



# Abberley Parochial V.C. Primary School

## *Rooted and Grounded in love*

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### First Aid policy and procedures March 2023

Policy adopted: March 2023

Next review: March 2025

#### Statement of intent

Abberley Parochial Primary school is committed to ensuring all children are rooted and grounded in love. It is expected that despite our risk assessments and careful management, accidents will occur as children take managed risks and play. Provision for first aid to deal with accidents should always demonstrate our central school value of compassion towards children, adults and visitors.

Our school will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. For details please refer to the following policies in conjunction with this policy:

- Health and safety policy
- Behaviour policy
- Safeguarding Policy (including child protection)
- Supporting pupils with medical conditions policy
- Education visits and trips policy

The appointed person to take charge of first aid is: Joel Turvey (head teacher) with support from Patricia Birch

These people:

- take charge when someone is injured or becomes ill (although other first aiders may take responsibility for this provision)
- look after the first-aid equipment eg restocking the first-aid container;
- ensure that an ambulance or other professional medical help is summoned when appropriate.
- Analyse first aid and illnesses and seek to adapt practice or facilities to prevent accidents and the spread of infection

#### Legal Framework

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

### Staff training and others with delegated responsibility

The main duties of first aiders are:

- To give immediate first aid to pupils, staff or visitors and to ensure emergency services are contacted where necessary.
- To keep first aid certificates up to date through liaison with the head teacher
- To report low supplies in the first aid kits
- To record incidents requiring first aid using CPOMs, which will notify the head teacher
- To report serious/significant injuries (where a hospital visit is required or they are advised to go to hospital) or fatality to HSE through the Medgate Portal site  
<https://wcc.zaspcl5.medgate.com/portalregistration/login.rails>

	HSE First Aid at work qualification date	Emergency First Aid at work qualification date	Paediatric first aid qualification date	Administering medication (education)	Mental health first aid date	First aid for children	First aid for adults	Administration of medicine	Mental health first aid trained
Joel Turvey	3.3.23	7.01.19		23.6.21		✓	✓	✓	✓
Patricia Birch			26.1.23	1.10.21		✓	✓	✓	
Rebecca Harvey			3.11.23			✓	✓	✓	✓
Caroline Lightfoot			26.1.23			✓	✓	✓	
Sarah Andrews			2.12.19			✓	✓	✓	
Claire Shelley			13.10.21			✓	✓	✓	✓
Joanne Gregory			29.9.2020	3.6.21		✓		✓	
Michelle Lench			29.9.2020			✓		✓	
Beverley Gibbons			3.11.2021			✓		✓	
Mandy Crisp			15.7.2021			✓			
Karen Day				4.1.22				✓	
Zoe Rixon									✓

Qualifications are valid for three years

### Policy statement

1. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.
2. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.

3. Everyone on the school premises is expected to take reasonable care for their own and others' safety.
4. Adequate, safe and effective first aid provision should be available for every pupil, member of staff or visitor to be looked after in the event of any illness, accident or injury.
5. All staff and pupils should be aware of procedures in the event of any illness, accident or injury.
6. Medicines must only be administered at school when express permission has been granted for this.
7. All medicines should be appropriately stored.
8. Measures should be taken to promote effective infection control.
9. Nothing in this policy should deter any person from contacting the emergency services in the event of a medical emergency. If in doubt, dial 999 for the emergency services before implementing the terms of this policy.

### Record keeping

Staff who administer first aid must record this using CPOMs during school hours (8.00am – 3.30pm).

Accidents which occur during after school care are recorded in the Abberley Acorns first aid log, which parents sign on collection of their child.

Both records should include:

- 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 of the first aider or person dealing with the incident (This will be linked to the CPOMS account).
- What treatment they were given by the first aider.

### Reporting to parents

- All head injuries must be reported to parents using the head bump letter (appendix 1) and available in the school office. If a significant bump or bruising is apparent parents should also be called to share this information at the time, even if the child is remaining in school.
- If more significant first aid is undertaken parents will either be called or informed on collection.

### First Aid containers

There are three first aid containers located around the school site. The hall by the fire exit, the vision area (located near the entrance hall) and the cloak area between Wrens and Skylarks. Additional stock is located in the head teacher's office. A small amount of first aid provision is kept in Abberley Acorns.

First Aid containers include as a minimum:

- A leaflet giving general advice on first aid;
- Individually wrapped sterile adhesive dressings (assorted sizes);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins;
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
- One pair of disposable gloves.
- Equivalent or additional items are acceptable.

### Travelling first aid bags

Should include as a minimum:

- a leaflet giving general advice on first aid.
- six individually wrapped sterile adhesive dressings;
- one large sterile unmedicated wound dressing approximately 18cm x 18cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.
- Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

The First Aid container must be:

- maintained in a good condition;
- suitable for the purpose of keeping the items referred to above in good condition;
- readily available for use; and
- prominently marked as a first-aid container.

### First Aid room

First aid can be administered anywhere. However, in most cases, children should be located on the sofa in the entrance area. There is a first aid container at this location and there is a sink close by in the hall. This also provides a comfortable area to wait for parents to arrive if collection is needed.

### Procedure in the event of an accident illness or injury

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.
2. If called, a first aider will assess the situation and take charge of first aid administration.
3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
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:
  - I. Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
  - II. Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the accident 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 make the move without making the injury worse.
  - III. Make sure 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.
  - IV. See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
  - V. If the individual's heart has stopped there is an emergency defibrillator located at the entrance to the village hall. Consider if the use of this is necessary.

When the above action has been taken, the incident must be reported to:

The Head Teacher and, in his absence, the Deputy Head Teacher

The parents/carer of the victim(s)

#### Visits and events off-site

- Before undertaking any off-site 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 event and persons involved. This will be reviewed by the school business manager before the event is organised.
- Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.

#### Storage of medication (See separate Medicine in School Policy)

- Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
- All medicines shall 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.
- All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- An emergency supply of medication should be available for pupils with medical conditions that require regular medication.
- Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

#### Illness

- When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible. Permission for this should be sought from the head teacher or the Deputy Head teacher
- Pupils should wait on the sofa or at the round table to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

#### Consent

- Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, 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.
- Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

#### Mental Health first aid

Mrs Shelley and Miss Harvey are trained in mental health first aid. However, we also run lunch time drop in sessions with Mrs Birch, where children can talk about any challenges being faced. Please refer to the school's safeguarding policy with regards to disclosures. Any concerns relating to children's well-being should be referred to Mr Turvey (DSL) or Mrs Shelley (DDSL).

#### Monitoring and review

- This policy is reviewed annually by the Head Teacher; any changes made to this policy will be communicated to all members of staff.
- All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Dear \_\_\_\_\_,



Your child has sustained a head injury at school today at approximately \_\_\_\_\_ am/pm.

We have continued to monitor them and had we identified any further cause for concern we would have contacted you over the phone. However, we recognise that symptoms relating to head injuries may present themselves after the initial accident.

Details of the accident


If any of these symptoms are present, particularly loss of consciousness (even for a short period of time), you should call an emergency ambulance (999 / 112) or NHS Direct on 111 / 0845 4647

- Lasting headache that gets worse or is still present over six hours after the injury;
- Extreme difficulty in staying awake, or still being sleepy several hours after the injury. It is fine to let children go to sleep after a slight bump to the head, but you should check on them regularly and make sure you are able to wake them.
- Nausea and vomiting several hours after the injury;
- Unconsciousness or coma;
- Unequal pupil size;
- Confusion, feeling lost or dizzy, or difficulty making sense when talking;
- Pale yellow fluid or watery blood, coming from the ears or nose (this suggests a skull fracture);
- Bleeding from the scalp that cannot be quickly stopped;
- Not being able to use part of the body, such as weakness in an arm or leg;
- Difficulty seeing or double vision;
- Slurred speech; and
- Having a seizure or fit.

Regards,

*Joel Turvey*

Head teacher




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Pupil name: \_\_\_\_\_

I acknowledge receipt of the head bump letter. Signed: \_\_\_\_\_

Dates: \_\_\_\_\_