First Aid Policy and Procedures

Ashton Primary School

Date policy created: September 2024

Most recent policy review date: September 2026

By: Laura Butterworth

Review date: September 2027

Ashton Primary School is committed to having secure arrangements in place for providing first aid treatment to its pupils, staff and visitors in the event of an accident, no matter how minor or major.

It is emphasised that the team consists of **qualified First Aiders** and not trained doctors or nurses.

In the event of an accident, all members of the school community should be aware of the support available and procedures available to activate this.

The aims of this policy are:

- To provide effective, safe first aid cover for pupils, staff and visitors.
- To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of Health and Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

N.B. The term First Aider refers to those members of the school community who are in possession of a valid First Aid certificate.

FIRST AIDERS will:

- Ensure their qualification and insurance (provided by the school) are always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- The School Business Manager is responsible for ensuring school is fully stocked, all staff to report when items are low.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital, ensure that parents are aware of all head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
    - Accompanied in the ambulance at the request of the paramedics.
    - Followed to hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
    - Met at hospital by a relative.
    - The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
- Keep a record of each pupil attended to, the nature of the injury and any treatment given, in the book provided by the First Aid Box. In the case of a serious accident, the Accident

Book should be completed and reported to the HSE if relevant. An appropriate letter must be completed and sent to parents, outlining the nature of injury and treatment given.

- Ensure that everything is cleared away, (if needed using a specific disposal kit for bodily fluids). Contact the site cleaning staff for advice on cleaning contaminated areas.

THE GOVERNING BODY will:

- Provide adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.

THE HEADTEACHER will:

- Ensure that in the event that an injury has caused a problem, the pupil must be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of pupils with known medical needs and appropriate treatment that may need to be given.
- Ensure that medical consent forms are obtained from parents/carers for each pupil for any school trips that are undertaken and that the class teacher responsible, has access to these records.

TEACHERS will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils within their care – information available from the SENCO.
- Ensure safe storage of medication i.e. asthma inhalers are in appropriate, accessible location, which is clearly labelled with photo of child on for quick identification.
- Ensure record book with signed consent from parents with details of dosage and record of administration i.e. for inhalers is completed.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help immediately from the school office to call the emergency services if the situation is deemed serious or life threatening, giving the precise location of the casualty.
- Send a pupil who has minor injuries to the First Aider who is on duty in their part of the building.
- Ensure that a current medical consent form for every pupil that they take out on a school trip which indicates any specific condition or medications of which they should be aware.

- Have regard to personal safety.

OFFICE STAFF will:

- Support the First Aiders in calling the emergency services or contacting relatives in an emergency.
- NOT administer any medication unless trained to do so, the medication has been prescribed by a doctor and with written consent from parents.

This policy is to be monitored and reviewed annually by the Governors, Headteacher and First Aid Team in school.