

# Lacey Green Primary Academy

## First Aid Policy

Policy Reviewed and Agreed: January 2025



### 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 (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

### Aims

- To provide first aid provision and medical care for pupils, staff and visitors to the school.
- To have in place qualified first aid personnel.
- To have in place adequate first aid equipment.
- To have in place excellent lines of communication with the emergency services and other external agencies.
- To adhere to the governments Health & Safety regulations and guidelines.

### Identification and Awareness

- Parents must inform the school of their child's existing medical conditions which may be a cause for concern.
- The staff must report any concerns they have on the medical welfare of any pupil.
- First aid trained staff will be asked to see any child who may have developed a medical condition or had an accident whilst on school property and in school hours.
- If there is any doubt about the child's injury requiring medical attention, the child's parents will be contacted to collect them and take them to the GP or A&E department.
- In an emergency, an ambulance will be called before contacting the parent.

### Training

- For all nominated personnel to undertake training in first aid through a recognized trainer and hold either the First Aid at Work qualification or the Paediatric First Aid qualification. In addition, the majority of the staff will be trained in Emergency First Aid.

- All staff will be trained in Emergency First Aid at least every three years.
- A record of trained personnel is displayed in the staff room and office.

### **Administration of Medicines**

- A procedure is in place for the administration of medicines for pupils. See 'Medicines in school Policy'.
- Before the school administers any medication the parent must complete the necessary paper work.
- Records must be kept of the administration of medicines. Doses given and timings are recorded in the Medicine in School Log Book and the Parent Request form is filed in the child's school file.

### **First Aid Supplies/ House Keeping**

- First aid supplies are located in the main staff cloakroom, in the first aid cabinets by the main junior playground children's exit, the main infant playground exit and the EYFS outdoor ramp. Each classroom is also equipped with a first aid kit.
- Pupils are to be reminded that they are not to open any first aid boxes.
- Pupils to be reminded that they are not to administer any first aid themselves and to always alert a member of staff if a child requires first aid of any sort.
- All medicines are securely stored in a locked cupboard in the main designated first aid room area – staff cloakroom area.
- A designated member of staff will ensure that first aid boxes are clearly labelled, stocked correctly and checked on a half termly basis or when staff inform them that stock is running low. Each kit has a check list which is checked and signed.
- Ice packs are kept in freezers located in the staff cloakroom area, the infant art cupboard and the junior art bay.

### **Emergencies**

- All emergency trained staff will deal with minor grazes and head bumps themselves. More serious injuries must be reported to and dealt with by a fully qualified first aider.

### **Records and Reporting**

- Records are to be kept for all pupils requiring first aid (with the exception on minor grazes and bumps). This could be a copy of a 'bumped head' letter or an accident form.
- **Bumped Head** – A bumped head form is completed by the first aider treating the child. This is then sent to the office and filed in the accident file. The class teacher is informed and a text message is sent to inform parents about the incident via Arbor.
- Parents are to be informed of all accidents which occur during school hours, especially head injuries (unless the injury is a very minor graze or bump which has been wiped and a plaster applied.).
- All accidents which require the person to leave school early to directly seek medical attention from a hospital must be entered on the PRIME Reporting system to ensure RIDDOR legislation is met.

### **First Aid to be administered**

- In the event of an injury/soreness in an intimate area of the body, two first aiders must be present.
- Plasters will be applied if necessary unless the parent has given prior notice that the child should not have them applied.

- Ice packs can be used for suspected sprains, bumps and bruises **as long as they are inside an ice pack sleeve and are not applied for more than 10 minutes at a time.**

### **Serious Injury**

- **DO NOT MOVE THE CASUALTY** unless there is imminent threat of danger.
- Inform a first aider immediately. Keep other pupils away from the casualty.
- Ring emergency services and give a clear description of injury.
- A member of the school staff will meet and direct the emergency services to the casualty.
- The qualified first aider will complete the Accident Form and then a responsible person will enter the accident on the PRIME system. This will report the accident to RIDDOR (where appropriate).
- A member of the Senior Leadership Team will make a decision whether to contact the critical incidents team.

### **Major incidents involving more than one casualty**

- Inform the Principal/Head of School and first aiders immediately. Emergency First Aiders to support.
- Evacuate all uninjured children and adults to a place of safety.
- A first aider will telephone the emergency services and give a clear description of the number and type of injuries. Senior Leadership Team will make the decision whether to contact the police. A delegated person will greet the paramedics by the front gate and direct them to the casualties.
- Incident grab kits are located in the school office and by the rear KS2 exit.

The school should then follow the Cheshire East critical incident procedures as detailed on the office notice board.

### **Automated external defibrillators (AEDs)**

The school has procured three AED's; they are located at the main school office, the junior corridor outside the Year 5 classes and in the entrance to the conference Centre. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. An external company services and maintains the devices. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year. Use of the AED will be promoted to pupils during Personal Development lessons.

### **Visits and Residentials (Off Site)**

- First aid kits and any relevant medication for specific children must be taken on all visits out of the school premises. Parents will list and provide the medication and consent to administer.
- A Paediatric first aider should accompany trips made by the EYFS.
- An emergency first aider can accompany trips to museums etc, but for overnight residential visits, a fully qualified first aider must accompany the party if not provided by the Residential Centre.

## **Before and After School Provision**

- It is the responsibility of the providers of before and after school clubs to hold a first aid qualification and to administer first aid if required.
- After school sports club personnel must have a qualified first aider present and have an adequately stocked first aid kit available. All providers are made aware (by parents when signing up) regarding which children suffer with Asthma and know where the Inhaler bags are in the classrooms.

## **Hygiene**

- Gloves must always be worn if in contact with blood and/or body waste
- Waste contaminated with bodily fluids/waste should be placed in the bio hazard bags and disposed of appropriately.

*This policy will be reviewed and updated when any new guidelines and legislation are issued by any relevant bodies or where the Academy feels is necessary.*