



First Aid Policy

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Statement of intent

Ralph Butterfield Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils 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 regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are noted in the various policies and procedures on the shared drive, which can be viewed by all staff.

The school's administrative team 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.

1. Legal framework

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

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'

2. Aims

2.1. All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

2.2. Staff will always use their best endeavours to secure the welfare of pupils.

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

2.4. The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision 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 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.

2.5. Nothing in this policy will 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 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 suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be documented within the first aid kit bag.

2.7. The School Secretary and Admin Officer is responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

2.8. First aid boxes are in the following areas:

- The school office

3. First aiders

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

3.2. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the SBM.

3.3. The current first aid appointed person(s) are:

Name	Contact	Role	Expiry
Emma Moss	<i>Via school office</i>	Admin	July 2026 (Paediatric) Sept 2026 (First Aid at Work)
Alison Sterling	<i>Via school office</i>	Admin	Sept 2024 (First Aid at Work)
Laura Wakelam	<i>Via school office</i>	Admin	March 2027 (Paediatric)
Danielle Walker	<i>Via school office</i>	Admin	Jan 2026 (Paediatric)
Vicky Murray	<i>Via school office</i>	Senior MSA	July 2025 (First Aid at Work)
Bibiana Aristizabal	<i>Via school office</i>	Teaching Assistant	Jan 2026 (Paediatric)
Nicola Gibson	<i>Via school office</i>	Teaching Assistant	May 2024 (First Aid at Work)
Tess Gough	<i>Via school office</i>	Teaching Assistant	March 2027 (Paediatric)
Simon Keaney	<i>Via school office</i>	Teaching Assistant	May 2024 (First Aid at Work) March 2027 (Paediatric)

4. Emergency Procedures

The key purpose is to establish the quickest and safest way to get the child to hospital.

- 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. Teachers all have access to red medical cards in the classroom, which can be sent with a pupil, to alert members of the office/first aiders that immediate help is needed. Children with a care plan in place or children with allergies have a separate medical alert card to easily identify the specific need of that child e.g. office All required.
- 4.2. If called, a first aider will assess the situation and take charge of first aider administration.
- 4.3. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without 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 by the relevant staff members:
 - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the injured pupil/staff alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more injured casualties.
 - If first aiders believe an ambulance is needed, immediately call 999 and inform or consult parent/carer as set out in section 5, 5.3.
 - Ensure 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. If a child is clearly in distress they should remain in situ and a first aider be called to attend the scene either via the radio, or sending an adult or child to the office to request this, using the red card. Any adult assessing the situation should not make assumptions and should be led by how the child is presenting.
 - Moving the injured pupil/staff to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the injured pupil/staff without making the injury worse.
 - See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

4.5. Once the above action has been taken, the incident will be reported promptly to the Headteacher, Deputy/Assistant Headteacher or most senior staff member on site.

5. Reporting to parents/carers

5.1. In the event of such an incident or injury to a pupil, at least one of the pupil's parents/carer/carer will be informed as soon as practicable.

5.2. All pupils who have had any injury to the head, whether minor or major, will be given a wristband to alert the parent/carer. Where the first aider feels the head injury is more serious, the parent would be informed by telephone, particularly where there is a visible mark or bump.

5.3. In the event of a serious injury or an incident requiring emergency medical treatment, the office staff will telephone the pupil's parent/carer as soon as possible.

*Please see **Appendix A** emergency call response prompt for emergency response call to parent/carer – determining transport to hospital via car or ambulance.*

*Please see **Appendix B** emergency call response prompt for emergency response call to parent/carer – when an ambulance has been called*

5.4. In the event of a serious injury or an incident requiring emergency medical treatment where a parent/carer cannot be contacted, or the parent/carer is contacted but unable to attend school within a required timeframe, and an ambulance has not yet been called, one of the following options will be taken as deemed most appropriate, either:

- An ambulance will be called

or

- Two staff members will take the child to hospital: the driver must have business insurance on their vehicle, both staff members must be willing and happy to do so and there must be no danger of worsening the child's injury

or

- If no staff member with business insurance on their vehicle is available, a taxi may be called if this route to hospital would be quicker than an ambulance. Two staff members would travel in the taxi with the child. The staff members must be willing and happy to do so and there must be no danger of worsening the child's injury.

5.5. A list of emergency contacts will be kept at the school office.

5.6. When/if the parent/carer arrives at school, and it hasn't already been offered, staff will endeavour to ask if they would like another person/parent or carer to be called to assist them.

6. Offsite visits and events

- 6.1. Before undertaking any offsite visits or 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 visit or event and the persons involved.
- 6.2. For more information about the school's educational visits requirements, please see the Educational Visits and School Trips Policy.

7. Storage of medication

- 7.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions.
- 7.2. All medicines will 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 child, the date of prescription and the date of expiry of the medicine.
- 7.3. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 7.4. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an Epi Pen.
- 7.5. Parents/carer/carers will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. The first aid policy for parents/carer/carers does state that where they require medication to be given the school, the first aider will always try and ensure the medication is given at the correct time but there can be no guarantee.

8. Illnesses

- 8.1. When a pupil becomes ill during the school day, the parents/carer will be contacted and asked to pick their child up as soon as possible.
- 8.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to pick them up. Pupils will be monitored during this time.

9. Allergens

- 9.1. Where a pupil has an allergy, this will be addressed via the Allergen and Supporting Children with a medical Condition Policy.

10. Consent

10.1. Parents/carer's will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

10.2. Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard. A triage document has been shared with staff with guidelines for non-first aiders.

11. Monitoring and review

11.1. This policy is reviewed annually by the governing board, and any changes communicated to all members of staff.

11.2. Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

11.3 The next scheduled review date for this policy is March 2025.



Emergency Response Call to Parent/Carer - Determining Transport to Hospital via car or ambulance

- Call to be made
- Hello. This is Ralph Butterfield Primary School. We have X in (location).
- They have had an accident; we suspect ... / they are presenting as very unwell (reason).
- They need to go to hospital to be assessed.

Are you in a position to be able to get to school quickly and take them in your car?

YES

NO

How long do you think you will be? Would you like us to call someone else to support you with that?

YES

Take details and call additional person

That's OK. We can either call an ambulance or school staff can take them in a staff car, which option would you prefer?

AMBULANCE

Where are you? (If in local vicinity and staffing allows) are you happy for a staff member to come and collect you now?

NO

We will meet you at the hospital

Staff CAR

We will meet you at the hospital



Emergency Response Call to Parent/Carer - When an ambulance has been called

- Call to be made (with a second person present)
- Hello. This is Ralph Butterfield Primary School. We have XX in (location).
- They have had an accident; we suspect ... / they are presenting as very unwell (reason).
- They need to go to hospital to be assessed.
- We have called an ambulance because we think that will be the safest way to get them there

