

# Hall Green Primary School



## First Aid Policy

<b>Policy Tracker – Responsibility for monitoring this policy:</b> <b>Senior Leadership Team</b> <b>(Reviewed annually – date of next review January 2026)</b>			
<b>Date of review</b>	<b>Reviewed By:</b>	<b>Role</b>	<b>Date Approved by the Governing Board</b>
06/01/2025	Anne Shipley Alison Gilbert	Safeguarding and Attendance Officer Head Teacher	27 February 2025

# **First Aid Policy**

The DFE has published guidelines for schools to follow and this is where the detail of this policy will come from. The “Guidance on First Aid for Schools” is a good practice guide, thus enabling us to meet the needs of pupils and adults alike

A First Aid Needs Assessment has been carried out and this has been taken into account when writing this policy.

## **Introduction**

First aid is the term implies, is the initial treatment given to someone who is injured or sick, prior to professional medical assistance.

- As a first aider, your priorities for the casualty fall into the following categories:
- Preserve Life
- Alleviate Suffering
- Prevent further illness or injury
- Promote recovery

The Head Teacher will ensure that relevant staff are trained and receive regular updates. This policy works in conjunction with the Supporting Pupils with Medical Conditions Policy

## **Aims**

- To maintain an appropriate ratio of qualified staff, at all levels, who undergo regular first aid training.
- To secure a sound provision of first aid trained staff for all school-based activities both within and outside school.
- To ensure the health and safety of all pupils throughout the school.

## **Roles and responsibilities**

Hall Green Primary work in partnership with all interested and relevant parties including the school's/setting's governing body, all staff, school nurses, parents, employers of school/setting staff, healthcare professionals and children to ensure the policy is planned, implemented and maintained successfully.

While the LA, as the employer, is primarily responsible for health and safety matters, the Governing body, senior leaders and staff also have responsibilities. This means that the Head Teacher, teachers, nonteaching staff, pupils and visitors all have their part to play in maintaining a safe and injury free environment.

These roles are understood and communicated regularly:

**The Head Teacher has a responsibility to:**

- Ensure the health and safety of their employees (all staff) and anyone else on the premises or taking part in activities (this includes children). This responsibility extends to those staff and others leading activities taking place off site, such as visits, outings or field trips.
- Ensure health and safety policies and risk assessments are inclusive of the needs of children with Diabetes
- Make sure the First Aid policy is effectively monitored and regularly updated.
- Provide indemnity for staff who volunteer to administer First Aid
- Ensure the school is inclusive and welcoming and that the First Aid policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties –including children, teachers, school nurses, parents, governors, the local authority transport service and local emergency care services.
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using children's' individual health plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply teachers and new staff know the First Aid policy.
- Delegate a staff member to check the expiry date of medicines and First Aid consumables kept at school.
- Monitor and review the policy at least once a year, with input from staff and external stakeholders.
- Appoint a member of staff to take charge of first-aid arrangements, this will be Mrs K Payton

**First Aiders have a responsibility to:**

First aiders must complete an approved training course and renew it in line with statutory guidance.

- Ensure they are available when they are on the first aid rota.
- 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 and other professional medical people have been called
- Ensure they accurately record the injury/accident on the appropriate form
- Ensure they keep the first aid room clean and tidy
- Ensure they replace consumables if they have been used.
- Report to the first aid lead (Mrs K Payton) if they notice any consumables are running low or equipment is faulty
- Ensure their training is up-to-date before performing first aid.

### **All staff have a responsibility to:**

- Have a clear understanding of the procedure to follow when a child needs First Aid
- Understand the First Aid policy.
- Allow all children to have immediate access to First Aid.
- Maintain effective communication with parents, including informing them if their child has had an accident or has been unwell in school.
- Ensure children who carry their medicines with them, have them when they go on a school trip or out of the classroom.
- Be aware that long term conditions can affect a child's learning and provide extra help when children need it.
- Liaise with parents, the child's healthcare professionals, special educational needs coordinator and family liaison officer, if a child is falling behind with their work because of their condition.
- Ensure pupil confidentiality.
- Share medical information with relevant staff such as supply staff.
- Teachers have a common law responsibility to look after the children in their care.
- Non- teaching staff, act under the direction of senior leaders in the school.

### **Parents have a responsibility to:**

- Complete a IHCP for their child if required
- Provide the school with the required medication needed to support their child during the school day, this must be prescribed, in its original packaging with a prescription label and in date.
- Inform the school of any medicines the child requires while taking part in visits, outings or field trips and other out-of-school activities such as school team sports.
- Tell the school about any changes to their child's condition or medication.
- Ensure their child has regular reviews with their doctor or specialist healthcare professional.
- Ensure they or another nominated adult are contactable at all times and contact details are kept up to date.

### **Children have a responsibility to:**

- Inform a member of staff if they feel unwell
- Inform a member of staff if they need First Aid

## **School First Aid Policy Procedures**

- In accordance with DFE guidance there is at least one first aid qualified person on the school site whilst children are present. When children are taking part in off-site visits, a first-aider accompanies all groups. It is considered best practice by Hall Green Primary that the majority support staff have a current Emergency First Aid certificate.
- First aid boxes are maintained at various locations around the school clearly marked. These are checked on a termly basis by the First Aid Coordinator.
- First Aid Boxes will contain items compliant with current legislation.
- These items can be used by any person in the absence of a first aider, without aggravating the injury and until further help is summoned.
- There are first aid bags for use on all school trips and visits.
- A first aid room is available at all times.
- First aiders are available throughout the school day
- Parents will be informed if it is a serious injury or the pupil sustains a head bump.
- Full Personal Protective Equipment (PPE) will be worn when first aid is administered.

### **Location of First Aid Boxes**

- The school has a designated first aid room; this is located on the ground floor.
- There are medical containers placed in each stair well of Hall Green primary school for easy access from both inside and outside of the building.
- These cabinets contain sufficient first-aid materials to administer first aid as recommended by the HSE (see Appendix 1 for list of requirements)
- The school has four travelling first-aid containers used for off-site visits. These are in the form of a green “bum bag” These are kept in the first aid room and contain supplies recommended by the HSE. These bags can be used outside during playtimes and on an educational visit.
- This first aid policy outlines the minimum requirements needed within a school. At Hall Green, we ensure that all children are to be kept safe and thus follow the outlines made within this policy.

**The person in charge of monitoring the First Aid contents is Karen Payton (the appointed person within school)**

- For each break time the school has nominated first aiders and a rota is in place; this is located within the first aid room and clearly visible for all to see.
- When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits and record their name on Sandwell’s online system for documenting offsite and out of hours’ records - Evolve.

**When is a first aider NOT needed?**

**IT IS NOT EXCLUSIVELY THE ROLE OF A FIRST AIDER TO CLEAN UP BODILY FLUIDS  
OR TREAT A MINOR INJURY**

There are certain accidents/injuries that happen during the day when it is neither needed nor appropriate to call for the assistance of a first aider.

If any member of staff, trained or not, attends to such minor injuries, they will need to complete a Minor Injury Form that will be later sent home for parents to read.

Any member of staff completing a minor injury form must pass on the form to an appropriate member of staff within the year group and inform them of the form being completed, this will ensure information is passed to the child's parent/carer in a timely manner.

## **Automated External Defibrillator (AED)**

The Department for Education (DFE) is providing Automated External Defibrillators (AEDs or 'defibrillators') to state-funded schools in England where existing provision is not in place. By the end of the 2022/23 academic year, the DFE expect all schools in England to have access to a defibrillator.

Defibrillators can play in helping to save lives and the benefits this brings to pupils, staff and other users of their premises

## **The AED is located: Main Reception Area**

It is designed to be used by anyone and doesn't require any specific training as it provides automated verbal and visual commands during usage. However, in order to raise awareness in case of a cardiac arrest, all first aiders would have covered this in their training

## Emergency Procedures

**IHCP to be followed if the child has one**

### Call 999

- Stay calm.
- Send for a trained adult.
- Reassure the other children and arrange for them to leave the room.
- Parents will be informed, and the child will be sent home if not taken to hospital.
- Immediate first aid must be given, by the nearest member of staff as far as their knowledge permits, and a message sent to the nearest first aider. Full Personal Protective Equipment (PPE) will be worn when first aid is administered.
- The casualty must be given all possible reassurance and ONLY if necessary be moved. If possible, the patient should not be left alone.
- Pupils must receive emergency first aid as soon as possible in the following cases:
  - Any head injuries and wounds needing stitches.
  - All suspected fractures.
  - Any signs of unconsciousness, even for a few seconds.
  - Severe blood loss
  - Breathing difficulties

**N.B. Legally pupils must be sixteen to be given medical treatment without parental consent, however in 'life or death' situations treatment is given immediately.**

- If the injury is caused by an accident and the child needs to go to hospital immediately following the accident an Accident Report Form must be completed, and returned to Mrs Gilbert the same day.

**A member of the Senior Leadership Team must be notified**

### In the event of a child needing to go to hospital:

- Hall Green Primary will provide the ambulance crew with the child's data collection sheet
- If a child needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school will try to ensure that the staff member will be one the child knows.

## **NOTIFICATION OF PARENTS/CARERS:**

Parents/carers will always be contacted in the following circumstances:

- Serious injury which has been judged as needing hospital attention
- All head injuries, regardless of them being judged to be in need of hospital attention
- Illnesses which are judged to have the potential to be significantly contagious
- Whenever a child's medical records indicate that their condition requires specific or immediate attention

All available telephone numbers will be used to contact parents.

- If there is no response to any call made, a message will be left indicating that parents/carers should contact school. No detail will be provided when leaving a message.
- Further calls will continue to be made at approximately half hour intervals.
- In the interim, the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).
- In the event that the first aider judges the injury to require urgent hospital attention and the parents cannot be contacted, the appointed person and another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## **Child Reporting Sickness**

The school takes its responsibility for the health, safety and welfare of all our children very seriously. It is vital to have consistent procedures for the handling of day to day illness.

- When a child reports feeling unwell to a member of staff, initially their action is determined by how well they know the child.
- First aiders/staff will assess whether they think a child needs 'time out' from the classroom/lesson and administer any first aid deemed necessary.
- The responsibility for deciding whether a pupil should go home or not, resides with a senior member of staff.
- In cases where the child has a bump to the head or a general bump to the face, parents must be notified. If the bump is a severe one, then the parents/carers should be notified, and a decision made whether the child should go home.
- Parents with a child suffering from a short-term serious illness are encouraged to contact the Head teacher/ SENCO to negotiate education requirements.

## Reporting injuries/accidents

All incidents involving staff, pupils, students and visitors, which require first aid staff to be in attendance will be recorded. This will help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The record should be readily accessible, and details recorded should include:

- date, time and place of incident
- name of injured or ill person
- details of the injury or illness
- details of what first aid was given
- what happened immediately after the incident (for example, went home, went back to class, went to hospital)
- name and signature of first aider or person dealing with the incident

## Some injuries/accidents are notifiable and will need to be reported using an Accident Form

### **Notifiable injuries/accidents are:**

- The death of any person on the school site.

Any person suffering any of the following:

- Fracture of the skull, spine or pelvis.
- Fracture of any bone in the arm, wrist or ankle.
- Amputation of a hand, foot, finger, thumb or toe.
- Loss of sight or a chemical burn to an eye.
- Injuries including burns requiring immediate medical treatment or electric shock.
- Any injury resulting in the person being hospitalised for more than 24 hours.

## Employees

- A) All non-notifiable accidents to employees must be recorded in the accident/ incident folder, via a form which is a controlled document and is kept in the Head Teacher's office. The school may also need to contact the Local Authority for information. Entries should be made in the presence of the injured person or their representative, where possible.
- B) All notifiable accidents must be recorded in the same way, but the school also needs to contact the Local Authority by completing the online DASH who will support with the necessary reporting requirements to outside bodies.

### **Non-Employees and Pupils**

All accidents to pupils, parents and other members of the public must be recorded in the accident book.

If any pupil sustains a severe injury following an accident an accident form must be filled in and forwarded to Mrs Gilbert.

## **APPENDIX 1:**

### **Content of First Aid Kits**

This is a list of the minimum requirements needed for First aid kits within school. There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a minimum provision of first-aid items would be:

- ▼ a leaflet giving general advice on first aid
- ▼ 20 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 un-medicated wound dressings;
- ▼ two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings;
- ▼ one pair of disposable gloves.

Equivalent or additional items are acceptable. A school's first-aid procedures should identify the person responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.