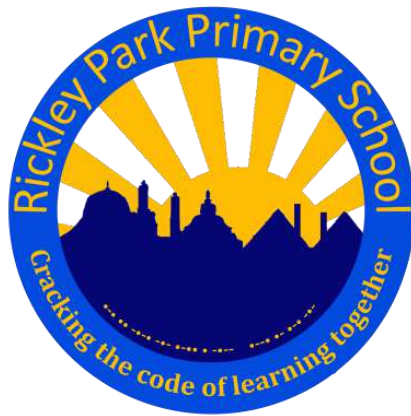


Rickley Park

Cracking the Code of Learning Together



First Aid Policy

(Including supporting pupils at school with medical conditions)

Date of Policy: September 2023

Date of Review: September 2024

1. Introduction

Rickley Park Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children 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 regards to all staff, pupils and visitors. The School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils.

2. Aims

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members with First Aid in Schools training.
- To ensure a sufficient number of Early Years staff members have Paediatric First Aid training;
- To maintain at least two members of staff who have received the recognised and additional First Aid at Work certification.

3. Legislation and guidance

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](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

4. Roles and responsibilities

Appointed person(s) and first aiders

The school's appointed person is Lorraine Bosworth. They are responsible for:

- Taking charge when someone is injured or becomes ill
 - Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
 - Ensuring that an ambulance or other professional medical help is summoned when appropriate
- First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an online accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's appointed person and first aiders are displayed prominently around the school.

The Trust

The Trust has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

The Headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and trained first aiders are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders and appointed person in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aiders and appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

5. Implementation

- The Headteacher will ensure that a sufficient number of staff have the relevant First Aid Training, including the PE team.
- A well-stocked first aid kit will be available at all times – with a designated person responsible for maintaining stock levels.
- First Aid Kits are available in school and taken on educational visits.
- At least one first aid trained member of staff will be available at each break time to deal with the treatment of minor injuries.
- All injuries or illnesses that occur during lesson time will be dealt with by the relevant trained member of staff.
- A confidential up to date record will be kept of any injuries sustained by the children who need first aid.

6. Notification of Parents

- Medication will be administered to children if it has been prescribed by a doctor
- Whereby a child requires paracetamol due to high temperature or pain, a trained member of staff may administer the appropriate dosage according to their age with parental consent which must be obtained either in writing or by telephone
- Where (liquid) paracetamol or (liquid) antihistamine is administered, 2 members of staff should be present to check the dosage
- Schools are only permitted to administer 2 doses of liquid paracetamol within a school day and they must be given at least 4 hours apart
- Schools must obtain verbal consent before each dose is administered
- No medication will be administered to children without written or verbal permission of parents or guardians
- All first aid treatments will be recorded on our online system
- If a child has sustained a head or facial injury, they will be sent home with a head injury wristband and a phone call or a text message will be sent to the child's primary contact detailing the types of injury and any treatment given
- For more serious injuries or illnesses, the parents or carers will be contacted by one of the First Aiders to explain the injury or illness and any treatment given
- If required, Parents of ill children will be contacted to take the children home
- All medication will be held in an accessible but secure location, including inhalers, EpiPens and diabetic kits
- When children have their outdoor PE sessions, one of the PE team or teaching assistants will take out the relevant medical equipment, including individual children's inhalers

7. Other Aspects of First Aid

- At the end of each year all medication, including inhalers will be sent home with the children.
- At lunchtimes there will be several first aiders with responsibility for first aid in the playgrounds. There will be one sited on the AstroTurf, one on the upper playground and one on the bottom playground. These members of staff will deal with small injuries outside. If the injury is more significant and the children need to come inside to be treated, they will be accompanied inside to a first aider in the office area.

8. Individual Care Plans *(Please read in conjunction with our Medical Needs Policy)*

Introduction:

Individual healthcare plans can help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex.

- The office staff will keep a central information folder where they can easily locate information for children with medical needs in an emergency.
- Children who have an Individual Healthcare Plan will have their plan easily accessible, kept in the lockable medical box in the child's classroom to comply with GDPR regulations.
- Children who have an Individual Healthcare Plan whereby their condition is serious and could require urgent medical care, will have their plan easily accessible to all staff on the secure staff portal to ensure that all members of staff are able to familiarise themselves with emergency protocol.

- When a child starts at Rickley Park and has an identifiable need, e.g. may need an EpiPen for their medical need, the Assistant Head of School will arrange the relevant training for staff from the School Nurse Team.

9. Managing Medicines on School Premises

- All medicines are stored safely either in the fridge or in a cupboard, within the office area.
- Medicines and medical devices such as asthma inhalers, blood glucose testing kits and adrenaline pens should be readily available to the child. Inhalers should be kept in the medical cupboard in each year group to enable easy access.
- Monitoring of any controlled drugs will be undertaken by trained administration staff and doses recorded.
- Medicines will only be administered in school when it would be detrimental to the child's health and attendance not to do so.
- Medicines other than liquid paracetamol and liquid antihistamine will only be administered when prescribed by a doctor and are in date, in the original container prescribed by the doctor.
- When no longer required or out of date, medicines will be returned to the parents.
- Sharps boxes should always be used for the disposal of needles and any other sharps.
- Latex gloves will be used at all times when dealing with blood.

10. Educational day visits, residential trips and sporting activities

- For any visit to go ahead a risk assessment will be undertaken. This risk assessment must take into account any medical needs. A qualified first aider will accompany all visits.