

## **Uplands Primary School First Aid Provision Policy**

**Date agreed by the Governors: June 2025**

**Date for review: June 2027**



1. Schools are required to make First Aid provision for staff, pupils and visitors at all times when the premises are used by school. Please read this policy in conjunction with the other following policies:

- a. Health and Safety policy.
- b. Administration of Medicines policy.
- c. Safeguarding policy.
- d. Child Protection policy.
- e. Supporting Pupils with Medical Conditions policy.
- f. Off Site Visits policy.

2. Reading this policy will be part of the induction of all new staff. The arrangements for this school are as outlined below.

### **Appointed Persons**

3. In school, there will always be one appointed person.

### **Certificated First Aiders (names will be available upon request)**

4. There will always in addition be an adequate number of certified First Aiders.

### **First Aid Room**

5. The Education (school premises) regulations 1996 require every school to have a suitable room that can be used for medical treatment. The area, which must contain a washbasin and be reasonably near a toilet, need not be used solely for medical purposes but should be readily available when needed. Our first aid room is located next to our Y1/2 classes, by the photocopier.

6. Mrs Webb and Mrs Iverson are responsible for the upkeep of First Aid stock and should be informed of any stock shortages. Information about other relevant conditions and treatment displayed in the First Aid room. A First Aid Guidelines simple decision tree, with notes to aid current decision making and procedures to follow, can be found in this room.

### **Identification of Pupils**

7. A register of children with health needs is compiled early each academic year by the office staff from the emergency forms sent in by parents. The Admin Officer is responsible for the updating of this document when notified of any changes as other children arrive or as conditions are diagnosed. Photos and a brief summary of the child's condition are compiled and we respect GDPR guidelines when sharing or displaying any information.

## **Medicines**

8. Prescription medicines may be administered in school by the parent or if necessary, only after prior consultation and agreement between parents and appointed staff. See our separate Supporting Pupils with Medical Conditions policy. These include certain prescription medicines, given orally, by drops or by child applying creams. In an emergency, injections may be carried out i.e. EpiPens and Hypostops. Medicines will be administered by the parent or if necessary by appointed staff after prior consultation. Children who suffer asthma attacks have inhalers with them in their classrooms and whenever they go out for school visits. Usually children can administer inhalers themselves without adult supervision (refer to asthma guidelines).

## **Playtime Injuries**

9. These will be dealt with by a member of staff who has been trained to carry out the First Aid role during that break time. Staff will need to arrange cover if they are unable to keep this commitment. Children must always check with the adult on duty before coming in to the First Aid room. Teachers will send in children with minor injuries where First Aid will be administered and decisions made on further action. With more serious injuries, an appointed person is sent for before moving the casualty.

## **Lesson Time Injuries**

10. Teaching staff are asked to seek the assistance of support staff within their team in a non-urgent situation. In an emergency, appointed First Aiders, the Admin office and a member of the SLT will be alerted.

## **Examples of treating some common injuries**

### **Head Bumps**

11. When a child has bumped their head an "injury note" must be filled out and information recorded accurately. This should then be handed to the class teacher by the duty first aider and not the child, and then sent home at the end of the day, to inform the child's parents. In addition, parents will always be contacted when a child has bumped their head. The Class teacher is asked to liaise with other staff working with the child so an eye can be kept on the child. The child will also be given a sticker to wear for the remainder of the day which will serve as a reminder to any additional adults working with the child. In the case of a more serious bump the First Aider will be contacted to make a decision on further action (further call to parents/ambulance/referral to Doctor).

### **Teeth**

12. If a child knocks a tooth, their parent/guardian must be contacted promptly and advised that a dental check should be sought in case of long term damage. A record of this contact and advice should be noted in the First Aid Log. An injury note will be completed.

### **Twisted ankles**

13. Ankle injuries must be treated by a First Aider and first aid procedures followed accordingly: elevation and cold compress during the period of assessment. A call/text to the parent is made if a child hurts their ankle.

### **Accidents.**

14. All accidents are recorded. Any arising health and safety issues that may have caused the accident will be reported to the Site Manager immediately and investigated by the Site Manager and Headteacher.

## **Children's Accident Book**

15. All children's accidents requiring attention **MUST** be recorded in the children's accident book (located in the First Aid room). If responsibility is referred to another adult, i.e. the Appointed Person/parent, this must be noted in the accident book, as must any advice given to the adult taking over [e.g. advice to see a Doctor].

### **Adult Accident Book**

16. This is held in the school office. All accidents will be recorded in this book. The Headteacher, Site Manager and Admin Officer oversee these procedures, whilst the Headteacher (Assistant HT in absence of HT) maintains overall responsibility as duty manager.

### **Serious Accidents**

17. The Headteacher, or in their absence a nominated member of SLT, is the person responsible for investigating any accidents that require attention above any minor bumps/scrapes. An investigation will determine whether or not the Headteacher will report the accident to Hampshire County Council using the online reporting procedure. Hampshire County Council will then decide if they need to contact the HSE.

### **Level of First Aid personnel**

18. The minimum provision is an 'appointed person' to take charge when someone is injured or becomes ill. This person does not necessarily have to be trained but it is good practice for 'appointed persons' to receive training on emergency first aid. Public perception of provision in schools also suggests adequately trained staff should be available. Hence, it is recommended that each school should aim to have one qualified 'First Aider' supported by one or more trained 'appointed persons'.

### **Paediatric First Aid**

19. In order to comply with the EYFS obligations for pupils under 5 years of age, a paediatric first aider will always be working in our reception unit. In addition to this we also have at least one other member of staff trained who covers our breakfast club.

### **Training**

20. First Aid courses are arranged by the school and records kept to then arrange refresher training for staff who are actively requested to deal with first aid issues.

### **First Aid Personnel**

21. **First Aider:** A person who holds a current first aid certificate issued on completion of a training course approved by the Health and Safety Executive. To retain first aider status refresher training and re-testing of competence must be undertaken before certificate expires.

22. **Appointed person:** A person designated to take charge of the situation (e.g. call an ambulance, administer First Aid etc.) if serious injury/illness occurs in the absence of a first aider. Ideally, appointed persons should receive training in emergency first aid.

23. Parent helpers and volunteers are not permitted to carry out first aid responsibilities.

### **Duties of First Aiders and Appointed Persons**

24. Take charge when someone is injured or becomes ill.

25. Render first aid within the limitations of training received and as appropriate in the circumstances.

26. Arrange to call an ambulance or other professional medical help if necessary. The administration office will undertake this duty when needed.

27. Duty manager must be informed.

28. If appropriate, arrange for next of kin to be contacted and, if contact cannot be made, arrange for someone to accompany injured child/adult to hospital. This is likely to be a member of the support staff, however the administration office will undertake this duty if necessary. A sick/injured child needs, above all, its prime carer and every effort will be made to contact him/her as soon as possible.

29. Children who witness an accident may well be affected by it. They, as well as the injured child(ren), may need a lot of care and reassurance.

30. In the case of an adult being taken to hospital by ambulance, if conscious, it will be their decision if they want to be accompanied by another adult. If unconscious, they will be accompanied by another adult.

31. Maintain simple records of all first aid provided. Accident books will be kept readily available in the First Aid room and office for the recording of all accidents to adults and children, **however slight**. Minor injuries can give rise to more serious symptoms later and accurate details could be vital. Particulars will be recorded as soon as the incident is dealt with while details are still clearly remembered.

32. Details to be recorded are; the full name of casualty, date, time and place of accident, circumstances in which it occurred, nature of injuries, treatment given and medical aid sought, the person dealing with the accident and, when appropriate, the names of witnesses.

#### **Duties of Headteacher or designated person**

33. To set up appropriate arrangements so that:

- a. First aid equipment is provided.
- b. As far as reasonably practicable the level of first aiders/appointed persons is maintained.
- c. Notices are displayed prominently giving the locations of first aid facilities and the names and locations of first aiders/appointed persons is maintained.
- d. Staff are informed whenever changes are made to first aid facilities and the names and locations of first aiders/appointed persons.
- e. A record is kept of dates on which first aiders/appointed persons were trained.
- f. Refresher courses are arranged.
- g. First aiders and appointed persons are aware of their duties and updated regularly.
- h. A telephone is always available to call an ambulance, the emergency access to buildings is maintained, and the local ambulance is kept informed of arrangements for access to the site.

## **Content of first aid containers**

34. There is no mandatory list of items to be kept in first aid containers. Contents of boxes and kits are checked frequently to ensure the contents are sufficient and items with expiry dates on packets are removed. The First Aid Kit contents meet St. John Ambulance and Hampshire
35. County Council's Children's Services Department recommendations.
36. The following list of contents are recommended items that are kept in our first aid kits and boxes:
- a. Individually wrapped sterile adhesive dressing (assorted sizes) – including some hypoallergenic ones.
  - b. Sterile eye pads with attachment.
  - c. Individually wrapped triangular bandages.
  - d. Individually wrapped sterile un-medicated wound dressings (assorted sizes).
  - e. Individually wrapped moist non-alcohol based cleaning wipes (where soap and water is not available).
  - f. Disposable gloves.
  - g. Burn bandage.
  - h. Eyewash.
  - i. Safety pins.
  - j. Yellow bag for waste materials and body fluids
  - k. Additional first aid material also used by us:
    - i. Surgical adhesive tape.
    - ii. Scissors.
    - iii. Dry wipes for cleaning with soap and water.
    - iv. Ice packs for use in sprains and to aid in the reduction of swelling.
    - v. Sterile strips.
37. **Please note that cotton wool may not be used for cleaning wounds of any type.**

## **Conditions requiring immediate first aid emergency treatment**

38. Appointed school staff will be informed by the school administration team of children and adults who could require emergency medical action. In all cases, they will receive professional training and guidance via the school health service or by the appropriate agencies. Parents/Guardians, appointed school staff and the appropriate agency (practice nurse or welfare officer etc) will discuss the needs of the child and the application of necessary treatment either before the child starts school or as soon as the medical condition is known.

39. Other conditions requiring emergency first aid treatment or medication include:

- a. Acute allergy reaction or anaphylactic shock.
- b. Diabetic hypoglycaemia.
- c. Major fits.

40. These medications are kept in a safe place in close proximity to the child in need such as: high shelf in their classroom.

### **Safeguarding**

41. The safeguarding of our pupils is paramount. Staff must consider the feelings of the child as well as their own safety when dealing with certain situations. At all times our safeguarding and child protection policies and procedures must be followed. If at any time a child's clothing must be lifted or removed to ascertain the extent of an injury to a personal area, two adults **must be** present during this time. The child must be asked/advised of your intentions to move their clothing and be in full agreement. If they aren't then we follow the advice to record this, not proceed and contact the parents. For injuries such as grazed knees, which still may involve lifting clothes, we will always ask first and request the child to move the clothes.

### **Off site visits and out of hours**

42. A first aider will always accompany pupils on a school trip and staff will always find out about first aid provision at the point of booking a trip. For activities on the school site but out of hours such as a school disco or the Y3/4 camp, a first aider will also be present. In order to meet the needs of all our pupils during these times, the school may wish to consult the parent and offer a meeting with the school.

### **Complaints**

43. If a member of our community is not happy with the treatment given then they need to speak to the first aider in the first instance. Following this, a copy of our further complaints procedure can be found on our website.

### **Guidelines for first aid kits**

Office	First Aid kit for emergency evacuation
First Aid Room	3 x Full first aid carry kits
Trips	1 x Full first aid kit per coach 2 x Sick buckets Little pouches 1 x each group leader, 3 x throw lines