



Silsden
Primary School

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First Aid Policy

Adopted: 28/1/2021
Review: January 2022

Contents:

Statement of intent

1. Legal framework
2. Aims
3. First aiders
4. Automated external defibrillators (AEDs)
5. Emergency procedures
6. Reporting to parents
7. Offsite visits and events
8. Storage of medication
9. Illnesses
10. Allergens
11. Consent
12. Monitoring and review

Appendices

- A) Qualified First Aiders
- B) First Aid COVID update

Statement of intent

Silsden 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 following policies:

- [Health and Safety Policy](#)
- [Behavioural Policy](#)
- [Child Protection and Safeguarding Policy](#)
- [Lone Working Policy](#)
- [Supporting Pupils with Medical Conditions Policy](#)
- [Educational Visits and School Trips Policy](#)

The school's first aid 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.

Signed by:

_____	Headteacher	Date:	_____
_____	Chair of governors	Date:	_____

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
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2017) 'Statutory framework for the early years foundation stage'

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 containers in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye washes

- 1 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves
- Instant Cold Pack – offsite use
- Equivalent or additional items are acceptable
- All first aid containers will be identified by a white cross on a green background

2.7. Cold and warm packs for use in school are kept in the school offices.

2.8. The first aid team is responsible for examining the contents of first aid containers, including any mobile first aid containers 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.

2.9. First aid containers are in the following areas:

- KS1 in the hall cupboard
- KS2 in the school office
- In every classroom as a belt bag
- With all first aid trained staff at break and lunchtimes

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 School Business Manager.

3.3. The first aid team will be responsible for ensuring all first aid kits are properly stocked and maintained. The first aid team will also be responsible for maintaining supplies.

3.4. The current first aid appointed person(s) are shown on Appendix A.

3.5. First aid notices will be clearly displayed throughout school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

3.6. In line with government guidance, and taking into account staff: child ratios, the school will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.

3.7. The first aid procedures for a minor accident, injury or illness in school hours (including trips & visits) are:

- Locate the first aider on duty, highlighted by a green first aider belt bag
- The first aider will assess and administer first aid or call for assistance

4. Automated external defibrillators (AEDs)

4.1. The school has procured an AED, which is located on the swimming pool wall for public use.

4.2. Where the use of the AED is required, school will contact 999 in an emergency and follow the step-by-step instructions given over the phone and displayed on the device.

5. Emergency procedures

5.1. If an accident, illness or injury occurs, the first aider will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately.

5.2. A first aider will assess and take charge of first aider administration.

5.3. If the first aider is unsure about the presenting condition, then they will arrange for the person to see an additional first aider or obtain a second opinion from a member of the senior leadership team. However, if necessary they will access appropriate medical treatment without delay.

5.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the person is seriously unwell, 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 patient(s) 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 patients.
- Where an ambulance is required, a staff member will accompany the individual in the ambulance and call their next of kin as soon as possible to inform them of the next course of action. The staff member remains with the individual until the next of kin arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital in a staff car, accompanied by at least two members of staff – one of whom to drive the car, and one of whom, to sit with the pupil in the back seat. The next of kin is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains at the hospital until they arrive.

- 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.
- See to any persons 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.

5.5. Once the above action has been taken, the incident will be reported promptly to:

- The headteacher.

6. Reporting to parents/Record keeping

- 6.1. In the event of a minor incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable using Medical Tracker. It is the First Aider's responsibility to record all incidents they deal with. Moderate to serious incidents or injury will be handled with a telephone call by the First Aider to a contact on file – parents in first instance.
- 6.2. Parents will be informed via email or in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.
- 6.3. In the event of a serious injury or an incident requiring emergency medical treatment, the first aider will telephone the pupil's parents as soon as possible.
- 6.4. A list of emergency contacts will be kept at the school office.

7. Offsite visits and events

- 7.1. 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.
- 7.2. For more information about the school's educational visits requirements, please see the Educational Visits and School Trips Policy.

8. Storage of medication

- 8.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
- 8.2. 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 patient, the date of prescription and the date of expiry of the medicine.
- 8.3. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.

- 8.4. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen. These are only to be used on pupils with prescribed medication except when advised by a medical practitioner in an emergency.
- 8.5. Parents 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.

9. Illnesses

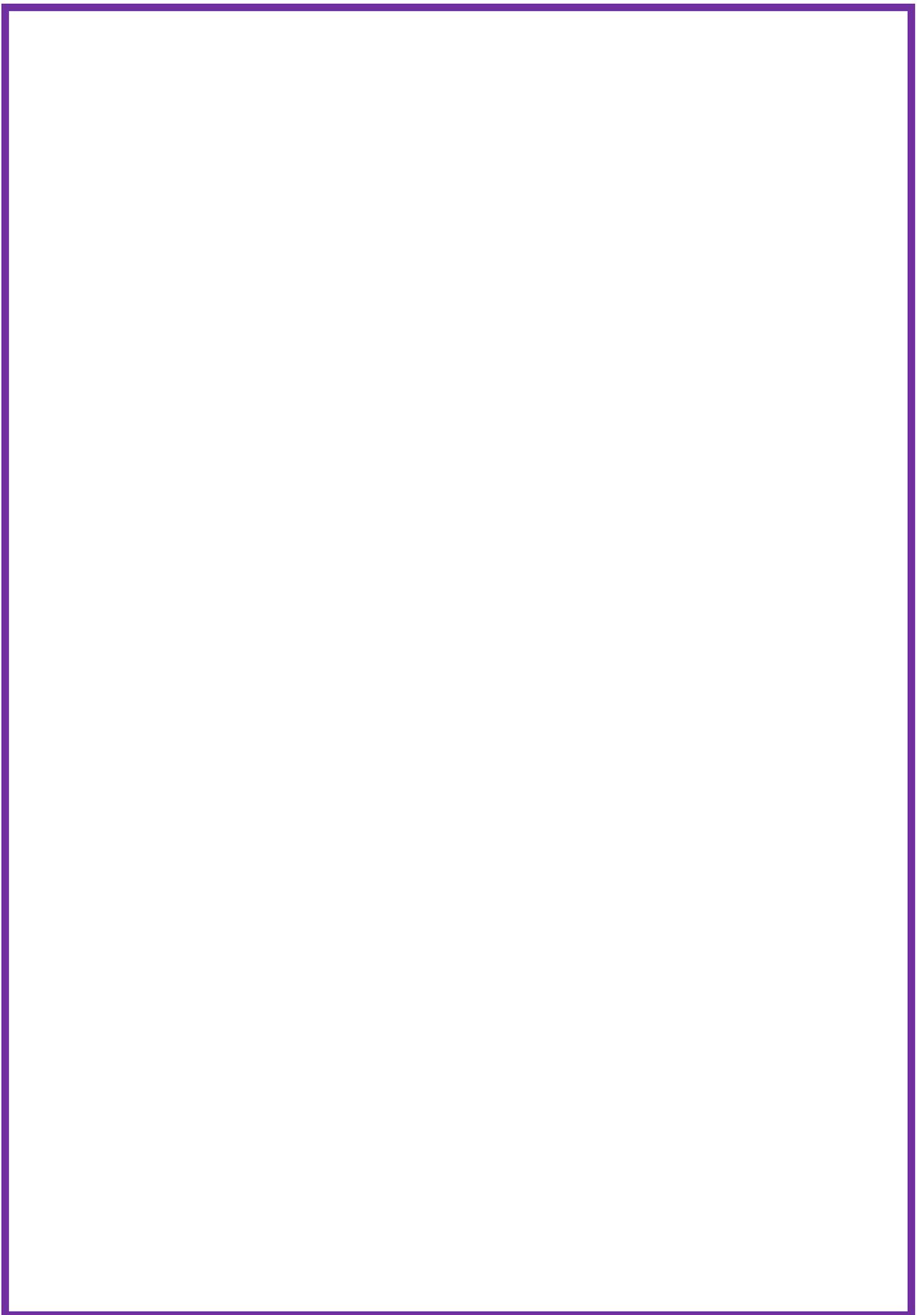
- 9.1. When an individual becomes ill during the school day, the parents may be contacted to discuss any symptoms or medications taken at home. The administering non-prescription medicines in school policy may come into force and paracetamol may be administered in line with COVID procedures. The senior leadership team will assess a need for child's parents to collect.
- 9.2. Pupils will remain in the classroom until parents arrive to collect. Pupils will be monitored during this time.
- 9.3. Please read in conjunction with the COVID appendix.

10. Consent

- 10.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school as part of the admissions form, 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.
- 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.

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.



Appendix A

Silsden Primary School - Qualified First Aid Staff

NAME	ROLE	Primary Site	QUALIFICATION	DATE COMPLETED	DATE EXPIRES
Charlotte Curran	Teaching Assistant	Hothfield	Emergency First Aid at Work FAIB Paediatric First Aid FAIB	9 November 2018 9 November 2018	8 November 2021 8 November 2021
Wayne Barber	T A. Before and after school club	Hothfield	Emergency First Aid at Work FAIB Paediatric First Aid FAIB	22 November 2019 22 November 2019	21 November 2022 21 November 2022
Alison Gornall	Teaching Assistant	Hothfield	QA Level 3 First Aid at Work Paediatric First Aid FAIB	31 July 2018 9 October 2020	31 July 2021 8 October 2023
June Seccombe	T A. Before and after school club	Hothfield	Emergency First Aid at Work FAIB Paediatric First Aid FAIB	22 October 2019 22 October 2019	21 October 2022 21 October 2022
Caroline Spencer	Teaching Assistant	Hothfield	First Aid at Work FAIB	23 March 2018	22 March 2021
Karen Dent	Teaching Assistant	Hothfield	Paediatric First Aid	9 October 2020	8 October 2023
Rachel Hargreaves	Teaching Assistant	Hothfield	Paediatric First Aid	9 October 2020	8 October 2023
Sidra Iqbal	Teaching Assistant	Hothfield	Paediatric First Aid	9 October 2020	8 October 2023
Heather Couchman	Teaching Assistant	Hothfield	Paediatric First Aid FAIB	1 October 2018	1 October 2021
Cath Smith	T A. Before and after school club	Hothfield	Paediatric First Aid	9 October 2020	8 October 2023
Kathy Rowling	Teaching Assistant	Aire View	First Aid at Work Paediatric First Aid	6 th November 2018 9 October 2020	5 th November 2021 8 October 2023
Jamiey Bogg	Teaching Assistant	Aire View	QA Level 3 Paediatric First Aid	9 October 2020	8 October 2023

Helen Eakin	Teaching Assistant	Aire View	Paediatric First Aid	9 October 2020	8 October 2023
Susan Andrews	Teaching Assistant	Aire View	QA Level 3 Paediatric First Aid	March 2020	March 2023
Jane Saunders	Lunchtime Supervisor	Aire View	Paediatric First Aid FAIB	1 Oct 18	October 2021
Jo Keith	Teaching Assistant	Aire View	Paediatric First Aid FAIB	1 Oct 18	October 2021
Jemma Bowness	TA. Before & after school play leader	Aire View	Emergency First Aid at Work FAIB Paediatric First Aid FAIB	29 March 2019 29 March 2019	28 March 2022 28 March 2022
Sarah Brown	Teaching Asst	Aire View	Paediatric First Aid	9 October 2020	8 October 2023
Jenny Whytock	Asst Head	Aire View	Paediatric Emergency Aid with AED	13 March 2018	13 March 2021
Emma Wakley	Teaching Assistant	Aire View	Paediatric First Aid	6 July 2019	6th July 2022
Sarah Hancock	Lunchtime Supervisor	Hothfield / Aire View	Paediatric First Aid FAIB	4 July 20	4th July 2023
Sarah Fenwick	Lunchtime Supervisor	Hothfield / Aire View	Paediatric First Aid FAIB	9 October 2020	8 October 2023

Appendix B

Medical Appendix – COVID

To be used in conjunction with the COVID Safe School Risk Assessment and the First Aid Policy.

Following current government guidelines if a child has a high temperature, or new continuous cough, or a loss of taste or smell then they must be sent home and follow the 'Stay at home' guidance.

If a child in your class feels unwell then the following actions need to be taken.

1. Child should remain in class but be removed to the side.
2. An adult from that class (they do not need to be a first aider) should collect a thermometer from the office and take the child's temperature outside the classroom (this should be done twice 10 seconds apart).
3. If the temperature is green then the child can return to the classroom. Ask the child to have a drink of water. Check if they are able to have paracetamol, check with parents and administer if needed. Follow normal first aid procedures.
4. If the temperature is amber then the child can return to the classroom. Monitor the temperature every 15 minutes and record the information on Medical Tracker. Ask the child to have a drink of water. Follow normal first aid procedures.
5. If the temperature is red (above 37.8) then the child needs to be taken to the isolation room (Quiet Room at KS2 or Medical Room at KS1) by the adult who took the temperature. PPE should be worn if social distancing can't be maintained. Parents should be contacted to collect the child.

If a child has lost their sense of smell or taste or has a new continuous cough, regardless of the temperature reading, then they should be taken to the isolation room and parents should be contacted. SMT should be informed. PPE should be worn if social distancing can't be maintained.

If a child registers as an amber or red temperature then a member of SMT should be informed.

Please note that for all other first aid incidents the normal procedure should be followed.

Please can all classrooms ensure that PPE is stored in an easily accessible place.