



# Silsden Primary School

## First Aid Policy

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## Statement of intent

Silsden Primary School is committed to providing emergency first aid provision in order 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 in regard to 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
- Behavioural Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Educational Visits and School Trips Policy

The school's first aid team 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.

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.

## 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 Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Statutory framework for the early years foundation stage'
- DfE (2022) 'First aid in schools, early years and further education'

## 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.
  - Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
  - Ensure that 'prescription only 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.

## 3. Roles and responsibilities

3.1. **The governing board is responsible for:**

- Ensuring the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there are sufficient number of appointed first aiders within the school based on these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits and parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.

- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements.

### **3.2. The headteacher is responsible for:**

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring all pupils and staff are aware of the identities of the school first aiders.

### **3.3. Staff are responsible for:**

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

### **3.4. First aid staff are responsible for:**

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and keep up to date with government guidance relating to first aid.
- Ensuring their first aid pack is stocked and products are in date
- Maintaining injury and illness records as required using Medical Tracker and Rivo

**The appointed persons responsible for first aid arrangements are members of SMT. They are responsible for:**

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.

## 4. First aid provision

The school will routinely re-evaluate its first aid arrangements through reviewing this policy at least annually, and half termly first aider refresher training / meetings, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

- 4.1. To achieve the aims of this policy, the school will have suitably stocked first aid containers in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:
  - 20 individually wrapped sterile adhesive dressings, of assorted sizes
  - 2 sterile eye washes
  - 2 sterile eye pads
  - 1 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
  - 3 pairs of disposable gloves
  - Instant Cold Pack – offsite use
  - Equivalent or additional items are acceptable
  - All first aid containers will be identified by a white cross on a green background
- 4.2. Cold and warm packs for use in school are kept in the medical room (ground floor) and Staffroom (on the first floor).
- 4.3. Individual first aid packs will be given to each first-aider. They are responsible for ensuring that they are fully stocked.
- 4.4. Travelling first aid containers will be stocked with the following, as recommended by the HSE:
  - A leaflet giving general advice on first aid.
  - 6 individually wrapped sterile adhesive dressings
  - 1 large sterile unmedicated dressing.
  - 2 triangular bandages individually wrapped and preferably sterile.
  - 2 safety pins
  - Individually wrapped moist cleansing wipes.
  - 2 pairs of disposable glove.
- 4.5. The first aid team is responsible for examining the contents of first aid containers, including any mobile first aid containers for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.
- 4.6. First aid containers are in the following areas:
  - In the medical room
  - With all first aid trained staff at break and lunchtimes

- Ground floor playground corridor
- First floor large storeroom

## 5. First aiders

- 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.
- First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Business Leader.
- The first aid team will be responsible for ensuring all first aid kits are properly stocked and maintained. The first aid team will also be responsible for maintaining supplies.
- First aid notices will be clearly displayed throughout school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.
- For KS1 and KS2 the visit leader will assess the need for a school first aider. If a qualified first aider is not required as part of the staffing then a nominated person will take the role of “appointed person”.
- The first aid procedures for a minor accident, injury or illness in school hours (including trips & visits) are:
  - Locate the first aider on duty, highlighted by a green first aider belt bag and green jacket.
  - The first aider will assess and administer first aid or call for assistance

School will have appropriately named Mental health first aiders.

## 6. Automated external defibrillators (AEDs)

6.1 The school has an automated external defibrillator (AED). The AED is stored on the Key Stage 1 corridor opposite the pupil exit.

All staff members and pupils will be made aware of the AED’s location and what to do in an emergency. A risk assessment regarding the storage and use of AEDs at the school will be carried out annually.

No training will be needed to use the AED, as voice and/or visual prompts guide the rescuer through the entire process from when the device is first switched on or opened; however, staff members will be trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first-aid and AED use.

The emergency services will always be called where an AED is used or requires using.

Where possible, AEDs will be used in paediatric mode or with paediatric pads for pupils under the age of eight.

Maintenance checks will be undertaken by the site manager on a monthly basis.

6.2 The nearest external device is in Silsden town centre.

## 7. Medical Room

- 7.1. The school's medical room will be suitable to use as and when it is needed.
- 7.2. The medical room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick and injured pupils. The medical room has a wash basin with hot and cold water and is close to a toilet.
- 7.3. The medical room will not be used for teaching purposes.

## 8. Emergency procedures

- 8.1. If an accident, illness or injury occurs, the first aider will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately.
- 8.2. A first aider will assess and take charge of first aider administration.
- 8.3. If the first aider is unsure about the presenting condition, then they will arrange for the person to see an additional first aider or obtain a second opinion from a member of the senior leadership team. However, if necessary they will access appropriate medical treatment without delay.
- 8.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the person is seriously unwell, 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 patient(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 patients.
  - Where an ambulance is required, a staff member will accompany the individual in the ambulance and call their next of kin as soon as possible to inform them of the next course of action. The staff member remains with the individual until the next of kin arrives.
  - Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital in a staff car, accompanied by at least **two** members of staff – one of whom to drive the car, and one of whom is a first-aider, to sit with the pupil in the back seat. The next of kin is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains at the hospital until they arrive.
  - 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 persons 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.
- 8.5. Once the above action has been taken, the incident will be reported promptly to:
  - The headteacher.
  - The parent/carer
  - The appointed person



The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page '[Promoting and supporting mental health and wellbeing in schools and colleges](#)'.

## **9. Reporting to parents/Record keeping**

- 9.1. In the event of a minor incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable using Medical Tracker. It is the First Aider's responsibility to record all incidents they deal with. Moderate to serious incidents or injury, will be handled with a telephone call by the First Aider to a contact on file – parents in first instance.
- 9.2. Parents will be informed via a telephone call and subsequent email of any injury to the head, that has been assessed by a first aider, whether minor or major, and be given guidance on the action to take if symptoms develop.
- 9.3. In the event of a serious injury or an incident requiring emergency medical treatment, the first aider will telephone the pupil's parents as soon as possible.
- 9.4. A list of emergency contacts will be kept at the school office.
- 9.5. The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment given.
- 9.6. The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

## **10. Offsite visits and events**

- 10.1. 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.
- 10.2. The school will take a first aid kit on all offsite visits.
- 10.3. The school will ensure that all large vehicles and minibuses have a first aid box readily available.
- 10.4. For more information about the school's educational visits requirements, please see the Educational Visits and School Trips Policy.

## **11. Storage of medication**

- 11.1. 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.
- 11.2. All medicines will be stored in the original container 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.
- 11.3. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 11.4. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an inhaler or EpiPen. These are only to

be used on pupils with prescribed medication except when advised by a medical practitioner in an emergency.

- 11.5. 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.
- 11.6. Pupils will have any medication stored and, where appropriate administered, in accordance with the school's Administering Medication Policy.

## **12. Illnesses**

- 12.1. When an individual becomes ill during the school day, the parents may be contacted to discuss any symptoms or medications taken at home. The senior leadership team will assess the need for a child's parents to come and collect.
- 12.2. Pupils will remain in the classroom until parents arrive to collect. Pupils will be monitored during this time.

## **13. Consent**

- 13.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school as part of the admissions form, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.
- 13.2. Staff will 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.

## **14. Early Years**

The school will ensure that it meets the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities.

In doing so the school will ensure the following:

- At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings - the certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS framework.
- PFA training is renewed every three years and is relevant for people caring for young children.
- All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3.
- It displays, or makes available to parents, staff PFA certificates or a list of staff who have a current PFA certificate.
- Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.
- All newly qualified entrants to the early years workforce who have completed a level 2 or level 3 qualification on or after 30 June 2016, have either a full PFA or an emergency PFA certificate within

three months of starting work in order to be included in the required staff: child ratios. The school will organise PFA training to be renewed every three years.

## **15. Monitoring and review**

- 15.1. This policy is reviewed annually by the governing board, and any changes communicated to all members of staff.
- 15.2. 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.