylaxis sufferer annually.
- Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. The trained staff are aware of the procedure.
- **Epipens** and the appropriate trained member of staff are taken on Educational Visits and off site sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

### **Administering First Aid Off Site**

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.
- A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid box / bum bag.
- The First Aider must be aware of the contents of the First Aid box / bum bag and its location at all times throughout the visit.

- All adults present on the visit should be made aware of the arrangements for First Aid.
- If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.
- If a pupil is taking a prescribed medicine, a 'Parental Agreement' form will have been completed: see Administering Medicines In School section above.
- A copy of the Parental Agreement form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.

### **Reporting of Diseases and Dangerous Occurrences**

It is the duty of all staff to report to the Head Teacher. This is in line with RIDDOR95. The school first-aider will assess the situation and isolate any such child or adult and keep them as comfortable as possible in the medical room. In the case of pupils, parents will be contacted immediately and asked to collect the child from school to seek medical advice from their doctor. The child will only be allowed to return to school with confirmation from a medical practitioner that it is safe to do so.

**Please note where 'Headteacher' is stated as having responsibility this may be deputised in their absence to the Deputy Headteacher or another member of the Headship Team.**