



St Bartholomew's
Primary Academy

First Aid Policy

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Statement of intent

St Bartholomew's Primary Academy 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. Details of such precautions are noted in the following policies:

- **Health and Safety Policy**
- **Behaviour Policy**
- **Child Protection and Safeguarding Policy**
- **Lone Working Policy**
- **Supporting Pupils with Medical Conditions Policy**
- **Learning Outside the Classroom and Educational Visits Policy**

The Headteacher has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.



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1. Legal framework

1.1. 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 Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'

2. Aims

2.1. All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

2.2. Staff will always use their best endeavours to secure the welfare of pupils.

2.3. Anyone on the school premises is expected to take reasonable care for their own and other's safety.

2.4. The aims of this policy are 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.

2.5. 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.

2.6. To achieve the aims of this policy, the school will have suitably stocked first aid bags/boxes in line with the assessment of needs. There is a 'Playground First Aid Bag' for each phase: EYFS, Y1 & 2, Y3 & 4 and Y5 & 6, stored in the Staffroom cupboard when not in use, and First Aid Boxes located in Cooks' Corner, the Disabled Toilet and the Staffroom. All first aid containers will be identified by a white cross on a green background.

Please see Appendix 1 for a contents list of First Aid Bags and Boxes



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2.7. The School Business Manager is responsible for ensuring the contents of first aid kits are examined on a regular basis. A designated person is responsible for checking and restocking bags, boxes, including any mobile first aid kits for offsite use as required. Items will be safely discarded after the expiry date has passed.

2.8. First aid supplies are available in the school disabled toilet.

3. **First aiders**

3.1. 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.

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

3.3. The current first aiders are listed on the yellow Medical Training lists posted throughout the school

4. **Automated external defibrillators (AEDs)**

4.1. There are two AEDs at the school. AED 1 is located near to the staff toilets at the entrance to the music room. AED 2 is located in the disabled toilet in the brick built Annexe.

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

4.3. The AEDs are checked monthly, including the battery level and the pads. The battery will be replaced if an unexpected drop in the battery level is detected, after the AED has been used, or at least every four years.

4.4. AED2 is registered on The Circuit. The availability of AED2 is updated on the website on a regular basis

5. **Emergency procedures**

5.1. 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.

5.2. If called, a first aider will assess the situation and take charge of first aider administration.

5.3. 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.

5.4. 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:



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- Administer emergency help and first aid to all injured persons, after first checking it is safe to approach the casualty. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
- Ensure 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 and it is safe to do so) by removing injured persons from the scene. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
- The individual dealing with the casualty should call for assistance. If possible, another adult should call 999, if appropriate.
- If a child has become unwell, a parent/ carer must be informed immediately. After receiving a parent's clear instruction, take the victim(s) to a doctor or to a hospital.
- If an adult has become unwell, efforts should be made to contact their next of kin to advise them of the situation and obtain any relevant medical information.
- See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

5.5 Once the above action has been taken, the incident should be reported promptly to:

- The Headteacher
- Referable incidents should be reported to RIDDOR within 10 working days.
- An DSAT Accident/ Incident form should be completed as soon as possible.

6. Reporting to parents

- 6.1. In the event of any minor incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable.
- 6.2. Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.
- 6.3. A list of emergency contacts will be kept at the school office.

7. Offsite visits and events

- 7.1. 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.
- 7.2. For more information about the school's educational visits requirements, please see the Educational Visits and School Trips Policy.



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8. Storage of medication

- 8.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions.
- 8.2. All medicines will be stored in the original contained 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.
- 8.3. Accurate records of medicine administered by staff are kept. Records are available to parents should they wish to view them.
- 8.4. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 8.5. An emergency supply of the following medication will be available for pupils in the school office: asthma inhaler; paracetamol; ibuprofen; anti-histamine.
- 8.6. 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.

9. Illnesses

- 9.1. When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.
- 9.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

10. Consent

- 10.1. 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.
- 10.2. Staff do 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.



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11. Monitoring and review

- 11.1. This policy is reviewed every three years by the ASEC, and any changes communicated to all members of staff.
- 11.2. Staff will be required to familiarise themselves with this policy as part of their induction programme.
- 11.3. 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.



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Appendix 1

Playground First Aid Bags – checked weekly	
Water Spray Bottle	1
Yellow Bags	5
Triangular Bandage	2
Assorted Plasters (20)	1
Sterile Dressing (5 x 5cm)	5
Gauze Swab (7.5 x 7.5cm)	5
Sterile Pad (10 x 10cm)	5
Large Dressing	5
Medium Dressing	5
Crepe Bandage	1
Microporous Tape	1
Scissors	1
Disposable Gloves	10
Paper Towels	1
Sick Bowls	5
Playground Accident Sheets	5
Bumped Head Letters	5
Bumped Head Stickers	1
Phase Medical Information Folder	1
Thermometer	1
Clipboard & Pens	1

First Aid Boxes – checked monthly	
Sterile Dressings 12 x 12cm	3
Sterile Dressings 18 x 18cm	3
Swab Dressing 10 x 10cm (5 Pack)	3
Swab Dressing 7.5 x 7.5cm (5 Pack)	3
Triangular Bandage	4
Safety Pins	24
Eye Pad Dressing	4
Assorted Washproof Plasters	100
Alcohol Free Cleansing Wipes	40
Microporous Tape 2.5cm x 5m	1
Powder Free Nitrile Gloves (Pair)	12
Finger Dressing Pad	4
Resuscitation Face Shield	2
Foil Blanket	3
Tough Cut Scissors	1
Conforming Bandage	2
Yellow Biohazard Bags	3



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