



**PORTSMOUTH AND WINCHESTER  
DIOCESAN ACADEMIES TRUST**



**FIRST AID POLICY**

**Date Agreed: January 2021**

**Review Date: January 2022**

**Signed: \_\_\_\_\_**

**Chair of Governors**

**Portsmouth and Winchester Diocesan Academies Trust  
St Blasius Church of England primary Academy  
First Aid Policy**

**Revision Record**

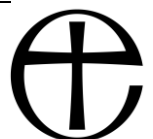
Revision No.	Date Issued	Prepared By	Approved	Comments
1	September 2020	CW	LGB	Name changes
2	January 2021	CW	LGB	Reviewed policy



THE CHURCH OF ENGLAND

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THE CHURCH OF ENGLAND

# First Aid Policy

***To be read in conjunction with Supporting Persons with Medical Needs, Child Protection and Safeguarding policies.***

## **Safeguarding Statement:**

**St Blasius C of E Primary Academy 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 who may also be affected by our activities.**

*At St Blasius C of E Primary Academy we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils, so that they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Blasius C of E Primary Academy. We recognise our responsibility to safeguard all who access the academy and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.*

Responsibility for First Aid at St Blasius C of E Primary Academy is held by Mrs Nicki Mobley, who is also the Principal and they are the Responsible Manager. The Responsible Manager does not necessarily have to be one of the certificated first-aiders.

All staff have an obligation to follow and co-operate with the requirements of this policy and all associated policies and procedures.

The requirements of the First Aid policy will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for St Blasius C of E Primary Academy;
  - It is the policy of St Blasius C of E Primary Academy to ensure that the First Aid Needs Assessment will be reviewed annually or following any significant changes that may affect first aid provision
  - The First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our academy
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

## **1. Procedures for treatment of minor ailments**

All classrooms, the hall and academy office have a first aid bag containing appropriate materials for dealing with cuts, bruises, feelings of sickness, nose bleeds etc. The LSA or a teacher deals with such incidents so that the child can return to class as soon as he/she feels better and able to continue with their learning. Where there is blood or other body fluids, gloves are worn by the staff attending to the incident. All treatments are recorded in incident/illness report books kept with the first aid bags. All injuries to the head, however slight, are treated seriously and a phone call is made to the parents and a note is sent home,

even if no treatment is given. Pupils are given a pink wrist band to wear for 24hr after the head injury so all staff are aware that the injury has occurred.

## **2. Procedures for treatment of more severe ailments**

Unless the child is unable to be moved, these cases are dealt with at the school office or at the first aid station at lunchtimes. Where a child cannot be moved, one of the academy's First Aiders will be sent for. Where more specialised treatment is needed, a person with parental responsibility is called to take the child home or to a medical treatment centre. **Parents will always be informed about an injury to the head or parts of the head, as a precaution.**

When it is not possible for a parent to collect a child, (and if it is possible to speak to the parent) permission will be sought for two staff members to take the child for medical treatment, or if required, call for an ambulance and accompany the child until the parent is able to meet their child and assume parental responsibility.

All treatments are recorded in the incident/illness report books kept with the first aid bags and records will be kept until the pupil reaches 21 years of age.

The record of any first aid treatment given by first-aiders and other appointed persons will include:

- The date, time and place of the incident;
- The name and class of the injured or ill person;
- Details of the injury or illness and what first aid was given;
- What happened to the pupil or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital);
- The name and signature of the first-aider or person dealing with the incident.

For more serious accidents, where significant first aid is administered and where a claim/complaint against the academy is possible, a School Accident Internal Report Form must be completed.

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):

- Accidents resulting in death or major injury (including those that result from physical violence)
- Accidents that prevent the injured person from doing their normal work for more than three days.

All children leaving the premises during the school day are signed out in the lateness/early leaving register at the school office. It indicates their date and time of departure, reason for leaving and who collected them.

## **3. Emergency Procedures**

Should emergency treatment be required, the following procedures are followed:-

- The person attending the sick child sends instructions for the Principal to be informed and the relevant emergency service to be called. The details for how to make this call are situated by the main office phone
- The Principal or person in charge, then calls a person with parental responsibility to inform them of the situation.

- The First Aider attending the child continues to administer treatment. Where this is specialised treatment, e.g. for an allergy, sting or diabetes, then the First Aider who has had specific instructions on how to administer this treatment, carries out the treatment. If this person is not in the academy, then the person in charge of the academy if he /she has had the relevant training.
- If the person with parental responsibility arrives whilst the ambulance is still at the academy, he/she accompanies the child to the hospital. Should that person not arrive in time, then two people, designated by the Principal, will accompany the child in loco parentis, until the person with parental responsibility reaches the child.
- Paperwork is completed as detailed in section 2.

#### **4. Lunchtimes**

All medical treatment during lunchtime is dealt with by trained staff at the first aid point, unless the child cannot be moved from where the incident occurred. In those incidents, the trained staff will attend the child. Other children in the first aid point at these times, are monitored by a member of staff. If the Principal considers that a child requires further treatment or care outside the academy, the procedures as described in sections 2 and 3 are followed.

#### **5. School Trips**

On all educational visits staff take with them, the following items:-

Copies of the medical questionnaire and consent form for each child. These are completed and signed by a person with parental responsibility at the beginning of the school year and for a specific visit, where required e.g. residential. At the time of each visit, the above person, is reminded in the letter giving details of the visit, about the need to update the medical questionnaire if they know of any changes to the information. The original medical questionnaire is kept in the academy.

- A First Aid kit
- Materials for sickness - papier mache bowls, bottle of water, paper towels, carrier bags, bucket.
- The academy and/or teacher's own mobile phones, which is switched on for the duration of the visit.
- Personal medical items - for diabetes, asthma, nut allergy etc. The child is reminded and checked to see that the appropriate items are packed.
- Emergency contact and all medical details relating to adults on the visit.

Where it is known that staff or pupils engaged in an out-of-school activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs.

All academy minibuses will have a First Aid kit on board.

#### **6. Administering medication in the academy**

See Supporting Persons with Medical Needs Policy

All staff will:

- Follow basic hygiene procedures;
- Be made aware as to how to take precautions to avoid infections, e.g. HIV and AIDS.

All staff will have access to single use disposable gloves and hand washing facilities. Disposable gloves will be worn at all times when dealing with blood or other body fluids or

when disposing of dressings or other potentially contaminated equipment. Instructions on the disposal of all used dressings or equipment will be included in the first aid containers.

## **7. Storage, disposal and upkeep of medications**

See Supporting Persons with Medical Needs Policy

First Aid kits are kept equipped by a designated First Aider – Clair Brayley, nominated by the Principal and checked and replenished monthly. All people who use any of the contents are asked to notify the First Aider that replenishments are needed or if any items have reached their expiry. The contents of the kits are determined in Appendix 1.

It is the responsibility of the appointed person to check the contents of the First Aid kits and record findings on the First Aid Kit Checklist. Completed check lists are to be filed and stored in the school office.

## **8. First Aid for Staff**

All staff have access to the first aid equipment in classrooms, the school office and the hall and are free to use it as needed. Advice on treatment is sought from any of the First Aiders. Personal medication may be brought into the school by a member of staff. It is their personal responsibility and is not to be kept where it can be easily accessed by children.

Staff are asked to inform the academy of any relevant medical conditions on their Personal Details form, when they start work at the academy.

An Accident and Incident Report Form must be completed by staff who sustain injury whilst at work. Serious injury under RIDDOR, will need reporting to the HSE.

## **9. Training of school staff**

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

In determining the requirement to provide an effective and safe response to accidents and injuries, particular attention will be paid to:

- Practical activities;
- The use of machinery;
- Storage of hazardous substances;
- The use of equipment for sports and physical education.

Specific consideration will be given to staff or pupils who have special health needs or disabilities.

In determining the level of provision the appointed person and the local governing body will consider:

- The provision during lunch times and breaks;
- The adequacy of the provision to account for staff absences;
- The provision of first aid for off-site activities and school trips;
- The provision for practical lessons and activities, e.g. science, technology, home economics and physical education.

Training occurs in several ways:

- Most staff, (some teaching, all support and administration), have undergone the basic first aid course, led by an accredited trainer. Training is updated at least every 3 years. Refresher training and retesting of competence will be arranged at least three months before certificates expire
- The academy owns several copies of a recent first aid manual. These are kept in selected first aid bags. Staff have received training on the administration of auto-injector pens and this is updated annually.

Monthly first aid checklist form - A separate form must be completed for each first aid kit and all records kept.

<b>First Aid Kit Checklist</b>
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<b>Location of First Aid Kit/Box</b>				
<b>Vehicle &amp; Registration No.</b> (if applicable)				
<b>Identity No. of First Aid Kit/Box</b> (if applicable)				
<b>Date of Initial First Aid Kit/Box Check</b>				
<b>Name of Assessing First Aider</b>				
<b>Contents Check</b>				
No.	Premises First Aid Box	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings (assorted sizes)	20		
3	Sterile eye pads	2		
4	Individually wrapped triangular bandages (preferably sterile)	4		
5	Safety pins	6		
6	Medium individually wrapped sterile unmedicated wound dressings	6		
7	Large individually wrapped sterile unmedicated wound dressings	2		
8	Pair of disposable gloves	1		
9	Disposable instant ice pack	1		
No.	Travel First Aid Kit	Minimum Required	Required Quantity	Actual Quantity
1	Guidance card	1		
2	Individually wrapped sterile adhesive dressings	6		
3	Individually wrapped triangular bandages	2		
4	Large sterile unmedicated dressing (approx. 18cm x 18cm)	1		
5	Safety pins	2		
6	Individually wrapped moist cleansing wipes (alcohol free)	2		
7	Pair of disposable gloves	1		
8	Disposable instant ice pack	1		
<b>Additional Checks</b>				
1	Are all items of first aid within expiry date?	YES		NO
2	Are all items of first aid in good, undamaged condition?	YES		NO
3	Is the first aid kit/box in good condition & undamaged?	YES		NO
4	Is the location of the first aid kit/box clean and accessible?	YES		NO
5	Is the first aid location sign present & in good condition?	YES		NO
6	Is the list/sign of trained first aiders present & up-to-date?	YES		NO
<b>Summary of Actions</b>				
<b>FIRST AID KIT PASSED (eg. 3-MONTH) CHECK &amp; NO ACTION REQUIRED</b>		YES		NO
<b>Actions required if 'NO'</b>				
<b>Name of Assessor</b>		<b>Signature of Assessor</b>		<b>Assessed Date</b>
<b>Follow-up Actions</b>				
<b>REQUIRED ACTIONS IMPLEMENTED/SHORTAGES REPLENISHED</b>		YES		NO
<b>Name</b>		<b>Signature</b>		<b>Date</b>