

King's Cliffe Endowed Primary School

First Aid Policy

Policy Updated – June 2023

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Chair of Governors: *Elopeland* (signed)

Governor Responsible for First Aid/Medical Needs: *Elopeland* (signed)

Introduction

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

The minimum first aid provision is:

- A suitably stocked first aid container to latest ACOP ([HSE leaflet First Aid at Work](#))
- An appointed person to take charge of first aid arrangements. The person responsible for staff first aid training is Katy Evans. The persons responsible for updating first aid requirements are the first aiders on a 'as used' basis.
- Information for employees on first aid. (This information can found in the staff room and in the Medical Needs/First Aid File in the office).

This minimum provision must be supplemented with a risk assessment to determine any additional provision.

First aid provision must be available at all time while people are on the school premises and also off the premises whilst on school visits.

Who is responsible in schools?

The Head Teacher and Governing Body are responsible for making local arrangements for first aid provision covering all aspects of school activities, all employees, pupils and visitors to the school.

The Health and Safety (First Aid) Regulations 1981 says that Employers must provide adequate and suitable equipment, facilities and qualified first aid personnel.

The Regulations does not require employers to make provision for anyone other than employees but it does strongly recommend the inclusion of non-employees (including pupils) in the assessment of need and that provision is made for them. This view is confirmed by the DfE guidance and is the policy of Northamptonshire County Council.

Schools should ensure that where first aid is provided for staff and pupils its' provision for employees does not fall below the required standard; provision for pupils and others complies with other relevant legislation and guidance.

Providing information

The Head Teacher must inform all staff (including those with reading and language difficulties) of the first aid arrangements. This should include the location of equipment, facilities and first aid personnel and the procedures for monitoring and reviewing the school's first aid needs.

- **First Aid Notices are displayed in all rooms within the school giving the names of the qualified first aiders in school.**
- **First aid boxes are situated in the Medical Needs room.**
- **There is a burns kit situated in the Medical Needs room and the multi use room. Portable bum bags are available for staff to take on trips out of school.**
- **Information for staff about First Aid is shared via the staff handbook and staff induction programmes.**



Assessment of need

The management of Health and Safety at Work Regulations 1992 require employers to make a suitable and sufficient risk assessment of the risks to the health and safety of their employees at work and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks.

Insurance

In the event of a claim alleging negligence by a member of the schools staff, action is likely to be taken against the employer rather than the employee.

The employer should also make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise.

Employees are covered by the School's Employers' Liability Insurance.

Reassessment of first-aid provision

The governing body and/or head teacher should regularly review the school's first aid needs (at least annually) and particularly after any changes to ensure the provision is adequate.

Teachers and other school staff

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks.

Teachers and other staff in charge of pupils are expected to use their best endeavours, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The employer must arrange adequate and appropriate training for staff who volunteer to be first aiders/appointed persons. The employer must ensure that



there is enough trained staff to meet the **statutory requirements and assessed needs**, allowing for staff on sick leave or off site.

Qualifications and Training

A first aider must hold a valid certificate of competence, issued by an organization whose training and qualifications are approved by the HSE.

Standard first aid at work training courses do not generally include the resuscitation of children. The employer should arrange appropriate training for this.

First aid certificates are valid for three years. Employers should arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider.

Training records

Schools are advised to maintain up to date records of first aiders and certification dates to help with the timely arrangement of further training and succession planning. The persons responsible for this in school are the Headteacher and Bursar.

First aid materials, equipment and facilities

Suitable and sufficient materials and equipment should be provided, based on the schools' assessment of the need.

First aid boxes are located in the Medical Needs room.

Tablets and medications **should not** be kept in the first aid container.

There is no mandatory list of items to be included in a first aid container, the minimum stock of first aid items should be in accordance with the latest ACOP:

- a leaflet giving general guidance on first aid (HSE leaflet *Basic Advice on First Aid at Work* – see Appendix 3);
- 20 individually wrapped sterile plasters (assorted sizes) appropriate to the type of work (may be of a detectable type for food handlers and/or hypoallergenic if necessary); *Please note that contrary to popular belief, plasters have not been “banned” and should be included in a first aid*

container. **A list of pupils who are allergic to plasters to be stored near the first aid container.**

- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium-sized sterile individually wrapped un-medicated wound dressings;
- two large sterile individually wrapped un-medicated wound dressings;
- one pair of disposable gloves; powder-free latex examination gloves with low latex levels are normally suitable (see separate PDF document *Safe use of latex gloves*).

Responsibility for checking First Aid Boxes

The contents of first aid boxes are the first aiders after use and the first aid boxes are restocked as soon as possible after use with sufficient supplies and out of date materials are disposed of and replaced.

Allergies to “plasters”

Some people do experience allergic reactions to “plasters”. It is the responsibility of the individual employee or the parent(s) / carer(s) of the pupil to inform the school if such an allergy exists and in these circumstances it would be sensible for the school to have a supply of “hypoallergenic” plasters available. Some schools simply prefer to only stock this variety.

If no prior knowledge of such an allergy exists, normal first aid procedures should be followed by the school; if an allergic reaction does then occur, medical assistance should be sought appropriate to the severity of the reaction. In extreme circumstances, emergency procedures may need to be instigated.

Other first aid equipment

Ice packs are located in the **Medical Needs** room fridge.

Defibrillator

An AED is a device that delivers a shock to the heart to re-establish regular heart rhythm after it has become unstable resulting in arrest.



The schools' AED is situated in the Medical Room. It is regularly checked for maintenance and renewal of replaceable items. The use of AEDs in cases of sudden cardiac arrest does not replace the need for Cardio Pulmonary Resuscitation (CPR), it complements it, and CPR will still be required between shocks to enable blood to continue to be pumped round the body.

Legislation does not make the provision of AEDs a general requirement, although enforcing authorities acknowledge they may be of benefit in some circumstances.

Training is arranged annually.

Traveling first-aid kits

Before undertaking off site activities, the assessment should reveal what level of first aid provision is needed when out of school. **A traveling first aid kit is provided for each class (this is the classroom kit). These are regularly examined and replenished by First Aiders at time of use.**

Provision does not necessarily have to be made directly by the school if, for example, the organiser of the activity / event is doing so, but the school must still ensure that it is being made and is to a suitable standard. In all cases it will be necessary to ensure that in the event of an emergency, effective means of communication between the group leader and school, for example, are in place.

In the event of a school evacuation to the St James Church (as per Critical Incident Policy) **a bag of essentials will be kept at the Church for school use.**

First aid facilities

The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required during school hours. The area must contain a wash basin, and be reasonably near to a WC, need not be used solely for medical purposes but it should be appropriate and readily available when needed.

At this school first aid is administered in the school SEND room.

Hygiene/Infection Control -

See NCC First Aid for Schools Guidance 2010



Managing the risk

See NCC First Aid for Schools Guidance 2010

Action after possible infection with a BBV

See NCC First Aid for Schools Guidance 2010

Decontamination / Disposal of waste

See NCC First Aid for Schools Guidance 2010

Emergencies

If it is deemed to be an “emergency” or an otherwise serious injury, a paramedic or an ambulance will be summoned to the school by a member of the schools’ leadership team or a member of staff from the office, giving the location of the accident and details of the incident. *The use of an employees’ or other persons’ private vehicle to take the pupil to hospital should not be used in these circumstances.*

The emergency contacts procedure for the injured pupil will also be activated with the parent(s) / carer(s) being advised to either come to the school etc. or go direct to a specified hospital. Where the parent(s) / carer(s) is/are able to accompany the pupil in the ambulance, school employees will not usually need to be further involved.

If however the parent(s) / carer(s) will be meeting the pupil at hospital, a school employee who knows the child well will accompany the pupil in the ambulance and arrangements made for the employee to be able to return to school etc. once the pupil is in the care of the parent(s) / carer(s). Pupils should not be left unaccompanied at the hospital and therefore the school employee may have a protracted wait for the arrival of the parent(s) / carer(s).

For those requiring hospital treatment

If medical treatment is required beyond the scope of the First Aider, an ambulance should be summoned.

If the injury is minor and does not warrant calling an ambulance and it is a pupil, the named contact will be contacted and be requested to take the child to hospital for further medical treatment; otherwise an ambulance will be called to



take the pupil to hospital. If a parent or contact is not available, then a member of staff will accompany the pupil.

If the casualty is an adult, then the wishes of that adult will be considered, however if the First Aider, feels that further treatment is required, an ambulance will be called.

If the casualty is a pupil, then the parents/carers should be contacted and informed to meet the pupil at the hospital. When the parents/carers arrives at the hospital the member of staff should return to work in accordance with arrangements made by the Head Teacher.

In the event of the parents/carers not being able to be contacted, the member of staff should stay with the pupil and return him/her home or back to the school, whichever is appropriate after treatment.

If the injury is an adult then a member of staff should accompany him/her but when care is obtained, the member of staff should return to the school in accordance with arrangements made by the Head Teacher.

For those not requiring hospital treatment

The First Aider will decide whether the injury needs a period of rest in a quiet area or needs to be taken home. If the injury is to a pupil the:

- Parents/carer should be contacted to ascertain whether they are at home or not.
- Request parents/carer/family member to fetch the pupil from the premises
- Any child who has a minor accident involving a bump to the head will be given a note of advice for the parent to go home in the child's book back
- The member of staff should complete the accident book and this will be signed by the Head Teacher.

Transferring pupils to hospital etc.

When a pupil suffers an injury or ill-health occurrence, either on school premises or during an off-site activity, a decision will need to be made on what action is required. First aid will usually be adequate in the majority of cases but in some circumstances, further treatment at a hospital or other medical facility may be necessary.



Non-emergencies

In less serious situations where paramedics or an ambulance is not required but it is considered that a visit to hospital or other medical facility is still needed, schools should contact the pupils' parent(s) / carer(s) to inform them of the situation and request that they arrange to collect their child from school etc. and transport them accordingly. This is the recommended method.

However, if the parent(s) / carer(s) do not have access to private transport and a taxi is not appropriate or available, the Head teacher has the discretion to arrange for a school employee / A Senior Leader (ASL) to take the injured pupil and their parent(s) / carer(s) to the nearest hospital or other medical facility in the employees' vehicle but a number of factors will need to be considered before agreeing to this method:

- the personal safety of the employee / ASL;
- the condition of the injured pupil and whether it is likely to deteriorate during the journey;
- weather / road conditions at the time;
- whether adequate staffing cover for the employee / ASL is available within the school etc.;
- condition / road-worthiness of the employees' / ASL's vehicle.
- No school employee / ASL should transport a pupil to hospital without another appropriate adult in the vehicle, without prior agreement by the Head Teacher.

Informing Parents

When a pupil has an accident or suffers ill health at school or during an off-site activity, the school will generally need to communicate some information about the accident / incident to the child's parent(s) / carer(s).

If it is a serious accident / incident it is likely that the pupil will need transferring to hospital etc. and therefore the parents / carers will be informed at an early stage as described above but if the pupil does not require immediate medical attention, consideration will need to be given to what information is provided, when and in what format. Parents / carers are likely to require information about:



- basic details of the accident / incident;
- any first aid / emergency medication administered;
- the potential for delayed reaction and/or requirement for monitoring the child, especially in relation to head injuries;
- any follow-up action required by them if symptoms persist or give further cause for concern (e.g. consult GP, NHS Direct etc.);
- any follow-up action that the school will be undertaking (e.g. investigation).

In determining when and how the information will be communicated, consideration will need to be given to:

- the nature and severity of the injury;
- the urgency / accuracy required;
- any significant issues relating to the child (e.g. age / reliability, special needs, accident history, safeguarding issues etc.);
- any effect on same-school siblings;
- any requirements of, or relating to, the parent(s) / carer(s).

It is common practice to issue **“Ouch forms”** when a pupil suffers a blow to the head but does not require transferring to hospital etc. (when parents / carers would be informed immediately).

Provided the letter gives basic information as outlined above and describes the common symptoms of more serious head injuries for the parent(s) / carer(s) to look out for, this is generally sufficient.

First aiders should be able to help with this as a consequence of their training.

It must be borne in mind that first aiders are only trained to administer first aid and recognise the presence of major illness; they are not medically trained and are not in a position to make a medical diagnosis or advise parents / carers in this way.

Where professional medical advice is required or they have concerns about their child's health, parents / carers should be advised to contact NHS Direct, their GP or a hospital.



In all situations, schools should be careful to keep to the basic facts when providing initial information about an accident / incident and be mindful of the potential for civil action being taken against the school or County Council. If necessary, further details can be provided later as part of the investigation process but copies of the schools' accident record should not be provided.

It is good practice for schools to have an agreed procedure that parents / carers are aware of and can be implemented when required.

Site Access for Emergency Services – site accessible

See NCC First Aid for Schools Guidance 2010

Reporting Accidents and Record Keeping

Pupils – Arrangements for the recording of accidents and incidents involving school pupils – updated June 2013

Staff & Other Adults – NCC Procedures and guidance for recording and reporting accidents / incidents in schools (2014)

All accidents and incidents are to be formally reported by recording them on CPOMS.


The School keeps a record of any first aid treatment given by first aiders. This includes:

- The date, time and place of incident;
- The name (and class) of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (for example, went home, resumed normal duties, went back to class, went to hospital);
- Name and signature of the first aid or person dealing with the incident.

The information recorded can:

- Help the school identify accident trends and possible areas for improvement in the control of health and safety risks
- Be used for reference in future first aid needs assessment
- Be helpful for insurance and investigation purposes.





A member of staff informs parents of accident or injury to a child by telephone initially and if necessary arrange for the parent to collect the child and proceed to accident and emergency.

A Tapestry notification is sent to parents when first aid is administered. In the event of a child having a serious accident where they will go home with an injury you can see e.g. bump on the head, grazed side etc a phone call to a parent will also be made.

Statutory Accident records

The school must keep readily accessible accident records either in written or electronic form for a minimum of 3 years.

