



St Chad's CofE Nursery and Infant School

First Aid Policy

School Leader: K Leach

Link Governor: A Richardson

Policy Approved **Signed: N Iqbal** **Date: 03.06.2020**

Policy Reviewed Signed: A Richardson Date: 11.05.2022

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Statement of intent

St Chad's CofE Nursery and Infant 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.

This policy aims 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 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.

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.

Legal framework

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 (2015) 'Supporting pupils at school with medical conditions'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2021) 'Statutory framework for the early years foundation stage'
- DfE (2022) 'First aid in schools, early years and further education'

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- DDAT Administering Medication Policy
- Supporting Pupils with Medical Conditions Policy
- Allergen and Anaphylaxis Policy
- Asthma Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- DDAT Educational Visits and School Trips Policy

Roles and responsibilities

The governing board is responsible for:



- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon 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 or 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 and procedures for the school.

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 that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.
- Ensuring that all staff are kept up to date with government guidance relating to first aid in schools.

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 any procedures for administering first aid, including emergency procedures.

The school's Welfare Officer is the appointed person to oversee first aid provision at St Chad's CofE Nursery and Infant School. This person is currently Mrs Suddery and is 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 that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - Cardiopulmonary resuscitation.
 - First aid for the unconscious casualty.
 - First aid for the wounded or bleeding.
 - Maintaining injury and illness records as required.



First aid provision

The school will routinely re-evaluate its first aid arrangements, at least annually, 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.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves
- 6 small disposable waste bags
- 3 face coverings
- Pocket sized bottle of hand sanitiser

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes 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.

First aid boxes are in the following areas:

- The main school office
- The Rainbow Room
- The school library
- All classrooms

All first aid boxes are to be stored inside a larger green storage box, clearly labelled 'first aid'. Inside the large box, copies of the school's Accident and Report logbook and first aid notifications slips for parents/carers are to be kept. It is the responsibility of teaching staff and lunchtime staff to take out these first aid boxes during playtimes and lunchtimes, alongside the class medication grab bag.

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.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager.



The school's Welfare Officer will be responsible for ensuring all first aid kits are properly stocked and maintained. An inspection record will be completed monthly. Classroom support staff and midday supervisors are responsible for notifying the Welfare Officer if supplies are running low.

First aid notices will be clearly displayed throughout the 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.

Current full paediatric first aiders are:

- K Gilsenan
- K Leach
- H Wright
- K Hewitt

Current emergency paediatric first aiders are:

- K leach
- L Harley
- H Wright
- K Hewitt
- R Taylor
- J Gilsenan
- A Bi
- G Sohanpal
- R Bibi
- C Williams

Current first aiders at work are:

- S Suddery

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

Considering staff to child ratios, the school will ensure that there is a sufficient number of first aiders on site during school hours, for the duration of after school clubs and for any outings. Where EYFS children are on site, the school will ensure that at least one person who has a current PFA certificate is on site, available at all times, and accompanies children on any outings.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. The school's current adult mental health first aiders is Ms. K Leach. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.



Automated external defibrillators (AEDs)

The nearest AED to school is located on:

Lynton Street, Derby, DE22 3NW
DE22 3RW

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

Emergency procedures

If an incident, 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.

If called, a first aider will assess the situation and take charge of first aid administration. If the first aider indicates a minor injury e.g. grazed knee, papercut then first aid will be administered at the scene. 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.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately. The first aider may deem it necessary to use the Rainbow Room to provide additional privacy.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least two staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent 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 with the pupil at the hospital or doctor's office until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The headteacher.
- The parents of the victim(s).



Reporting accidents and record keeping

In the event of a minor injury to a pupil, a parent/carer will be notified at the end of the school day in writing, using the school's First Aid Administered notification slip. A parent/carer will be notified of any injury to the head, including minor, and be given guidance on the action to take if symptoms develop.

In the event of serious incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the school business administrator will telephone the pupil's parent as soon as possible.

A list of emergency contacts will be kept at the school office.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.
- 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.
- All records will be filed and stored in line with the DDAT Data Protection Policy.

Offsite visits and events

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.

The school will take a first aid kit on all offsite visits which contains at a minimum:

- 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 gloves.
- 2 face coverings
- 3 small disposable waste bags
- Pocket sized bottle of hand sanitiser

The school will also take a sick bucket for trips/outings that require travelling on a coach.

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

Storage of medication

Medicines will 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. 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.



Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment. The school has an emergency inhaler and Epi-pen which are kept securely in the central first aid cupboard, located in the Rainbow Room. Parents will be asked to complete and sign a consent form for use of the school's emergency inhaler and/or epi-pen.

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.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy. Long-term prescription medications e.g. inhaler, eczema cream will be stored in classroom medication 'grab bags', as per the school's Fire and Emergency Policy.

Illnesses and Allergies

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

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

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy. The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

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, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

In the event of a short-term illness/injury requiring prescription medication, parents will be asked to complete a parental agreement for administering medication in school.

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.

Monitoring and review

This policy will be reviewed annually by the governing board, and any changes will be communicated to all members of staff.

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.



Appendix

- Record of accidents log book
- Administering first aid notification slip to parent/carer
- Medication consent form
- Emergency inhaler/epi-pen consent form
- First Aid Kit Inspection Record

Emergency inhaler/epi-pen consent form

CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER

Dear Parent/Carer,

Thank you for informing us of your child's asthma. Ensuring the safety and welfare of all children in our care is of paramount importance to us as a school. A central requirement of our policy for Supporting Pupils with a Medical Condition is to ensure that every child in our care with diagnosed asthma **has their prescribed and in-date inhaler in school with them at all times.**

As parents ourselves, we recognise that getting ready for school in the mornings is a busy time for families. Therefore, to minimise the risk of inhalers potentially being left at home, we kindly request that your child's inhaler will remain in school.

Please can we request that you complete and return the permission slip below. Please bring your child's inhaler in its original box from the chemist with your child's name printed on the box.

If you are struggling to acquire a second inhaler from your child's GP for school use then please let us know. A copy of our Supporting Pupils with a Medical Condition Policy can be found on our school website [here](#).

Kind regards,

Ms. K Leach
Headteacher

CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER

I can confirm that my child:

1. has been diagnosed with asthma.
2. has been prescribed an inhaler from their GP.
3. has a working, in-date inhaler, clearly labelled with their name, which will remain in school at all times.

In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Child's name: Class:

Parent's full name:

Signed: Date: | Parent/Carer



CONSENT FORM: USE OF EMERGENCY ADRENALINE AUTO INJECTOR

Dear Parent/Carer,

Thank you for informing us of your child's allergy. Ensuring the safety and welfare of all children in our care is of paramount importance to us as a school. A central requirement of our policy for Supporting Pupils with a Medical Condition is to ensure that every child in our care with a diagnosed allergy requiring an emergency adrenaline auto injector **has their prescribed and in-date emergency adrenaline auto injector in school with them at all times.**

As parents ourselves, we recognise that getting ready for school in the mornings is a busy time for families. Therefore, to minimise the risk of very important medication potentially being left at home, we kindly request that your child's emergency adrenaline auto injector will remain in school.

Please can we request that you complete and return the permission slip below.

Please bring your child's adrenaline auto injector from the chemist with your child's name printed on the label.

If you are struggling to acquire a second inhaler from your child's GP for school use then please let us know. A copy of our Supporting Pupils with a Medical Condition Policy can be found on our school website [here](#).

Kind regards,

Ms. K Leach
Headteacher

CONSENT FORM: USE OF EMERGENCY ADRENALINE AUTO INJECTOR

1. I can confirm that my child has been diagnosed with an allergy to and has been prescribed an adrenalin auto injector.
2. My child has a working, in-date adrenaline auto injector, clearly labelled with their name, which will remain in school at all times.
3. In the event of my child displaying symptoms of anaphylaxis shock, and if their own adrenaline auto injector is not available or is unusable, I consent for my child to receive an injection from an emergency adrenaline auto injector held by the school for such emergencies.

Child's name: Class:

Parent's full name:

Signed: Date: Parent/Carer



LOVE God LOVE Neighbour LOVE Self

ST. CHAD'S CofE NURSERY & INFANT SCHOOL
Gordon Road, Derby DE23 6WR
Tele: 01332 345997
E-mail: admin@stchads.derby.sch.uk
Headteacher: Ms. K Leach



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First Aid Kit Inspection Record

St Chad's CofE Nursery and Infant School First Aid Kit Inspection Record												
Location of first aid kit	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<ul style="list-style-type: none"> • A leaflet giving general advice on first aid • 20 individually wrapped sterile adhesive dressings, of assorted sizes • 2 sterile eye pads • 2 individually wrapped triangular bandages, preferably sterile • 6 safety pins • 6 medium-sized individually wrapped sterile unmedicated wound dressings • 2 large-sized individually wrapped sterile unmedicated wound dressings • 3 pairs of disposable gloves • 6 small disposable waste bags • 3 face coverings • Pocket sized bottle of hand sanitiser • Accident and Report logbook* • First aid notifications slips for parents/carers are to be kept* 												
<i>Classroom first aid kits only</i>												
Bears												
Crocodiles												
Flamingos												
Elephants												
Main School Office												
Rainbow Room												
Library												

- Initial to confirm box content checked, stocked and contains no unauthorised items
- Record short date that inspection occurred
- Kits to be inspected at least half termly
- Staff using first aid kit to advise SS if stock is running low