First Aid Policy

Last reviewed:	May 2025	Next review Date	May 2027
Review cycle:	2 yearly	Is this policy statutory?	No
Approval:	Headteacher	Author:	Gill Farmer
Local approval*:	n/a	Local author*:	n/a

* only for policy/procedures that are templates and require local adaptation.

Revision record
Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No	Date	Revised by	Approved date	Comments
1	Oct 2021	G Farmer	n/a	Minor amendments
2	May 23	G Farmer	n/a	Reviewed in line with updated SCC guidance on creating a first aid policy. New sections added – 3, 9, 10
3	May 25	P McPhail	n/a	Minor amendments including removal of using Arbor App to inform parents

Statement

St Paul's CofE Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others affected by our activities.
Responsibility for first aid at St Paul's CofE Primary School is held by the Headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Health & Safety (First Aid) Regulations 1981. The policy is supported by a first aid risk assessment.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

1. Aims and Objectives

Our first aid policy requirements are achieved by:

- Compliance with the first aid requirements for staff, children and visitors at our premises
- Ensuring that this will be reviewed every two years, or following any significant changes that may affect the first aid provision
- Ensuring that there are sufficient first aid trained staff available within the school
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance within the school
- Ensuring the above provisions are clear and shared with all who may require them

2. First Aid Training

The headteacher will ensure that the appropriate number of qualified first aiders to meet the needs of the school and that they are adequately trained to meet their statutory duties. At least one member of staff has attended the First Aid at Work qualification which is valid for three years.

Most Learning Support Assistants and members of the office/administration team, have a valid First Aid qualification. Thereafter staff will attend a refresher training session every three years (or at the first reasonable opportunity on expiry of their current qualification) offered by an approved provider. Additional refresher training is available via our online training resource which can be undertaken by staff between externally provided training sessions.

At St Paul's CofE Primary School we will ensure there is at least one first aid trained member of staff on site at all times. They will be responsible for administering first aid, in accordance with their training, to those injured or ill whilst at work or on the premises.

Any member of school staff who has not undertaken first aid training may be asked to undertake first aid tasks, but they cannot be required to do so. Teachers and other staff working with pupils and students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils and students in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

3. Early Years Foundation Stage (EYFS) training

As the school have children in the EYFS stage i.e. children from birth to the end of the academic year in which a child has their fifth birthday, at least one member of staff has a current paediatric first aid (PFA) certificate on the premises and available at all times when children are present and accompany children on outings.

In addition to the first aid provision already in place for employees that meets the requirements of employees and pupils, where pupils fall within the EYFS framework the provision we ensure that the provision meets the requirements laid out in the EYFS statutory framework.

4. First Aid Provision

The following provision has been made to meet the requirements of the school:
Clearly labelled first aid kits are easily accessible in the following areas:

- Medical room
- Playground

First aid kits are checked regularly by a member of the classroom that they belong to and replenished in accordance with the First Aid Kit Checklist in the office. Any items in the first aid box that have passed their expiry date should be disposed of safely. Tablets and medication should never be kept in the first aid box.

There is a dedicated medical room for administering first aid treatment, the care of sick children and, as appropriate, provision of needs identified in any pupil's individual Healthcare Plan. This area has a sink with running water, drinking water and cups, soap and paper towels, a store for first aid materials, foot-operated refuse container, lined with disposable yellow clinical waste bag, chairs, bed, blankets and pillows.

5. Emergency Arrangements

When summoned in the event of an accident, the first aider is to take charge of the first aid administration/ emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call 999. In the event that 999 needs to be called, the first aider is to alert the Headteacher or a member of the Senior Leadership Team and a member of the school office team.

999 events:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture and it is deemed to be sufficiently serious to require an ambulance rather than a private vehicle.
- Whenever the first aider is unsure of the severity of the injuries/illness
- Whenever the first aider is unsure of the correct treatment
- If a child's Individual Health Care Plan specifies a situation which requires an ambulance to be called
- In the event of an accident involving a child, where appropriate, a parent/carer will always be notified of their child's accident if it
    - is considered to be a serious (or more than minor) injury
    - in all cases involving head injuries
    - requires attendance at hospital

Our procedure for notifying parents/carers in the event of a serious injury will be to use all telephone numbers provided, in the priority sequence provided by the parents. Should the calls be unanswered we will additionally send text messages and leave telephone messages. This will be repeated until we have a response.

In the interim, a qualified first aider, or another member of staff, will remain with the child and continue to assess their condition until the parents/carers are contacted/arrive or a 999 call is made.

In the event that the child requires hospital treatment and the parents/carers cannot be contacted prior to attendance, the qualified first aider or another member of staff will accompany the child to hospital and remain with them until the parents/carers can be contacted and arrive at the hospital.

In the event of a bumped head, we will contact parents/carers if there is a visible mark as a matter of courtesy. If symptoms suggest that the child needs to be collected for further assessment, or monitoring, they will be collected from school and taken home. The child will always be provided with information indicating where the injury is, treatment given and how, when and where it occurred.

6. Off Site Activities

Parents/Carers of children participating in school trips and visits will complete a consent form providing details of all medical /dietary needs as part of the trip consent. All medication which needs to be administered during the course of the visit will be taken by a designated member of staff on the trip.

Before undertaking any off-site activities or educational visits, the visit leader should assess what level of first aid provision is needed and identify any additional items that may be necessary for specialised activities. Surrey's Outdoor Education Advisers' Panel (OEAP) provides advice on outdoor learning and off-site visits, including the assessment of first aid requirements.

At least one member of staff who has been trained in first aid will accompany all off site visits. A member of staff will attend who is trained to support individual health care plans of specific children. A medical list containing pupils' medical details and next of kin contact details will be provided to party leaders in advance of all trips. Any incidents occurring on the trip will be reported to the Headteacher either immediately or if not serious, once the trip returns.

7. Residential Visits

Parents/Carers of children participating in residential visits will complete a consent form providing details of all medical /dietary needs as part of the trip consent. All medication which needs to be administered during the visit will have instructions signed by the parent/carer. The medication will be handed directly to the designated member of trip staff prior to the commencement of the trip and returned to the parent/carer at the earliest opportunity after the trip; usually on collection of their child. At least one trained first aider and one emergency first aid kit will be taken on the trip.

8. Records

It is important that accidents are recorded as this will help to identify trends in and areas for improvement. All accidents and sickness requiring first aid treatment which are regarded as minor such as a graze, are recorded in an Accident and Report book. The following information will be recorded:

- Date and time
- Name of injured person
- Concern
- Exact location of accident
- Remedial action taken
- Name of first aider

For more serious accidents the Surrey County Council OSHENS reporting system is used. OSHENS reports are investigated and reviewed to establish if any remedial actions are necessary. The HSE will be informed in line with the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDR) Regulations 2013 of the accident / injury if the threshold has been reached as detailed in the SCC guidance.

9. **Mental health**

The school has a senior mental health lead who works alongside the school's wellbeing lead. The headteacher has strategic oversight of the whole school's approach to mental health and wellbeing. She ensures that the school makes the best use of existing resources to improve the wellbeing and mental health of pupils, students and staff.

The inclusion team recognises that the behaviour of pupils may be related to an underlying mental health problem, and strategies are in place to support them in these circumstances i.e. Mindworks, ELSA , Family Support Worker.

The school considers ways to manage mental ill health in the workplace. This includes providing information to staff and line managers, utilising occupational health professionals, appointing mental health trained first aiders and implementing support programme. The Trust has purchased an employee assistance programme which is a confidential service and available to all staff. The mental health first aid training helps these staff to recognise warning signs of mental ill health and develop the skills and confidence to approach and support someone, while keeping themselves safe.

We recognise that education staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one, but only appropriately trained professionals are able to provide a diagnosis of a mental health condition.

Where pupils experience diagnosed serious mental health problems, the school will support their families to be able to access support from a variety of sources including professionals working in specialist Children and Young People's Mental Health Services (CYPMHS), voluntary organisations and local GP practices.

10. Insurance

The school's risk protection arrangement (RPA) membership covers all the activities of first aiders and the appropriate level of insurance and risk cover is in place.