

First aid policy

Written by: David Kite

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Date of Next Review: September 2025



WATERGATE SCHOOL

'I Can, You Can, Together We Will'

Statement of intent

Watergate Primary School is committed to providing emergency first aid provision in order to deal with accidents and incident affection employees, children and visitors. The agreement within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards all staff, pupils and visitors.

Watergate Primary School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- **Health and Safety Policy**
- **Behavior Policy**
- **Safeguarding Policy**
- **Medical Policy**
- **Food Hygiene Policy and Procedures**
- **Educational Visits and School Trips Policy**

The Premises & Facilities Manager 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.

Approved by:

Governors

Date:

Last reviewed on:

Next review due by:

1. Legislation and guidance

1.1 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 & Safety in schools](#) and the following legislation:

- [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

2. Aims

The aims of our first aid policy are to:

- 2.1 All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
- 2.2 All staff will use their best endeavors, at all times, to secure the welfare of the pupils.
- 2.3 Anyone on the school premises is expected to take reasonable care for their own and others' safety.
- 2.4 The aim of the policy is to:
 - **Ensure that the school has adequate, safe and effective first aid provision in order 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 all staff and pupils (where possible) 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 all medicines are appropriately stored and in date.**
 - **Promote effective infection control.**
- 2.5 Nothing in this policy should 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 for the emergency services 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 suitable stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:
 - **A leaflet giving general advice on first aid**
 - **Sterile wipes**
 - **Adhesive dressings**
 - **Triangular dressing bandages**
 - **Eye pads**
 - **Sterile eye wash**
 - **Burn dressing**
 - **Ice pack**
 - **Scissors**
 - **Thermometer strip**
 - **Foil blankets**
 - **Plasters- various sizes**

The large travel first aid kits for the minibuses will contain all of the above, the small first aid kits which are carried will contain a reduced number of all the items.

2.7 Equivalent or additional items are acceptable.

2.8 The Facilities & Premises Manager is responsible for examining the contents of First Aid boxes each term. First Aiders and classroom staff should check frequently and restock as soon as possible after use. Items should be discarded safely after the expiry date has passed.

2.9 First aid boxes are located in the following areas:

- Classrooms
- Staff Rooms
- Front Office

3. First Aiders

3.1 The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that ambulance or other professional medical help is called, when necessary.

3.2 First Aiders are to ensure that their first aid certificate is kept up-to-date through liaison with the Facilities & Premises Manager.

3.3 The appointed First Aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The First Aid appointed person(s) will be responsible for maintaining supplies.

3.4 The current of Emergency First Aid at work and Paediatric First Aid appointed persons can be found on posters around the school premises at both Watergate Bellingham and Watergate Ladywell.

4. Emergency procedure in the evening of an accident, illness or injury

4.1 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.

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

4.3 In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by that administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment with delay.

4.4 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:

- Administer emergency help and first aid to all injured persons. The purposes of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some more 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 accident 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 make the move without making the injury worse.
- Make sure 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 children who may have witnessed the accident or its aftermath and who may be worried, or traumatized, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
- When the above action has been taken, the incident must be reported to:
The Headteacher
The parents/carer of the victim(s)

5. Record-keeping and reporting

- An accident form will be completed by the First Aider on the same day or as soon as possible after an incident resulting in an injury/incident
- As much details as possible should be supplied when reporting an accident. Accident form are available from the School Office.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and payments) Regulations 19, and then securely disposed of.

6. Reporting to the HSE

The school Office will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 Legislation (regulations 4,5,6 and 7). It is the responsibility of the School Business Manager to report these to the Health & Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. The Business Manager will report these to the London Borough of Lewisham within the required period.

7. Reporting to parents

- 7.1 In the event of a serious incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.
- 7.2 Parents must be informed by telephone by a member of the class team and in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop
- 7.3 In the event of serious injury or an incident requiring emergency medical treatment, a member of staff will telephone the pupil's parents as soon as possible.
- 7.4 A list of emergency contact details is kept at the School Office.

8. Visits and event off-site

- 8.1 Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provisions required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by SLT before the event is organised.

9. Storage of medication

- 9.1 Medicines are always securely stored in accordance with individual product instructions.
- 9.2 All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instruction for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- 9.3 All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- 9.4 Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in appropriate way i.e. epilepsy
- 9.5 Staff who have medical condition should also store medication with the front office in the event of an emergency i.e. allergies and respiratory

10. Illness

- 10.1.1 When a child becomes ill during the day, the parent/carer will be contacted and asked to pick up their child up from school as soon as possible.
A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time by a member of teaching staff/.

11. Consent

- 11.1 If a child has a medical need parents will be asked to complete and sign a medical consent form, which includes details of allergies and chronic conditions.
- 11.2 Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law-staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind.

12. Monitoring and review

- 12.1 This policy is reviewed annually by the Headteacher in conjunction with the Governing Body; any changes made to this policy will be communicated to all members of staff.
- 12.2 All members of staff are required to familiarise themselves with this policy as part of their induction programme.