

LOUDWATER COMBINED SCHOOL

First aid policy

Introduction

This first aid policy does not include reference to supporting pupils at school with medical conditions or dealing with administration of medication. Please refer to the school's separate policies for such arrangements.

Similarly, while basic first aid is now taught to pupils in both secondary and primary schools as part of compulsory health education it is not dealt with in this policy.

The Health and Safety (First Aid) Regulations 1981 state the requirements relating to employees, which in the context of schools includes pupils. Responsibility for health and safety in schools, including the administration of first aid, lies with the employer and in the case of Loudwater Combined School this is the governing board.

Teachers are not required to give first aid under their conditions of employment, but any employee can volunteer to be the first aider and the governing board is responsible for ensuring that there are always enough trained persons to meet the statutory requirements and identified needs .

Any first aider must receive training but since the Health and Safety Executive (HSE) no longer approves first aid training, it is up to the school to ensure that any training provider that is selected for the purposes of first aid training is competent to deliver it. We use guidance from HSE to appoint suitable trainers.

Daily minor first aid situations may be dealt with by emergency aiders. However, any employee or any person volunteering to administer first aid will be covered and indemnified under the school's public liability insurance policy.

Loudwater Combined School follows the requirements for paediatric training and handling accidents or injuries as set out for early years pupils in the DfE's *Statutory framework for the early years foundation stage 2021*.

Objectives and targets

The school aims to ensure that:

- All legal requirements for first aid are fulfilled.
- The school has enough members of staff trained and available to support the legal requirements for first aid coverage.
- First aid facilities including first aid boxes and first aid areas are fit for purpose.

Action plan

All staff will be informed of first aid arrangements and made aware of this policy.

Responsibilities of the headteacher

In discharging its duty of care, the governing board delegates to the headteacher the operational responsibility for ensuring that first aid procedures are carried out to comply with legal requirements. This will include:

- Risk assessments including:
 - Consideration of the size of the school and its layout and location.
 - Specific hazards or risks on the site.
 - Specific needs.
 - Accident statistics.

- Selection of first aiders, and number required.
- Contacting first aid personnel.
- Ensuring first aid training is up-to-date and enough for school needs.
- Ensuring that the medical area and adjacent WC are available at all times for first aid provision and suitably furnished and supplied while people are on the school premises.
- Ensuring that first aid provision is available while on school visits.
- Reassessment of first aid provision.
- Providing information as required.
- Considering insurance cover.

Responsibilities of the site manager

- Ensuring that access to the school site for emergency vehicles is always maintained .

Responsibilities of the first aiders

On a day-to-day basis, the first aiders have the responsibility to:

- Complete an appropriate training course.
- Be aware of the details of all first aiders and the location of, and signage to, all first aid boxes (see appendix 1 at the end of this policy).
- Maintain fully stocked first aid provisions (see below for details).
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and must take care when dealing with blood or other body fluids and disposing of dressings or equipment.
- Ensure that an adult witness is present if tending an intimate part of the body.
- Complete and keep copies of the form 'Information of accident/illness of a child at school' (see appendix 2) for any incident.
- Report to the headteacher any time that first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 2013 (RIDDOR)'. An HSE 'Health and safety incident report' form will also need to be completed in these circumstances.
- Where use of force to restrain a pupil has been used and first aid is required a 'Use of force to control or restrain pupils: incident form' will also need to be completed for the records (see Pupil restraint policy).

Responsibilities on off-site activities

A first aid kit compliant with BS 8599 must be taken on all off-site activities. Where possible an emergency aider will accompany off-site visits.

Responsibilities of hirers

When others use the premises, eg for extended activities at the school or by those who hire any of the school premises, the premises must be safe for the purpose for which they are to be used and organisers must make it clear that the premises cannot be used for other purposes. Risk assessments relating to community facilities and activities on the premises must be carried out. The school's health and safety policy must be altered so as to manage and, where possible, to reduce these risks.

Hirers and those involved in extended school activities must be made aware of:

- Their health and safety responsibilities and duties.
- Any specific health and safety issues (eg, hazards on the premises).
- First aid arrangements in the school and location of first aid kits and the school's automatic external defibrillator (AED) for emergency use by a trained operator.

Maintenance of fully stocked first aid containers

- On a weekly basis, an appointed first aider (Saema Nureen) will check the following and arrange for stocks to be replenished where necessary:
 - The number of first aid containers the school has and their contents.
 - That there are sufficient first aid containers.
 - Travelling first-aid containers.
 - First aid containers in public service vehicles.
 - First aid accommodation.

Contents of first aid containers

Following HSE recommendations, where no special risk is present the following items will be in the first aid containers at Loudwater Combined School:

- A leaflet giving general advice in first aid.
- 20 individually wrapped sterile adhesive dressings.
- 2 sterile eye pads.
- 2 individually wrapped triangular bandages.
- 6 safety pins.
- 6 large and medium size (18cm x 18cm) individually wrapped sterile unmedicated wound dressings.
- 3 pairs of disposable gloves.

Equivalent or additional items are acceptable and the kits will be BS 8599 compliant.

Procedure for sick pupils and those with medical needs

If a pupil feels unwell the teacher or teaching assistant should investigate the nature of their illness. The decision to send an unwell pupil home will be made by those who know the child well. In some cases, it will be clear that the child needs to go home whilst in other circumstances it may be wise to seek advice from the parent. Unwell pupils must be signed out when leaving school for medical reasons.

Pupils with medical needs must be brought to the attention of the SEN co-ordinator and teaching staff in year group meetings, and to the attention of all supervisory staff. Details will be shared in teaching assistant meetings and lunchtime supervisor briefings.

A register of students with EpiPens is kept in the first aid box in the school office. Where possible two EpiPens will be in school, one in the classroom and the other in the school office. EpiPens must be taken on all off-site visits.

Loudwater Combined School holds a salbutamol inhaler for use only in emergencies. The inhaler may only be used by children whose parents have agreed the use of the emergency inhaler and by children who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler will be used if the pupil's prescribed inhaler is not available (eg because it is broken, or empty).

Accident procedures

Outside of class time, pupils should be dealt with in the first instance by a member of staff on duty. However, if the injury requires first aid treatment, the pupil should be taken to the office or Key Stage one area to be dealt with by a first aider.

During lesson times, if members of staff are unable to deal with an injury, then the pupil should be brought to the office.

All accidents/injuries must be reported by the person who initially dealt with the incident in the accident book. Accident books are located in the Foundation Stage classroom, the Key Stage 1 area

and in Key Stage 2 outside the Year 6 classroom. All head bumps/injuries must be recorded/reported (see appendix 2).

All head bumps/injuries and other injuries that require first aid beyond the most minor injuries should also be notified to parents by phone as soon as possible after they happened. The purpose of this call may be to provide information only and that the child will be monitored carefully or that the parent needs to collect or assess the child's injury for themselves.

If the first aider believes that the injured person requires medical treatment, they will consult with a member of the leadership team (or nominated other person) and:

- Arrange for the emergency services (999) to be called if necessary.
- Arrange for parents to be informed.
- Arrange for the injured person to be transported to A&E by ambulance or by parents.

Defibrillator

Loudwater Combined School possesses an automatic external defibrillator (AED) for emergency use and all staff have basic training to operate this equipment. The defibrillator is located outside of the main entrance and requires a code for it to be accessed, this is available from the school office or can be obtained by dialling 999 and giving the location of the defibrillator to the emergency services.

Monitoring and evaluation

To monitor and evaluate this policy, injury/accident books will be monitored to identify recurring incidents which may be prevented if appropriate action is taken.

Reviewing

The school will review regularly the first aid policy and ensure that the necessary legal standards are being met and that, where improvements to the policy can be made in the light of monitoring accident reports, such improvements will be made.

Next school review due: September 2026

APPENDIX 1

Emergency first aiders

Name	Date of training

Our school also has the following trained **pediatric first aiders**:

Name	Date of training

Location of first aid kits:

<ul style="list-style-type: none">• The School Office	<ul style="list-style-type: none">• Kitchen area
<ul style="list-style-type: none">• Key Stage 1 area	<ul style="list-style-type: none">• Foundation stage classroom
<ul style="list-style-type: none">• Area outside the Y6 classroom	

Location of automated external defibrillator (AED)

- Outside of the main entrance of the school