



First Aid in School Policy

Governor Committee Responsible:	Operations Committee	Governor Lead(s):	Headteacher
Status	Statutory	Review Cycle	Annual
Last Review	October 2023	Next Review Date	October 2024
<i>Date Ratified</i>	<i>Ratified at Operations Committee on 24th October 2023</i>		

Aims

- 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 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.

Purpose

Charlton Kings Junior School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children 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 regards to all staff, pupils and visitors.

Charlton Kings Junior 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
- Behaviour Policy
- Safeguarding Policies
- Administering Medicines Policy
- Educational Visits and School Trips Policy

The School Business 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.

Legal framework

This policy has due regard to statutory legislation, including, but not limited to the following:

- The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance
- Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

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.

All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

Anyone on the school premises is expected to take reasonable care for their own and others' safety.

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.

First aiders

All staff working directly with children will undertake a qualification in Paediatric First Aid at least every 3 years (and as soon as appropriate training can be arranged after joining the school).

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

In addition, the school will ensure there are at least two staff who hold a full First Aid at Work qualification which is updated at least every 3 years.

Currently, the lead first aiders are:

Sue Selwood – Headteacher

Anna Ferchow – School Business Manager

Gary Brewer – Site Manager, Forest School Leader, MDMSA

Helen Fitzsimmons – Pupil Premium and Pastoral Assistant

Emergency procedure in the event of an accident, illness or injury

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 lead first aider.

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

In the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they should 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 accident victim(s) alive and, if possible, comfortable, before professional medical help can be called.

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- 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 traumatised.
- Make a report of the incident following the school’s procedures.

Reporting first aid

- For a minor injury, a written report form should be completed and given to the Reception staff.
- Parents will be contacted if the injury is to the head or if the first aider or Reception staff feel it is appropriate.
- In the event of a more serious injury, the parent will be contacted and one of the following actions taken:
 - The parent will be invited to come to the school to assess the pupil and decide whether further medical treatment should be sought, or the pupil should be taken home.
 - An ambulance will be called and the parent will be notified and invited to the school.
 - The parent will be contacted and asked to come and take the pupil for further medical treatment.
- In the event the pupil’s parent cannot be contacted, the lead first aider will make the decision to seek further medical attention and take the child to the nearest accident and emergency unit. The school will continue to try to contact the parent.

Visits and events off-site

Before undertaking any off-site 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 event and persons involved. This will be reviewed by the school business manager before the event is organised.

Please see the separate Offsite Visits Policy for more information about the school's educational visit requirements.

Storage of medication

- Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

- All medicines shall 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 to arrange for safe disposal when they are no longer required.
- An emergency supply of medication should be available for pupils with medical conditions that require regular medication.
- 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 an appropriate way. Examples of this include epilepsy and diabetes. A health care plan will be written jointly with the school and the parent/carer.

Illness

- When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.
- For pupils showing symptoms of Coronavirus, the school will follow the guidance in its Covid-19 risk assessment.
- 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.

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, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

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 – guidelines are issued to staff in this regard.

Monitoring and review

This policy is reviewed annually by the Headteacher; any changes made to this policy will be communicated to all members of staff.