

# Giffards Primary School

## First Aid Policy

For pupils with long term medical needs – see Supporting Pupils with Medical Conditions policy

School lead for this policy:	Business Manager/H&S lead
Committee with oversight for this policy	FGB
Policy last reviewed + Date agreed	May 2024
Date for next review	2026
Signed –Chair of Governors	<i>D Shubbings</i>
Signed - Headteacher	<i>Mrs N Haslam-Davis</i>

## **Contents**

Aims pg3

Legislation and guidance pg3

Roles and Responsibilities pgs 3,4,5

First Aid procedures pg5

First Aid Equipment pg7

Record Keeping and Reporting pg8

Training pg11

Monitoring Arrangements pg10

Links with other Policies pg10

Appendix 1 Daily First Aid/injury Log pg10

Appendix 2 Incident report form pgs 11,12

Appendix 3 Protocol for Giving and Storing Medicines pgs13,14

## **1.Aims**

The aims of our First Aid Policy are to:

Ensure the health and safety of our staff, pupils and visitors

Ensure that staff and governors are aware of their responsibilities with regards to health and safety

Provide a framework for responding to an incident and recording and reporting the outcomes

## **Legislation and guidance**

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 and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
  - [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
  - [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.
  - [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records.
  - [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- This policy complies with our funding agreement and articles of association.

## **Roles and responsibilities**

Appointed person(s) and first aiders

The school's appointed first aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:
  - Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
  - Sending pupils home to recover, where necessary
  - Keeping their contact details up to date
- Our school's first aiders names will be displayed prominently around the school and at every location where a Medical folder is.

## **The Governing Body**

The governing body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher.

## The Headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see page 9)

## Staff

School staff are responsible for:

- Ensuring they read, understand and implement this policy/procedures at all times
- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are for the more serious incidents.
- For wearing the appropriate PPE when administering basic first aid.
- Completing an accident log report for all accidents, incidents and illnesses – see Appendix 1,

Medical Folders: logs are kept and completed by staff following any accident, incident, illness. They are located in the following places		
	Used by:	Location
Each KS1 classroom	Class teachers /LSAs to record class based medical incidents	Locked cupboard with first aid sign
KS1 playtime First Aid Bag	Teaching and support staff on duty	Locked First Aid cupboard in KS1 inclusion area
KS2 playtime First Aid Bag	Teaching and support staff on duty	KS2 resource room
KS1 lunch First Aid Bag	KS1 MDAs	Collect from and return to KS2 reception area. MDAS to share with admin any issues that need addressing
KS2 lunch First Aid Bag	KS2 MDAs	
Rainbow room Complex needs pupils	Staff working with identified pupils using this room as individualized provision (complex needs)	Secure cupboard in the room – labelled folders
Rainbow room – After School Club	After School Club Staff	
Breakfast club	Breakfast club staff	Locked First Aid cupboard in KS1 inclusion area
KS2 admin	Admin staff to log any KS2 (or for KS1 if a pupil is brought over) related accidents, incidents and illnesses	Locked cupboard with first aid sign

- Any incident or accident caused by a member of staff MUST be recorded on an Incident Report Form (available from admin team/Appendix 2) This must be investigated and First Aid administered by another person who was not involved, to ensure impartiality.
- Staff must also complete an Incident Report Form (Appendix 2) for all accidents and

incidents that are related to school activities or premises which result in injury. One of the Admin team will ensure the necessary form is given to the staff member where appropriate and give guidance on how this should be completed. All accident forms will be signed by the headteacher and kept on file, also the basic details will be recorded on the Accident and Incident log for the governing body.

- Parents must be called if an Incident Report Form is completed
- Informing the headteacher or their manager of any specific health conditions or first aid needs that they have themselves, in case of emergency.
- A bumped head wrist band and head note MUST be completed for every bumped head. Letters must be placed in bookbags/given to class teacher to be passed to a parent
- All accidents and incidents involving staff which result in injury must be investigated as part of Health and Safety procedures.

### **First aid procedures**

#### **In-school procedures**

In the event of an accident resulting in injury

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved (note: casualties are never to be carried) or placed in the recovery position
- If a minor head injury has occurred the child will have a green Head Injury wrist band put on their wrist and a green note will be given to them to take home to alert their parents/carers what has happened and what treatment has been given.

**Please note that head injuries should NOT be treated with an ice pack. Although it will appear to reduce swelling a cold pack can actually do more harm than good if there is a hairline fracture and may mean that the child needs additional emergency hospital treatment. A head knock should be treated only with a wet tissue or cloth**

**Ice packs should only be given to a child when they have sustained a bash, collision, bump where a swelling may occur (apart from as mentioned above, on the head). Ice packs are for reducing swelling immediately after an injury has occurred – they do not cure any other illness or injury and should not be administered unnecessarily – we keep disposable ice packs in the main medical cupboard in KS2.**

If the first aider judges that a pupil is too unwell to remain in school parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents

If emergency services are called, a member of staff from the school office or headteacher will contact parents immediately.

The first aider will complete an Incident Report Form (Appendix 2) on the same day or as soon as is reasonably practical after an incident resulting in an injury. Witness statements from any witnesses must be taken and included on the form. All accidents and incidents must be investigated

## **Administering Medication**

When the school is required to administer medication a consent form must be completed by the parent/guardian giving permission for the school to administer medication.

Medication must be brought to the school office by the parent/guardian, marked clearly with the pupil's name. If the school office is closed, i.e. when a child arrives for Breakfast Club, then the staff at Breakfast Club will ensure all relevant forms are completed and the medication and forms will be delivered to the main office at the end of Breakfast Club.

Medication must be kept in the first aid cupboard/fridge in KS2 main office. Medication for any child in KS1 must be kept in either the KS1 kitchen fridge or in the KS1 First Aid cupboard in the relevant class box. For any child in EYFS medicines are kept in the lockable First Aid box situated in each classroom. Please refer to Appendix 3 at the end of this policy 'Protocol for Giving and Storage of Medicine'.

Staff may administer medication to pupils if appropriate form has been completed. Staff should then log that the medication has been given.

In exceptional circumstances, permission may be sought via telephone to administer medication to a pupil.

In an emergency situation or in exceptional circumstances where it has not been possible to contact parents or guardians, medication may be administered without parental consent.

At the end of the day empty containers will be returned to the relevant child to be taken home.

## **Off-site procedures**

- Most venues used for school trip have a First Aider on site, the school will endeavor to send a first aid trained member of staff but this is not always possible (except for EYFS where a first aider will always be present). In line with Dfe regulations before undertaking any off-site activities or educational the visit leader will assess what level of first aid provision is needed and identify any additional items that may be necessary for specialised activities.

When taking pupils off the school premises, staff will ensure they always have the following:

- A personal mobile phone – which they have permission to use whilst off site and can call emergency services if needed
- A portable first aid kit including all relevant medication
- Information about the specific medical needs of pupils
- Parents' contact details (when any visit/sport event is taking place outside school office hours)
- Risk assessments will be completed by the Class Teacher prior to any educational visit that necessitates taking pupils off school premises. Sport Events taking place off of school premises require a risk assessment to be completed.
- An accident log report, to be completed if necessary, for all accidents, incidents and illnesses to be given to a member of the admin team after the trip– see Appendix 1,
- For EYFS pupils, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## **First aid equipment**

A typical first aid kit in our school will include the following:

- Guidance leaflet
- Apron
- Gauze Swabs
- Triangular Bandage
- Thermometer
- Biohazard Bags
- Disposable Gloves
- Disposable ice pack
- Scissors
- Tissues
- Plasters
- Alcohol Free Wipes
- Tape
- Safety Pins
- Sterile Eye Pad
- Emergency Blanket
- Hand Sanitizing Gel
- Small wound dressings
- Large wound dressings
- Medium wound dressings
- Sick Bag
- Injury log form
- Bumped head wristbands

No medication is kept in first aid kits.

First aid kits are stored in:

- KS2 Office
- KS1 Office – First Aid cabinet outside SENCO office
- EYFS – First Aid kept in each classroom

Emergency Grab Bags (1 for each Key Stage to be used in the event of a major incident including fire emergency or evacuation) are situated by the photocopier in the KS2 reception area and contain:

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- Foil Blankets
- Ground Sheet
- Clipboard/Pens
- Critical Incident Plan
- Stickers
- Head Torch
- Air Horn
- Basic First Aid Kit
- High Viz Vest
- Asthma Inhaler
- EpiPen
- Whistle

- Light sticks

MDA's also have a first aid kit and Medical folder for each key stage and are responsible for letting admin know when it needs replenishing. These are kept in the KS2 reception area and are collected and returned daily.

There are also two Defibrillators on site. These is located in both the KS1 + KS2 lobby.

### **Record-keeping and reporting**

First aid and accident record Folders

Any accident or incident resulting in an injury to a child will be recorded on a daily accident/injury/illness form (Appendix 1) in the Medical folders – locations are detailed below and on pg 4 by the person who dealt with it on the same day or as soon as possible after the accident/incident. For any head injury a green wrist band is placed on the child to ensure other staff are aware of a head injury occurring. A green slip is also sent home informing parents.

**Please Note:** Any incident or accident caused by a member of staff **MUST** be recorded on an Incident Report Form (available from the admin team) This must be investigated and First Aid administered by another person who was not involved, to ensure impartiality.

Any incident/accident involving children being hurt by staff must be reported to the headteacher or member of SLT for further investigation.

Medical Folders: logs are kept and completed by staff following any Accident, incident, illness. They are located in the following places		
	Used by...	location
Each KS1 classroom	Class teachers /LSAs to record class based medical incidents	Locked cupboard with first aid sign
KS1 playtime First Aid Bag	Teaching and support staff on duty	Locked First Aid cupboard in KS1 inclusion area
KS2 playtime First Aid Bag	Teaching and support staff on duty	KS2 resource room
KS1 lunch First Aid Bag	KS1 MDAs	Collect from and return to KS2 reception area. MDAS to share with admin any issues that need addressing
KS2 lunch First Aid Bag	KS2 MDAs	
Rainbow room Complex needs pupils	Staff working with identified pupils using this room as individualized provision (complex needs)	Secure cupboard in the room – labelled folders
Rainbow room – After School Club	After School Club Staff	
Breakfast club	Breakfast club staff	Locked First Aid cupboard in KS1 inclusion area
KS2 admin	Admin staff to log any KS2 (or for KS1 if a pupil is brought over) related accidents, incidents and illnesses	Locked cupboard with first aid sign

Any Accident or incident resulting in an injury to a member of staff or visitor will be recorded in the Accident Book by a member of the office staff and the individual involved on the same day or as soon as possible after the accident/incident.



As much detail as possible should be supplied when reporting an accident. Records held in the first aid logs/incident reports 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 1979, and then securely disposed of.

### **Reporting to the HSE**

The Business Manager 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). The Headteacher or Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 working days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done.

Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion information on how to make a RIDDOR report is available here:

How to [make a RIDDOR report](#).

The first aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **Reporting to Ofsted and Child Protection Agencies**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

### **Training**

All first aiders must have completed a training course, and must hold a valid certificate of

competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3). Staff are encouraged to renew their first aid training when it is no longer valid. At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage Statutory Framework and is updated at least every 3 years.

### **Monitoring arrangements**

This policy will be reviewed every 2 years.

At every review, the policy will be approved by the Full Governing Body

### **Links with other policies**

This first aid policy is linked to the:

Safeguarding Policies

Health and Safety policy

Supporting Pupils with Special Medical Needs

Risk Assessment procedure



**GIFFARDS PRIMARY SCHOOL - DAILY  
FIRST AID/INJURY SHEET**



DATE	TIME	NAME	CLASS		
<b>INJURY</b>		<b>HOW &amp; WHERE INJURY OCCURRED</b>			
			<b>WRIST BAND Y / N</b>	<b>FORM Y / N</b>	<b>TREATMENT GIVEN BY</b>
<b>TREATMENT GIVEN</b>		<b>PARENT/CARER INFORMED BY</b>			

**APPENDIX 2**

An incident report must be completed for all accidents and incidents that are related to school activities or premises.

<b>Location:</b>		<b>Date:</b>		<b>Report No.:</b>	
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**Type of Accident / Incident: Please tick appropriate box (one only).**

Work Related Illness	<input type="checkbox"/>	Minor Injury (First Aid)	<input type="checkbox"/>	Minor Environmental	<input type="checkbox"/>	Minor Injury	<input type="checkbox"/>	1-6 Day Injury	<input type="checkbox"/>	Over 7 Day	<input type="checkbox"/>
Major Reportable Environmental	<input type="checkbox"/>	Dangerous Occurrence	<input type="checkbox"/>	Security	<input type="checkbox"/>	Incident	<input type="checkbox"/>	Significant Injury	<input type="checkbox"/>	Fatality	<input type="checkbox"/>

**Person Involved:**

Pupil	<input type="checkbox"/>	Teaching Staff	<input type="checkbox"/>	Non Teaching Staff	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Visitor	<input type="checkbox"/>	Parent	<input type="checkbox"/>
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**General Details of Accident / Incident**

Reported By:	Location of Accident /Incident:
	Date of Accident /Incident: Time:

**Nature of Accident / Incident.** To be completed by the person reporting accident / incident. Include who (if anyone) was injured, how the accident / incident occurred and what the circumstances were. Attaching supporting documentation as required, sketches etc.

<b>Witness Details:</b>	
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<b>Details of Injury Sustained:</b>	
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**Details of Injured Person (Complete if Applicable)**

Full Name:			
Address:			
Post Code:			
Occupation:			
Date Of Birth:		Male/Female	

Please Tick One:	Full Time	<input type="checkbox"/>	Part Time / Casual	<input type="checkbox"/>	Work Exp.	<input type="checkbox"/>	Visitor	<input type="checkbox"/>	Contractor	<input type="checkbox"/>
If Contractor/Visitor, State Company Name:										
First Aid Given? Y/N					If Yes – Name of First Aider:					
Person Conveyed to Hospital? Y/N					If Yes – State Which Hospital:					

<b>Direct Cause:</b>	<b>Root Cause:</b>
<p><b>Note! There may be more than one direct and root cause that contributed to the accident / incident. See guidance document (HS05g) for assistance in identifying causes.</b></p>	
<b>Corrective Action Given/Taken:</b>	

<b>Further Investigation Required:</b> (Delete as Appropriate)	<b>YES</b>	<b>NO</b>
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<b>Incident Report Closed Out By:</b> (Print Name)	MRS N HASLAM-DAVIS		
<b>Signature:</b>		<b>Date:</b>	

## APPENDIX 3

### GIFFARDS PRIMARY SCHOOL PROTOCOL FOR GIVING AND STORAGE OF MEDICINE

Pupils requiring or at risk of requiring administration of medicine within school will be defined as; low, medium or high level. This protocol has been devised following advice from school nurse.

#### Low level

Children with a short term illness requiring pain relief or antibiotics.

The medication for these children will be kept in the school office for children in KS2 and kept in the relevant classroom for children in KS1. Should any medication need to be kept refrigerated it will be stored in the KS1 kitchen fridge or in the KS2 office fridge. Parents will complete medication paperwork. Please note that if there is no paperwork we are **NOT** allowed to administer medication – please point parent in direction of main office if this is the case.

Medicine will be administered by admin staff (KS2) and LSA's in (KS1).

**Whenever any medication is taken it must be noted down with the time taken and signed as correct. This is so we have a record of ALL medication administered in the school.**

**Any medication taken from the First Aid cupboard must be signed in and signed out on the available sheets at all times.**

#### Medium level

Children with asthma requiring occasional use of an asthma pump. Asthma pumps for children in KS1 are kept in individual class boxes. These boxes are stored in the First Aid cupboard which is located outside Mrs Teager's office. For children in KS2 asthma inhalers are kept in the First Aid cupboard in the main office. For any child with Eczema requiring an application of cream during the school day. A form must be completed by parents and any cream handed in will be kept in the First Aid cupboard in the relevant class box for KS1 children and for KS2 children in the First Aid box in main office. For Foundation Stage children medicines are kept in the lockable First Aid box in each classroom. Children who take medication daily whilst at school.

Currently : CHILD'S NAME AND CLASS – Medikinet and Tranquilyn (ADHD) Morning  
CHILD'S NAME AND CLASS – Oxybutin (Incontinence) lunchtime  
CHILD'S NAME AND CLASS – Medikinet (ADHD) morning and lunchtime

**Whenever any medication is taken it must be noted down with the time taken and signed as correct. This is so we have a record of ALL medication administered in the school.**

**Any medication taken from the First Aid cupboard must be signed in and signed out on the available sheets at all times.**

#### High level

Children who are at high risk of requiring specialist treatment for epilepsy, diabetes or other serious conditions:

Currently: **NUT ALLERGY** - CHILD'S NAME AND CLASS  
**DIABETES** - CHILD'S NAME AND CLASS  
**EPILEPSY** – CHILD'S NAME AND CLASS  
**ALLERGY**– CHILD'S NAME AND CLASS

**These are kept in the red locked box which is kept in the First Aid cabinet in the KS2 office and is clearly marked with each child's name and type of medication.**

**Whenever any medication is taken it must be noted down with the time taken and signed as correct. This is so we have a record of ALL medication administered in the school.**

**Any medication taken from the First Aid cupboard must be signed in and signed out on the available**

**sheets at all times.**

If **2 doses** of specialist medication/epipen are provided, one will be kept in the classroom (safe yet accessible in a high cupboard denoted with a first aid symbol on the outside) and one in the main KS2 school office in the red box.

If 1 dose of specialist medication/epipen is provided it must be kept in the **main KS2** school office as this is the most accessible place for all staff. (As per confirmation from school nurse April 2015).

When a seizure is identified trained staff should; monitor the child closely whilst another obtains the medication from the office.

A health care plan will be in place for children, when necessary, signed by parents and trained staff and fully adhered to at all times.

**In Foundation Stage ALL medication will be kept within the classroom in a safe but accessible high cupboard identified on the outside with a first aid sign.**