First Aid Policy

Adopted: June 2021
Reviewed: Autumn 2026
Next review: Summer 2028

Statement of General Policy on First Aid

In accordance with the Health & Safety Policy the Governing Body and Head Teacher of William Cobbett Primary School will so far as is reasonably practicable ensure that the Department for Education (DfE) and Employment's 'Guidance on First Aid for Schools a practical guide' will be complied with in all matters relating to First Aid. The DfE First Aid in Schools document is provided by the Department for Children Schools & Families and outlines the authoritative guidance to schools that is also supported by Surrey County Council (SCC).

This policy will be reviewed in conjunction with the Health & Safety Policy.

This manual includes guidance on the following: -

- Who will treat pupils at the school for first aid
- Duties of a first aider
- Procedures for treating a serious injury or illness
- Lunchtime supervision and first aid provision
- First Aid Boxes, First Aid Bags, First Aid Buckets
- Hygiene/Infection Control
- Asthma
- Head injuries
- Procedures for first aid on day trips, residential trips, outings, and sport events
- School first aid and accident recording procedures
- Surrey County Council OSHEN system for reporting injuries and incidents at school
- Reporting of injuries, diseases and dangerous occurrences in schools (RIDDOR)
- Staff first aid training
- Access to the school's emergency procedures
- Risk assessment and management procedures

This policy will be reviewed in conjunction with the Health & Safety Policy and Allergy Policy.

Who will treat pupils at the school for first aid?

All staff at William Cobbett Primary School are responsible for providing appropriate first aid equipment, facilities and trained first aiders to protect other staff and pupils at the school. In order for the school to exercise their duty of care, Surrey County Council requires that the school and its staff consider others when carrying out the assessment of first aid needs and make provisions accordingly.

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks and become qualified. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. William Cobbett Primary School must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual leave/sick leave or off-site.

The school Welfare Assistant (Junior Site) and Infant Receptionist (Infant Site) appointed with specific responsibility for first aid, when on duty can be the first or referred point of contact for first aid, based in the school office. Where possible an ill or injured child should have been sent to the school office by an adult with another responsible child or an adult accompanying them as appropriate. If a minor problem such as feeling sick, a superficial graze or tummy ache the child should remain in the school office while the accompanying child returns to class to inform the teachers of what is happening to the ill/injured child.

Duties of a First Aider

At school the main duties of a first aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school. Also, when necessary, ensure that an ambulance or other professional medical help is called.

All first aid trained staff are asked to always ask a child if they are allergic to plasters before applying them. The office staff hold reports for all current children at the school with allergies to medicine and plasters.

Procedures for treating a serious injury or illness

If a child starts to feel worse or has a serious injury (such as a bad cut or head injury, suspected broken bone) then the informed adult must either send for assistance from office staff or other first aid trained staff. Office staff will decide whether to contact parents, emergency services as appropriate and will inform the head teacher, deputy head teacher or members of the senior management team as appropriate. If an ambulance is required a member of staff must accompany the child to hospital while office staff contact the parents. Staff must not transport ill or injured children in their own cars.

Lunchtime supervision and first aid provision

The majority of lunch time supervisors are trained in first aid and carry first aid bags, so they can deal with any minor injuries in the playground. **Any child who sustains a head injury, must be sent to the Welfare Assistant for attention.** If an injury is serious or a child very unwell the lunchtime supervisor can send for the Welfare Assistant as appropriate. If the child is not fit to go outside, he/she can sit in the school office or if the class teacher is in their classroom, the child can go there.

First Aid Kits, First Aid Bags, First Aid Buckets

There are first aid kits located in the school office and each classroom. Lunchtime supervisors have access to a first aid bag (contents are shown in Appendix 2), whilst on duty on the playground. Teachers running

lunchtime or after school clubs, or those supervising outings, and/or sport events on and off-site have access to first aid bags for use as appropriate, which are held centrally in the school office.

A classroom first aid kit (contents shown in Appendix 3) is located in each classroom.

The main school first aid kit is located in the school office. The first aid stock is held in the offices and the Welfare Assistant/First Aiders are responsible for replenishing the stock for the first aid kits they use and work closest to.

First aid buckets (contents shown in Appendix 4) are available to teaching staff when supervising pupils going off-site for outings, day trips, residential trips or sports events as appropriate.

Hygiene/Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. All staff must use disposable single use gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings, equipment. All used dressings, cotton wool, tissues or other disposable equipment should be put in the designated waste bin in the school office (KS2) and staff toilet (KS1). Bodily fluids must be cleaned up swiftly whilst observing strict hygiene/infection controls and disposed of into the main school skip. Any reusable equipment such as buckets must be lined with bin liners and completely disinfected after use.

Asthma

IF A CHILD HAS AN ASTHMA ATTACK BRING THEIR MEDICATION TO THEM. DO NOT ASK A CHILD HAVING AN ASTHMA ATTACK TO WALK IN FROM THE PLAYRGOUND OR FIELD. THEY MUST BE CARRIED, OR A WHEELCHAIR USED IF THEY MUST BE MOVED.

Current medical guidelines recommend that all children over 7 years of age, should carry their inhaler or have immediate access to it, so they are able to self-administer doses, as and when required, thereby managing their condition. Inhalers are no longer included in the prescribed medicines held and administered by the school on behalf of the child. All staff will of course assist a child that suffers from asthma if they require help taking their inhalers. All inhalers are either carried by a child in school or kept in an easily accessible box in their classroom.

A master list of children that are known to suffer from asthma is held in the school office and shared with staff as appropriate. In addition, a class report detailing contact details for all pupils in the class and any known dietary and medical conditions (including asthma) are issued every new academic year to teaching staff. The report is updated from the Arbor system and reissued to teaching staff whenever any medical or dietary details change. A master copy of this report for all pupils in the school is available in the Pupil Contact & Medical Information File held in the school office (Infant site) and the Reception cupboard (Junior site). In addition, the deputy head teacher will review the master report of all children who have specific medical/behavioural problems – this information to be shared with other staff as appropriate. This review will be carried out in the first half of the autumn term each year and reviewed termly.

An emergency school blue reliever (salbutamol) inhaler is held in the emergency grab box held in the main school office. If used in an emergency for a child that suffers from asthma that does not have their own inhaler in school, it is policy to contact a parent and inform them that we have had to use the emergency inhaler and request that the child's own inhaler is made available in school as required.

Spare EpiPens are held in the school offices for emergency use for any pupil already prescribed the medication and for whom we have consent.

Head Injuries

All children that sustain a bump to the head whilst at school are given a bumped head sticker and a letter. All serious head injuries are reported to the Welfare Assistant and logged on the main school first aid record (Appendix 1). Parents are informed of serious head injuries by telephone in case delayed concussion is experienced outside of school. Each child that has sustained a head injury may return to class if they appear well to do so and they are told that if feel unwell they must inform the teacher. Any child showing signs of concussion however minor or feeling ill after a head injury will be sent home after the parents have been informed.

Defibrillator

The school hold three defibrillators; one located on the wall directly opposite the toilets in Year 3 at the Junior Site, one is located in the Infant School Hall (Infant site) on the wall nearest the Infant kitchen and the third is situated on the outside of the building next to the mini pitch, near the main playground at the Junior site. Anyone can use the defibrillator without specific training as instructions will be given when used.

Procedures for first aid on day trips, residential trips, outings, and sport events

Teaching staff supervising school day trips, residential trips, outings and sport events must assess the risk of injury or an emergency and ensure they take appropriate first aid equipment. First aid bags and buckets are provided from the school office. In addition to the first aid equipment, a report is made available from the appointed school office assistant detailing contact details, medical and dietary needs for all pupils attending the trip or off-site event (staff details are also taken on residential trips).

The supervising teaching staff must ensure they have appropriate first aid cover for the trip and sufficient ratios of adults to children.

The teachers must take all known medicines and inhalers for pupils in their charge whilst off the school site. This includes emergency medicine and asthma inhalers.

Teachers must ensure children are aware of fire procedures and fire exits at residential centres. If possible, a practice fire drill should be carried out at the residential centre. All staff must have a list of children attending any residential trip including a roll call for all sleeping quarters.

School first aid and accident recording procedures

The main school first aid record is kept in the school office (Appendix 1 form to be used for major injuries). In addition, all classrooms have a first aid record for very minor injuries, anything more than a very minor injury is recorded in the main school first aid record. All head injuries are recorded, and the Welfare Assistant will make sure that parents are informed as appropriate.

The school first aid record must show the:

- date, time and location of the incident

- the name (and class) of the injured or ill person
- details of the injury/illness and what first aid was given
- what happened to the person immediately afterwards (for example went back to class, went home, went to hospital)
- Name and signature of the first aider or person dealing with the incident.

The schools central first aid record and accident records must be kept for a minimum of 3 years.

In an emergency, the headteacher/teacher in charge should have procedures for contacting the child's parent/guardian/named contact as soon as possible. The contact details are held in the Fire Drill File held in the emergency grab box located in the school office. It is the responsibility of the school to report all serious or significant incidents to the parents by telephone or in writing.

Surrey County Council OSHEN system for reporting injuries and incidents at school

All serious injuries and incidents at the school are reported using the OSHEN system. The School Business Manager reviews any injuries or incidents logged on the OSHEN system. The system prompts a review and further investigation as necessary.

It is the appointed Welfare Assistant that reports injuries and incidents on to the OSHEN system. The system is used at the review stage to comply with RIDDOR legislation below.

Reporting of Injuries, Diseases and Dangerous Occurrences in schools (RIDDOR)

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to HSE. William Cobbett Primary School is a county and controlled school and therefore follows the SCC accident and incident reporting system called OSHEN. In addition to this the appointed Welfare Assistant and SBM can use the OSHEN system to report under RIDDOR.

The following accidents must be reported using RIDDOR to HSE:

- Accidents resulting in death or major injury including as a result from physical violence
- Accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence)

For definitions of major injuries, dangerous occurrences and reportable diseases see HSC/E guidance on RIDDOR 1995.

Staff first aid training

There is no definitive statutory requirement as regards numbers of first Aid staff in school, or levels of qualification. Schools are required to carry out their own risk assessments and ultimately satisfy themselves that sufficient capable persons would be available to manage a likely emergency. This assessment will take into account staffing levels, hours of work and locations. The SCC view generally is that schools should be better placed having a number of trained persons trained to an emergency first aid standard (EFA), as opposed to having a smaller number of persons trained to first aid at work (FAW) standards**. A paediatric first aider is needed for Schools and other settings with young children i.e. children from birth to the end of the academic year in which a child has their fifth birthday are required to have at least one person on site trained in paediatric first aid.**

The governing body of the school and/or head teacher annually reviews the school's first-aid needs. In addition, if staff changes occur an additional review should be carried out to ensure provision is adequate. The governing body of the school and/or head teacher will arrange adequate and appropriate guidance for all staff who volunteer to be (EFA) first aiders at the school. This may include classroom staff, lunchtime supervisors and office staff. They will receive training equal to EFA standard, and this training is renewable every 3 years.

Access to the school's emergency procedures

If an emergency event occurs during school hours, staff involved with administering medicines should consult with the lead member of staff as defined in the school's emergency plan. Any medical advice given by a member of the emergency services should be followed.

Risk assessment and management procedures

A first aid risk assessment is reviewed by staff and governors on an annual basis. Staff involved in administering medicines must be consulted during the review. Any changes identified during the year should be added to the risk assessment immediately.

Appendix 1 First Aid Record
Appendix 2 First Aid Bag Contents
Appendix 3 Classroom First Aid Kit Contents
Appendix 4 First Aid Bucket Contents

William Cobbett Primary School
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Appendix 1

Name of child:	Class:
Injury details:	
Location of accident:	

Description of accident:	
Treatment given:	
Head injuries only: Any injury to the head is treated in accordance with our school procedures. Your child has been checked and has shown signs of: Dizziness □ Drowsiness □ Nausea/ Sickness □ Headache □ Loss of vision □ Unconsciousness □ None of the above □ **But please continue to monitor for these at home.**	
Date of accident:	Time of accident:
First aider/ member of staff to whom the accident was reported to:	
Signature of first aider/ member of staff:	
Date report given to child:	
Parents/ Carers informed:	
Other information (if necessary):	

Pupil Accident/ Injury in School – Report to Parents/ Carers
Please check your child's injury and seek professional medical advice if you are at all concerned.

A copy of this report is retained in school.

Appendix 2

First Aid Bag Contents

- Sick bag
- Plastic bag
- CPR face shield
- Gloves
- Antiseptic wipes
- Sterile non-stick dressing
- Plasters various individually wrapped,
- Tissues

Appendix 3

Classroom basic first aid kit

- Plasters various (individually wrapped)
- Gloves (non-latex)
- Bags for soiled items
- Sick bags
- Non-alcohol wipes

Appendix 4

First aid backpack contents

- Sick bags
- Plastic bags
- Pack of baby wipes
- Piriton
- Calpol
- Newspaper
- Gloves
- Plasters (various sizes)
- Triangular bandage
- Large dressing
- Medium dressing
- Non-alcohol wipes