

North Petherton Primary School First Aid



Version 1

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Chair of Governors: Jodie Scarrott

Acting Headteacher: Jason Nicolaides



The school recognises its responsibility to provide first-aid and will ensure that staff, pupils and any other visitors while on site, have access to adequate facilities and materials at all times during the working day.

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all 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

1. 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](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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 School Premises \(England\) Regulations 2012](#) which require that suitable space is provided to cater for the medical and therapy needs of pupils

Role and responsibilities

School Business Manager:

- The school has the correct number of qualified First Aiders
- All designated staff have up to date First Aid Training
- There is at least two trained Paediatric First Aiders in Early Year's provision.

Head Teacher

The Acting Headteacher, J Nicolaidis is responsible for the implementation of this policy, although may delegate parts of this to Nic Van Cole (Inclusion Lead) or Belinda Marney (SBM)

- 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 section 6)

Head Teacher, SLT and first aiders:

- 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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Office staff:

- provide a medical register to all classes at the beginning of the year.
- to provide an updated register if a child's requirements have changed throughout the year.
- keep emergency contact details up to date.
- record all children's medical conditions on SIMs

The local authority and governing board:

- Somerset County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.
- The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the First Aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a First Aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

All staff must know:

- How to call the emergency services - dial 999 and ask for an ambulance.
- If there is any doubt that an ambulance is required, call an ambulance straight away.
- The name of and how to contact the First Aiders responsible for the area the casualty is in

- The location of the nearest first-aid box. All staff are expected to use their best endeavours in the event of a first-aid emergency.

Our school's First Aiders are listed in Appendix 1. Their names will also be displayed around the school.

Record keeping

- Accidents are recorded in the Accident Book, located in the school office.
- In the event of a serious injury, that requires medical attention, the accident is reported on EEC Live by the SBM
- Any work-related injury to staff, Governors, volunteers, contractors and visitors is recorded on EEC Live by the SBM
- In the event of a serious injury the headteacher will decide if HSE need to be notified, see appendix 2, and report when necessary.

Classroom First Aid Kits

- These are kept in every classroom by the door.
- It is the responsibility of staff, working in the classroom, to inform the Designated First Aider if items in the kit need replenishing.
- It is the designated First Aider's role to monitor the First Aid Kits on a half termly basis, order items and replenish if necessary.

Bumped Heads and Injuries

When a child bumps their head, or injures themselves in the classroom it is the responsibility of the adults within the classroom to:

- Use an ice pack, if required
- Clean injury with a steri-wipe, if required
- Record in the accident book, located in the office
- Put a 'bumped head' wrist band on child (only if the child has bumped their head).
- Inform the parent/guardian on the day

When a child bumps their head during break or lunchtime it is the responsibility of the adults on duty to:

- Use an ice pack, if required
- Clean injury with a steri-wipe, if required
- Record in the accident book, located in the outdoor first aid bag.
- Put 'bumped head' wrist band on child (only if the child has bumped their head).
- Inform the office, via the accident book.

For further information on procedures for accidents outside please see appendix 1.

Procedures

If a child or adult hurts themselves at school staff will:

- Check the nature of the injury and decide if any attention is needed.
- In the case of a child, and if the injury is minor, the class teacher will notify parent/guardian, if necessary.
- If the injury requires further attention the child will be seen by a First Aider. The class teacher will notify the parent/guardian at the end of the school day. This will be either face to face or via email.
- If the child receives a bumped head the office will notify the parent/carer via email
- If an adult is injured, they must report it to a First Aider and School Business Manger
- In the event of a serious injury:

1. The child/adult must not be moved.
2. SLT, Office staff and First aider must be notified.
3. Other children are to be removed from the area if necessary.

Role of Office:

- Accidents will be recorded in the accident book. This is kept in the office.
- It is the responsibility of the office to monitor the accident book daily and notify parents of bumped heads, via email.
- If the injury requires it, the office will notify the parent/guardian seeking permission to have the child's injury checked by the doctor, dentist, or hospital.
- If the injury is serious and requires it, an ambulance will be called, and the parent/guardian phoned.
- It is the office's responsibility to phone emergency services if requested.

Administration of drugs and medicines:

- The school will only administer medicines to children for the following reasons:
 1. If it is not feasible for the parent/guardian to visit the school to do this
 2. If it is not feasible for the child to return home at lunchtime.
- Medicines should only be brought into school if it has been pre-agreed by the Headteacher or Deputy Headteacher.
- It is the responsibility of the parent/guardian to bring the medicine to the school office.
- On delivery of the medicine an 'Administering Medicine' form will need to be completed by the parent/guardian.
- Medication that isn't prescribed by a GP will not be administered at school, this includes cough sweet and lozenges.
- Please ensure that medicines are clearly labelled and in the original packaging. It must include the child's name and dosage.

Health issues:

We ask parents/guardians to keep us informed of the following:

- Their child's health
- Changes to their child's health
- Medical appointments relating to their child's health.
- Change in medication.
- Emergency contact details
- For more serious conditions, a yellow Individual Health Care Plan (IHCP) will be completed alongside a trained member of staff nominated by the SENDCo
- Asthma: special care and attention is given to those pupils who suffer from asthma. The class teacher is always informed accordingly, and the inhalers and medication are readily available when the need arises. We suggest that a spare inhaler is sent to school. Parents will be asked to complete a blue asthma form on an annual basis and supply a copy of their child's asthma plan
- Allergies: If a child has an allergy which means medical attention may be required in school, then an orange care plan will be completed
- Medical registers are given to the class teachers and SENDCo. (These are kept in black files in the classrooms)

Asthma and Allergies

- It is the parent/guardian's responsibility to provide the school with an 'in date' inhaler or epi-pen.
- It is the parent/guardian's responsibility to provide the school with spare inhaler or epi-pen.
- It is the parent/guardian's responsibility to provide a new inhaler annually to the school.
- It is the parent/guardian's responsibility to provide a new inhaler or epi-pen should the school require one.
- For health issues that require emergency and immediate medication, parents will be asked to complete the Administration of Medicines form annually.

School Health Service: The Local Health Authority visits the school to carry out routine health inspections, dental checks, weight and vision and hearing tests. Parents/guardians will be informed, and their permissions requested.

Off-site procedures

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

- A mobile phone
- A portable first aid kit including, at minimum:
 - Individually wrapped sterile adhesive dressings
 - Large sterile unmedicated dressing
 - Triangular bandages – individually wrapped and preferably sterile
 - Safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
 - Information about the specific medical needs of pupils
 - Parents' contact details

Risk assessments will be completed by the class teacher, overseen by the Head Teacher prior to any educational visit that necessitates taking pupils off school premises. The SENDCo will assist with risk assessment for any children with SEND. These are to be shared with parents at least two weeks before the visit.

In EYFS, there will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Links with other policies

The first aid policy is linked to:

- **Health and Safety policy**
- **Risk assessments**
- **Policy on supporting pupils with medical conditions**

Appendix 1

First Aid Provision at Breaks and Lunchtimes

Office Staff Responsibilities

Prior to break, or lunch, the office will:

- fill each black first aid bag with 5 ice packs.

- check the bag contains the following: accident book, pen, gloves and bumped head bands.
- check grazes bag for steri-wipes and bandages.
- Replenish if necessary.

Break

At 9:55 am the office will take bags outside and place them in the following places:

- Blue table on Quantock playground
- Wooden Table on Mendip Playground
- Outside P.E shed

After break the office will collect bags.

Log bumped heads from accident books, via email to parents.

Give white slips to be given to class teachers.

Put used ice packs in freezer.

Lunch

At 12 noon the office will take bags outside and place them in the following places:

- Blue table on Quantock playground
- Wooden Table on Mendip Playground
- Field Playground

After lunch the office will collect bags.

Log bumped heads from accident books, via email to parents.

Give white slips to be given to class teachers.

Put used ice packs in freezer.

Please see Bumped Heads and Injuries for further information when treating an injury.

Children to return used ice pack to the office

Appendix 2

North Petherton Community School First Aiders

Name	Room	Location	Date of completion
Paediatric First Aiders (3 years)			
Caroline Gibbon	EYFS	QUANTOCK	Jan 2023
Ali Salter	Frog	QUANTOCK	Jan 2023
Claire Donald	EYFS	QUANTOCK	NC Feb 2025
Louise Phillips	EYFS	QUANTOCK	NC Feb 2025
Emma Shuttleworth	EYFS	QUANTOCK	NC Feb 2025
First Aiders (3 years) National College (1 year)			
Nicki Ardren	Behaviour Support	MENDIP	NC Jan 2025
Kerry Bartlett	Hedgehog	QUANTOCK	NC Feb 2025
Jacob Wilson	Kingfisher	MENDIP	NC March 2025
Anne Rendell	Hare	QUANTOCK	Sept 2024
Belinda Marney	Business Manager Office	QUANTOCK	Sept 2024
Suzy Beard	Main Office	QUANTOCK	Sept 2024
Lydia Boyde	Mendip Hall (lunch)	MENDIP	Sept 2024
Phil Jupp	Site Manager	MENDIP/ QUANTOCK	Sept 2024
Leanne Curran	Mendip Hall (lunch)	MENDIP	Sept 2024
Judith Dawson-Cable	Frog	QUANTOCK	Sept 2024
Nina Jacobson	Lamb	QUANTOCK	Sept 2024
Charlotte Lefort	Mendip Hall (lunch)	MENDIP	Sept 2024
Keira Woollan	Butterfly	QUANTOCK	Sept 2024
Maria Hillman	Otter	MENDIP	Sept 2024
Roger Player	Governor		Sept 2024
Julie Pike	Fox	QUANTOCK	NC March 2025
Jacob Wilson	Kingfisher	MENDIP	NC March 2025
Emma Shuttleworth	Duckling	QUANTOCK	NC March 2025