



The Diocese of Gloucester Academies Trust

Hardwicke Parochial Primary School

First Aid Policy

Authentically Christian

Boldly passionate about excellence in learning

Relentlessly driven in our aspiration for everyone

Status and review cycle;	Annual
Responsible group:	Executive Leadership Team
Implementation date:	May 2021
Next Review Date:	May 2023

Contents:

Statement of intent

1. Legal framework
2. Aims
3. First aiders
4. Automated external defibrillators (AEDs)
5. Emergency procedures
6. Reporting to parents
7. Offsite visits and events
8. Storage of medication
9. Illnesses
10. Allergens
11. Consent
12. Monitoring and review

Statement of intent

Hardwicke Parochial Primary School is committed to providing emergency first aid provision to deal with accidents and incidents affecting staff, pupils, and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school regarding all staff, pupils, and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils, and visitors. Details of such precautions are noted in the following policies:

- **Health and Safety Policy**
- **Child Protection and Safeguarding Policy**
- **Supporting Pupils with Medical Conditions Policy**
- **Intimate Care Policy**
- **Lone Working Policy**
- **Educational Visits and School Trips Policy**

The school's Executive Headteacher, Mrs Lisa Harford has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities, and personnel, and for ensuring that the correct first aid procedures are followed.

Signed by:

_____	Headteacher	Date:	_____
_____	Chair of governors	Date:	_____

Responsible Dept: ELT
Implementation Date: May 2021
Policy Review Date: May 2023

1. Legal framework

1.1. 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 Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'

2. Aims

2.1. All staff will read and be aware of this policy, know who to contact in the event of any illness, accident, or injury, and ensure that this policy is followed.

2.2. Staff will always use their best endeavours to secure the welfare of pupils.

2.3. Anyone on the school premises is expected to take reasonable care for their own and other's safety.

2.4. The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision 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 in accordance with legislation, whilst there are pupils on site.
- Ensure that 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 will 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 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.

2.6. To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs and in line with latest first aid training. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes

- 2 sterile eye pads
 - 4 individually wrapped triangular bandages, preferably sterile
 - 6 safety pins
 - 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
 - 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
 - 1 pair of disposable gloves
 - Equivalent or additional items are acceptable
 - All first aid containers will be identified by a white cross on a green background
- 2.7. The lead first aider is responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite/playground use – these will be frequently checked. Individuals responsible for mobile packs will ensure that they are restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.
- 2.8. First aid boxes are in the following areas:
- **The school office**
 - **All classrooms**
 - **Medical room**

3. First aiders

- 3.1. The main duties of first aiders will be to administer immediate first aid to pupils, staff, or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.
- 3.2. First aiders will ensure that their first aid certificates are kept up to date through liaison with the school business manager.
- 3.3. First aiders will be responsible for ensuring all first aid kits they are responsible for are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies and keeping an overview of the school's provision and effectiveness in conjunction with the Headteacher.
- 3.4. The current first aid appointed person(s) are:

Name	Contact	Location	Date of first aid qualification
Michelle Lund	admin@hardwicke.gloucs.sch.uk	various	04.03.20
Julia Barr	admin@hardwicke.gloucs.sch.uk	various	06.05.22
Susan Berriman	admin@hardwicke.gloucs.sch.uk	various	04.03.20

Kelly Caddick	admin@hardwicke.gloucs.sch.uk	various	04.03.20
Tracey Mustoe	admin@hardwicke.gloucs.sch.uk	various	02.05.19
Alison Evans	admin@hardwicke.gloucs.sch.uk	various	04.03.20
Hannah Ferris	admin@hardwicke.gloucs.sch.uk	various	06.05.22
Jyoti Hill	admin@hardwicke.gloucs.sch.uk	various	06.05.22
Fran Hoskins	admin@hardwicke.gloucs.sch.uk	various	02.05.19
Louisa lanetta	admin@hardwicke.gloucs.sch.uk	various	06.05.22
Farhana Jannath	admin@hardwicke.gloucs.sch.uk	various	04.03.20
Julie Johnson	admin@hardwicke.gloucs.sch.uk	various	04.03.20
Sarah Madden	admin@hardwicke.gloucs.sch.uk	various	06.05.22
Nicky Mansfield	admin@hardwicke.gloucs.sch.uk	various	04.03.20
Nichola Martinger	admin@hardwicke.gloucs.sch.uk	various	04.03.20
Sarah Michelle-Stead	admin@hardwicke.gloucs.sch.uk	various	06.05.22
Callum Obrien	admin@hardwicke.gloucs.sch.uk	various	06.05.22
Abigail Rees	admin@hardwicke.gloucs.sch.uk	various	06.05.22
Susan Smith	admin@hardwicke.gloucs.sch.uk	various	04.03.22
Michelle Smithers	admin@hardwicke.gloucs.sch.uk	various	04.03.22
Jennet Thomas	admin@hardwicke.gloucs.sch.uk	various	06.05.22
SallyAnn Thomas	admin@hardwicke.gloucs.sch.uk	various	04.03.20
Claire Trafford	admin@hardwicke.gloucs.sch.uk	various	06.05.22
Sam Wintle	admin@hardwicke.gloucs.sch.uk	various	04.03.20
Michelle Workman	admin@hardwicke.gloucs.sch.uk	various	04.03.20
Pam Colabella	admin@hardwicke.gloucs.sch.uk	various	04.03.20

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4. Automated external defibrillators (AEDs) (delete if inappropriate)

5. Emergency procedures

- 5.1. If an accident, illness, 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 first aider.
- 5.2. If called, a first aider will assess the situation and take charge of first aider administration.
- 5.3. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.
- 5.4. 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 victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
 - Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
 - Ensure 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 pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.
- 5.5. Once the above action has been taken, the incident will be reported promptly to:
 - The School Business Manager/Headteacher
 - The victim(s)'s parents.

6. Reporting to parents

- 6.1. In the event of any incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable.
- 6.2. Parents will be informed in writing of **any** injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop. Schools will refer to appendix A with information about managing head bumps.

6.3. In the event of a serious injury or an incident requiring emergency medical treatment, the **school** will telephone the pupil's parents as soon as possible.

6.4. A list of emergency contacts will be kept on Scholar Pack

7. Offsite visits and events

7.1. Before undertaking any offsite visits or 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 visit or event and the persons involved.

7.2. For more information about the school's educational visits requirements, please see the **Educational Visits and School Trips Policy**.

8. Storage of medication

8.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

8.2. All medicines will be stored in the original contained 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 for safe disposal when they are no longer required or have expired.

8.4. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

8.5. Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes, and anaphylaxis. A disclaimer will be signed by the parents in this regard.

9. Illnesses

9.1. When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.

9.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

10. Allergens

10.1. Where a pupil has an allergy, this will be addressed via the school's **Supporting Pupils with Medical Conditions Policy**.

11. Head bumps

- 11.1. A minor head injury is a frequent occurrence in the school playground and on the sports field. Fortunately, most head injuries are mild and do not lead to complications or require hospital admission. However, a small number of children do suffer from a severe injury to the brain. Complications such as swelling, bruising, or bleeding can happen inside the skull or inside the brain. How much damage is done depends on the force and speed of the blow. Any injury involving the head that occurs during sporting activities requires the child to cease play immediately and sit out for the rest of that lesson or the duration of the match
- 11.2. All children who suffer a head injury at school should initially be seen by a First Aider for assessment and to plan ongoing care. This may require immediate referral to an ambulance and A and E.
- 11.3. After any head injury, even when none of the worrying signs are present, it is important that the child's parents or carers are informed about the head injury and given written information about how to monitor their child using the school Head Injury Form. This must include the time of the injury.
- 11.4. Children may appear well immediately after sustaining a head injury but show signs of complications later in the day. School staff must remain vigilant and take the appropriate action if the child develops any further problems or symptoms.

12. Consent

- 12.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year. It is parents' responsibility to ensure that they inform the school if they change or update their contact details
- 12.2. Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

13. Monitoring and Review

- 13.1. This policy is reviewed annually by the trust board, and any changes communicated to all members of staff.
- 13.2. Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities, and personnel.
- 13.3. The next scheduled review date for this policy is May 2023.