

# Elm Tree Primary Academy



**Elm Tree**  
Primary Academy

## First Aid Policy

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## Statement of intent

Elm Tree 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
- Relationships and Regulation Policy
- Child Protection and Safeguarding Policy
- Managing Medical Needs Policy
- Infection Control Policy

The school's SLT 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.

Signed by: Headteacher

Date:

Chair of governors

Date:

## 1. 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 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'

## 2. Aims

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. Staff will always use their best endeavours to secure the welfare of pupils. Anyone on the school premises is expected to take reasonable care for their own and other's safety.

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.

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.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs.

Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads

- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves
- Equivalent or additional items are acceptable
- All first aid containers will be identified by a white cross on a green background

The lead first aider is responsible for examining 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: **TBC**

- Basic First aid kits in each classroom containing, plasters antiseptic wipes, gloves and larger dressings

### 3. 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.

First aiders will ensure that their first aid certificates are kept up-to-date. Each classroom's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies. The current first aid appointed person(s) are:

Name

Contact

Location

4. Emergency procedures 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.

If called, a first aider will assess the situation and take charge of first aider administration. 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, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victims(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.
- Call an ambulance or a doctor, if this is appropriate – after receiving a parent’s clear instruction, take the victim(s) to a doctor or to a hospital. 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.

In the event of 111 or 999 being called. Staff making the call should have the child with them, so they are able to answer all questions asked by the 111 operator accurately, efficiently and without delay. While a member of staff is on the phone to 111/999, a second member of staff should contact the parents/carer of the individual and inform them of what is happening.

We must not expect parents or anyone else to contact 111, the child is in our care. While parents may be invited to come to school and wait, they will not be expected to, nor will we release the child until we had received an answer from 111, however long that takes’.

In the event of an individual ingesting or swallowing an item, 111 should be contacted immediately, with the child present.

- 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) by removing injured persons from the scene.
- 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. Pupils may need parental support to be called immediately.

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

- The headteacher or SLT
- Parents (if not already called)

## 6. Reporting to parents

In the event of incident or injury to a pupil, at least one of the pupil’s parents will be informed as soon as practicable. 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.

In the event of a serious injury or an incident requiring emergency medical treatment, the pupil’s class teacher or receptionist will telephone the pupil’s parents as soon as possible. A list of emergency contacts will be kept at the school office.

## 7. 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. For more information about the school's educational visits requirements, please see the Educational Visits Policy.

## 8. Storage of medication

Medicines will always be stored securely and appropriately in accordance with individual product instructions. All 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.

All medicines will be returned to the parent 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, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Care Plan (ICP) 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

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. 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. Human Bites

If a member of staff or pupil receives a bite from another pupil the following procedure should be followed as directed by the NHS:

- clean the wound immediately by running warm tap water over it for a couple of minutes – it's a good idea to do this even if the skin does not appear to be broken
- remove any objects from the bite, such as teeth, hair or dirt
- encourage the wound to bleed slightly by gently squeezing it, unless it's already bleeding freely
- if the wound is bleeding heavily, put a clean pad or sterile dressing over it and apply pressure
- dry the wound and cover it with a clean dressing or plaster
- seek medical advice, unless the wound is very minor

If the bite has broken the skin, you should seek immediate medical attention after cleaning the wound.

Do not delay seeking help until symptoms of infection appear. Minor bites can be treated at your GP surgery, or by staff at your local walk-in centre or minor injuries unit. For particularly severe bites, visit your local A&E department.

11. Allergens Where a pupil has an allergy, this will be addressed via the school's Medication Policy and individual Care Plan

12. 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. 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.

13. Monitoring and review

his policy is reviewed annually by the governing board, and any changes 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.

The next scheduled review date for this policy is.