



**Stonesfield Primary School**  
Learning together to achieve our best

## **First Aid Policy**

**Approved by governors: June 2022**

**To be reviewed: June 2023**

**Related policies:** Medical Needs Policy, Intimate Care Policy

### **General Statement**

All staff at Stonesfield Primary School have a duty of care to the children in our school. The Governing Body has a responsibility for ensuring that First Aid Policy at our school is effective. The Headteacher is responsible for putting the Governing Body's policy into practice and for developing detailed procedures.

All staff are expected to use their best endeavours at all times, 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. 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.

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This policy is in line with Oxfordshire County Council's First Aid at Work procedure. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

### **Legal Information**

Our duty to provide first-aid at work is governed by the Health and Safety (First Aid) Regulations 1981<sup>1</sup>. The Headteacher is required to develop and formalise arrangements for dealing with first aid, based on a suitable and sufficient needs assessment. These arrangements must be adequate and appropriate to the circumstances and cover all people, equipment and activities both on and off site; and out-of-hours activities. Annually the Headteacher will complete the Oxfordshire County Council Checklist for Assessment of First Aid Needs and take action as required.

### **Responsibilities of First Aiders**

In order to carry out their duties effectively, first aiders have the following duties and responsibilities. First aiders are responsible for:

- Completing a training course approved by the Health and Safety Executive (HSE) and renewed every three years (or as appropriate);
- Giving immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- Responding promptly to all requests for assistance;

- Summoning further help if necessary (ambulance or other professional medical assistance);
- Looking after the casualty until recovery has taken place or further medical assistance has arrived;
- Reporting details of any treatment provided.

A member of the administration staff is responsible for:

- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

### **First-Aid Provision**

- Suitable, well-stocked first-aid kits distributed around the school;
- The school office is the designated First Aid equipped area;
- First Aid travel bags for trips;
- We always ensure a minimum of 10 staff being qualified as First Aiders, including higher level Paediatric and Forest School first aid training as appropriate.

<b>Location of first aid kits in school</b>	
<b>Office</b>	<b>Main Box</b>
<b>Chestnut Classroom</b>	<b>In cupboard on right as you enter the classroom</b>
<b>Shared Area</b>	<b>In cupboard above sink. This is also the portable bag used for trips</b>
<b>Oak</b>	<b>In cupboard above sink in the "Dell"</b>
<b>Willow</b>	<b>On shelf in the stockroom</b>
<b>Hall</b>	<b>Store cupboard x 2 bum-bags (one can be taken on trips)</b>

### **Procedures**

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, they should be brought to the school office; where it is unsafe to move the person involved, call another member of staff for assistance.
- Staff qualified in First Aid will initially assess the patient's need and apply basic first aid; in more serious cases, a second opinion should also be sought from another qualified first aider.
- For minor injuries, staff will issue a 'bump' note, as appropriate and these notes are then passed on to parents at the end of the day, together with a verbal explanation by a member of staff. Parents will always be contacted if the injury relates to the head; or if deemed appropriate due to the nature of injury.
- All administered first aid will be recorded on the school's Accident Reporting Form and this information is passed to the office for filing and further monitoring/investigation by our Safeguarding Link Governor. Accidents will be reported on Oxfordshire County Council's online reporting system by the Headteacher if appropriate.

**If there is even the slightest concern that an injury may be more serious, PARENTS will be contacted immediately.**

**It may be appropriate to seek the advice of the local Oxfordshire medical service by phoning 111.**

**For serious incidents or medical emergencies then an ambulance will be called immediately. The decision to call an ambulance is usually the responsibility of the Headteacher; however, in a genuine emergency the Office Staff/First Aider will phone directly and inform the Headteacher once this is done.**

If access to a first aid kit is required for personal use then it must not be removed from its designated place.

If a first aid kit is poorly stocked or there is any loss or damage to first aid equipment, this must be reported to an administrator in the school office.

### **Break & Lunchtime Procedures**

There is always at least one qualified First Aider on duty at all times and further designated First Aiders available in school at all times. It may be appropriate to send in children during these times to seek further first aid. Any incident that occurs during this time will be recorded by the adult present/first aider. It may be appropriate for the class teacher to be informed of any first aid administered so that they can monitor the child throughout the day.

All accidents are recorded on an Accident Reporting Form. These are held in the school office.

### **Defibrillator**

The school has a defibrillator located in the staff room. The Headteacher will ensure first-aiders have the training to use it. The defibrillator will be tested weekly by an administrator and maintenance records maintained.

### **Body Spillages, including vomit**

If a child vomits in the classroom or other shared space, the vomit should be covered by a chair until the appropriate bodily fluid powder can be placed over it until it is cleaned away. If appropriate, adults and children removed from the area. Parents will be contacted to collect their child if appropriate.

### **Dealing with Visitors**

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that this has been reported to the headteacher, for recording and further investigation.

### **Physical Education**

All asthma inhalers should be taken with the children to their Physical Education lessons. If an accident occurs, the pupil needs to be assessed by the teacher and sent to a qualified first aider, if required. The incident should be recorded, including the time and details of what happened.

A first aid kit is available in each of the classes and school office and ice packs are kept in a freezer in the staff room. Portable first aid kits are always taken to all off-site events, together with inhalers and Epi-pens.

### **Educational Visits**

The extent and nature of first aid provided will depend on the type of the visit and the risks identified. Organisers will undertake a risk assessment which will identify the level of first aid needed and make appropriate arrangements for pupils with special medical needs.

- At least one qualified first aider (more depending on medical needs of pupils) and an adequate first aid kit is required for all visits.

- First aid equipment carried should reflect specific hazards identified and the availability of professional medical help.

Minimum first aid provision is:

- A stocked and checked first aid box, appropriate to the nature of the visit and the numbers in the group.
- A teacher appointed to be in charge of first-aid arrangements.

The following first aid items are the minimum recommended by the Health and Safety Executive:

- A general advice leaflet
- Six, individually wrapped sterile adhesive dressings
- One large sterile un-medicated wound dressing, approximately 18 cm x 18 cm
- Two triangular bandages
- Two safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves
- A resuscitator face shield (for hygienic mouth to mouth resuscitation)

Appropriate items should be added to the above list where specific risks are identified, especially in remote locations. It must be noted that aspirin must not be given to children under 12, except on medical advice. Qualified First Aiders are able to administer prescription medicines to pupils during any visit. In the case of a residential visit, it may be appropriate to give a child Calpol (following strict instructions as on bottle) if they have a raised temperature or are feeling unwell; written consent must be provided by a parent. All administered medicines are recorded, dates/ time and by who.

### **Specific Medical Conditions**

All children with specific conditions, for example, asthma, epilepsy will have an Individual Health Care Plan which is written and agreed collaboratively by the Senco/Class teacher/Parent. See Supporting Pupils with Medical Conditions Policy for further guidance.

### **Children with Medical Needs**

A list of children who have Epi-pens, inhalers or any other medical needs are distributed to all staff who have access to this information at all times.

### **Medicines in School**

School staff will administer basic medicines in school provided that they have been prescribed by a doctor and that a consent form is completed in advance by a parent, together with dosage directions.

### **Qualified First-Aiders**

The school will ensure there is a sufficient number of staff trained to deliver first aid. The school will use a recognised provider of first aid training. A list of qualified first aiders is displayed in the school office and in the staff room.

### **References**

1. Health and Safety (First-Aid) Regulations 1981  
<http://www.legislation.gov.uk/ukxi/1981/917/contents/made>