

FIRST AID POLICY

St Ann's C.E. Primary School

2025/26



First Aid Policy

Policy Statement

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors to this school through the provision of first aid equipment and trained personnel in accordance to the requirements of the Health and Safety (First Aid) Regulations 1981.

The first aid appointed lead is James Verdon

The Aims of the Policy

The aim of providing first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. The aim of this policy is to ensure that:

- We are compliant with all relevant legislation
- a person is appointed to take charge of first aid arrangements
- staff nominated as first aiders receive up-to-date training by a suitably recognised organisation
- suitably stocked and marked first aid containers are available at all appropriate locations throughout the school
- all members of staff are fully informed with regard to the first aid arrangements.
- all staff are aware of hygiene and infection control procedures
- written records are maintained of any accidents, injuries, diseases or dangerous occurrences. Reports are undertaken as required under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- first aid arrangements are regularly reviewed and assessed to maintain adequate first aid provision

Procedure

First aid provision will be available at all times while people are on the school premises and also off the premises while on school visits.

Risk Assessment

In accordance with the school's Health and Safety Policy, the annual risk assessment of all school buildings and facilities will pay particular attention to:

- Practical activities
- The use of machinery
- Storage of hazardous substances
- The use of equipment for sports and physical education

From this assessment a judgment will be made as to how many trained first aiders are required to provide an effective and safe response to accidents and injuries.

A judgment will also be made as to how many fixed and portable first aid containers should be available and where they are to be located.

Specific consideration will be given to staff or students who have special health needs or disabilities.

In determining the level of provision, the SLT will consider:

- the provision during lunch times and breaks
- the adequacy of the provision to account for staff absences
- the provision of first aid for off-site activities and school trips

- the provision for practical lessons and activities, e.g., science, pond dipping, forest school and physical education.

Qualification and Training

All school first aiders hold a certificate of competence that is valid for three years.

Refresher training and retesting of competence will be arranged at least three months before certificates expire.

The school will consider interim refresher training to maintain first aiders' basic skills and keep them up to date with changes, where necessary, e.g. adrenaline pen, CPR and defibrillator training.

Early Years Foundation Stage (EYFS).

All newly qualified staff with Level 2 or 3 childcare qualification will also hold a current Paediatric First Aid or Emergency Paediatric First Aid Certificate.

At least one person who has a current Paediatric First Aid Certificate will be on the premises and available at all times when children are present and will accompany children on outings.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/532503/PFA_Consultation_findings_and_response.PDF

As of the 1st of September 2021, Paediatric First Aid Courses should now also incorporate basic training in the safe use of Adrenaline Auto-Injectors. Therefore, the school will check our training provider meets Early Years Foundation Stage Statutory Criteria. Annex A

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf

First Aid Materials, Equipment and Facilities

First Aid container will be:

- marked with a white cross on a green background
- located near to hand washing facilities
- stocked in accordance with HSE recommendations.

Portable first aid containers will be available for all school trips and for sporting and other activities that take place over 200 metres from school buildings.

Where it is known that staff or students engaged in an out of school activity have specific health needs or a disability, the contents of the first aid container will include the resources to meet these specific needs, e.g. a supply of insulin or an adrenaline-pen.

The school medical room is located on the corridor of the school.

Information and Notices

First aid notices giving the location of first aid containers and the names of members of staff who are certificated first aiders will be prominently displayed.

The EYFS Framework requires a list of staff first aiders to be displayed or staff Paediatric certificates displayed and made available to parents.

The school will make every effort to ensure that first aid notices are clear and easily understood by all.

Information on the school's first aid provision will be included in the staff handbook.

Information on the school's first aid provision will be provided in the induction pack given to new and temporary staff.

Hygiene and Infection Control

All staff will:

- follow basic hygiene procedures
- be aware as to how to take precautions to avoid infections, e.g., HIV and AIDS.

All staff will have access to single use disposable gloves and hand washing facilities.

The school will ensure adequate and appropriate stock levels of PPE is provided for all staff:

- Gloves – Are to be worn to protect your hands
- Face Masks/Coverings – Are worn to protect/prevent the spread of a respiratory virus when close contact with another person cannot be avoided.
- Eye Protection or Shields – Are worn when there is a risk of bodily fluids splashing up into your face.
- Aprons – Are worn to protect your clothing from becoming soiled.

Disposable gloves will be always worn when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

Instructions on the disposal of all used dressings or equipment will be included in the first aid containers

Recording Accidents and Injuries

All accidents and injuries will be recorded in a written or electronic form and such records will be kept for a minimum of three years.

In some cases, a record maybe kept longer, if the injury is deemed significate enough to imply the injury may cause the student problems in the future as a student has up until their 21st birthday to make a claim.

The record of any first aid treatment given by first aiders and other appointed persons will include:

- the date, time and place of the incident
- the name and class of the injured or ill person
- details of the injury or illness and what first aid was given
- what happened to the student or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class or went to hospital)
- the name and signature of the first aider or person dealing with the incident.

Serious or significant incidents will be reported to parents by direct contact with the parent or carer.

In an emergency involving outside medical professionals or services the Headteacher or the appointed person will follow the school's established procedures for contacting a parent or carer.

1. STAFFING AND RESPONSIBILITIES

St Ann's Church of England Primary School has members of staff with designated responsibility (First Aider) for administering first aid in school during the school day and during afterschool and off-site events.

These members of staff operate mainly in the Key Stage they are based in but can be called to other areas as needed. **See first aid Risk assessment for trained first aiders and training.**

The appointed person for first aid in school is Mr Verdon. His duties involve the day to day running and monitoring of first aid procedures, maintaining adequate resources/records and stock take, and supporting the School Business Manager in first aid needs and management.

Appointed persons require only a basic knowledge of first aid needs; however, Mr Verdon is fully trained as a first aider.

For cover at lunchtime the Midday Assistants are trained to care for minor injuries and to refer to a First Aider as appropriate.

Cover for after school clubs is provided by Mr Cartledge and designated staff.

2. APPROPRIATE CARE

The Teacher / TA / MDA leading the class or group is responsible for dealing with any incident in the first instance and will decide if pastoral care or first aid is required. If it is first aid, or if there is any doubt about an incident, then a first aider will be called for by phone or message.

Pastoral care – This caters for common, minor incidences which require a ‘common sense’ approach and can be dealt with by anyone, a first aider may not be necessary. These include:

Trips, slips and falls,
Minor cuts or grazes that require cleaning and the application of a plaster,
Minor bumps / collisions that do not leave a mark,
Feeling ill,
Minor aches and pains.

First aid – For incidences when a first aider must be consulted. This covers all **major** accidents and injuries. These include:

Any head / facial bump or injury, including the throat or neck,
Major bumps / injury to the body or bruising,
Deep cuts or wounds,
Suspected breaks, sprains,
Severe bleeds,
Allergies and insect bites / stings,
All serious conditions such as, asthma attacks, seizures, hypoglycaemia, high or low temperatures, severe vomiting, choking, severe aches and pains,
Major Trauma.

All serious incidents that occur will be taken to the Headteacher / School Business manager who will assess whether further investigation or reporting is required (including reporting to the WBC Risk and Resilience Team).

If a pupil or adult is injured as a result of aggressive behaviour or outburst from another person, a first aider will be sent for and a member of the SLT informed immediately, and school behaviour procedures followed.

Vomiting

Should a child be feeling unwell or sick in school, they will be given either a vomit bag or bagged bucket to be sick into. However, there are occasions when a mess is made.

If a child is sick during school time, the class teacher must be notified, and the incident discussed with a member of SLT. Barring exceptional circumstance, the child is sent home and is able to return to school 24 hours after the last bout of sickness.

The procedure for dealing with vomit is given in Appendix B.

Use of icepacks

Some injuries may benefit from the use of an icepack on the affected area. In general icepacks help to reduce swelling / bruising / strains or for some bumps and can reduce the pain. They are to be used for no longer than ten minutes. Icepacks need only be used for serious injuries, not for every incident that occurs.

Icepacks are kept in the fridge in the staff room. Once the injury has been treated the ice-pack must be cleaned and returned to the fridge and not left in the classroom. Emergency icepacks, which can be activated instantly with a click, will be kept in the medical room cupboard.

WARNING: Ice packs must never be placed in the freezer. Application of a frozen pack to skin can cause a cold burn.

3. PUPILS WITH SPECIFIC MEDICAL NEEDS

Some children in school will have specific diagnosed needs, such as epilepsy or diabetes. They will have an individual health care plan, which will identify actions to be taken in an emergency. These will be stored in the school's medical file in the main office and in the relevant class medical data folders. Staff members are asked to make themselves aware of this information for their class group.

Training is provided for these cases, via the child's medical practitioner, so that staff are given the relevant training for that child. This training is open to all staff, not just first aiders. See Appendix A.

4. ADMINISTRATION OF MEDICINE

First aid at school does not include giving tablets or medicines to treat illness. It is recommended that tablets and medicines should not be kept in the first-aid box (see medication policy).

Some staff carry their own medication that has been prescribed by their doctor (e.g. an inhaler for asthma). This must be stored in a safe place that is not accessible to children. Children's medication will be stored in the class safe (or the fridge in the main office). Older children will be able to carry their own inhaler, if appropriate, or keep it in their tray. If an individual needs to take their own prescribed medication, the first-aider's role is generally limited to helping them to do so and contacting the emergency services as appropriate.

The administration of medicines in school is covered in detail in a related policy 'Medicines in school' and must be read in conjunction with this policy.

Use of EpiPens

Medicines legislation restricts the administration of injectable medicines. Unless self-administered, they may only be administered by or in accordance with the instructions of a doctor (e.g. by a nurse).

However, in the case of adrenaline there is an exception to this restriction, which means in an emergency a layperson is permitted to administer it by injection for the purpose of saving life.

The use of an **EpiPen** to treat anaphylactic shock is an example of an exemption from the restriction imposed by the medicine's legislation. Therefore, first-aiders may administer an EpiPen if they are dealing with a life-threatening emergency involving a casualty who has been prescribed and is in possession of an EpiPen, and where the first aider is trained to use it.

The administering of EpiPens must be carried out by the nearest trained member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether Pirion has been administered first. A list of staff that are trained in the use of EpiPens is given in Appendix A.

5. INCIDENT REPORTING

Once the child has been treated, the person dealing with the incident will record it using an accident form (See Appendix C). The class teacher must be informed so that they can liaise with Parents/Carers at the end of the school day, if appropriate. Children have accidents, usually they are minor pastoral care incidences, and it may only be appropriate to record it for our records. In these cases, we will inform parents verbally at the end of the day, unless there is a pattern of incidences. If it is a first aid incident, with discussion from the SLT, parents will be informed by either a 'Ping' or phone call depending on the severity of the incident as soon as possible.

In the event of any head bump injury, where the child has been treated by a first aider and monitoring is required, **multi coloured lanyards** will be given and Stickers with the same information on for the younger children are available (where lanyards may not be appropriate).

For other injuries that require monitoring **green lanyards** are provided to the child.

If a child goes back into class and is wearing a lanyard it is because they have had an injury (green lanyard) or a head bump (multi coloured lanyard) and have been seen by a first aider, but we still need to monitor them, Stickers with the same information on for the younger children are available (where lanyards may not be appropriate).

The lanyards will be stored on KS2 undercover area (in a wallet on the side of the shed) and in the medical room. They can be collected at the end of each session/when the child is ok again. (brought back to Mr Verdon).

Parents are always informed via 'ping' or phone call. The 'Ping' states that the child has had a bump to the head and includes signs to watch out for. The child will also be given a sticker type label (see Appendix D) that gives the same information. This way, we can ensure it is passed on to parents, childminders and other staff in the child's class.

The record forms will then be sent to or collected by Mr Verdon, who will record the incidents online using the school's CPOMS system. These records can be used to identify accident trends and reference for future first aid needs assessments.

Staff are able to record the incident directly to CPOMS, if they can, therefore a written accident form would not be needed, this reduces the chances of an accident being recorded multiple times. When using CPOMS, a staff member is always 'alerted' to the incident, which is usually Mr Verdon or the class teacher.

If Mr Verdon is out of school/absent, staff will be asked to record accidents directly to CPOMS.

If there are internet issues and access to CPOMS goes down, accident forms will be used and recorded online as soon as possible, stating the date of the accident.

Accidents involving staff members /adults in school will be recorded in a similar way in an online format. Any staff member who has an accident whilst working from home, where it is related to their work, should report it to school as soon as possible, where it will be recorded online by Mr Verdon or the School Business Manager.

Mr Verdon will liaise with the School Business Manager regarding major accident forms that must be completed and submitted electronically to Warrington Borough Council via Risk Resilience Team (RRT).

Reporting Accidents to the HSE

The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

<http://www.hse.gov.uk/pubns/edis1.pdf>

Accident - Employees

- accidents resulting in death or major injury (including those that result from physical violence)
- accidents that prevent the injured person from doing their normal work for more than seven days
- work-related disease that affects an employee and that a doctor confirms in writing.
- Fractures, other than to fingers, thumbs and toes
- Amputation
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.

- Serious burns (including scalding) which cover more than 10% of the body or cause significant damage to the eyes, respiratory system or other vital organs.
- Any scalding requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Accident - Students and Visitors

- The death of the person which arose out of or in connection with a work activity.
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to the hospital for treatment.

The responsible person at the school will consider whether the incident was caused by:

- a failure in the way a work activity was organised (e.g., inadequate supervision of a field trip);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- the condition of the premises (e.g. poorly maintained or slippery floors)

Submitting a Report and Accident Investigation

Any incident subject to RIDDOR, will be reported to HSE's Incident Contact Centre without delay. The Headteacher assisted by Compliance Education is responsible for reporting all incidents subject to RIDDOR.

All incidents will receive an appropriate level of investigation by staff who have attended accident reporting and investigation training. An accident investigation is performed in order to prevent similar accidents in the future.

Additional advice and guidance regarding what is reportable under RIDDOR, along with support in investigating serious incidents is available from Warrington Borough Council's health & safety team and Compliance Education if required.

Further guidance on adverse incident reporting is provided in Appendix E.

Should the injury require further medical assistance (i.e., Parent called into school/hospital visit), a member of the SLT should be informed and approval given to call parents to collect the child.

If an ambulance is required, staff will, in liaison with SLT, call 999 and follow the procedure outlined at Appendix F. In the event of an *extreme* life or death emergency, an ambulance may be called before / at the same time as SLT are informed.

6. FIRST AID RESOURCES

St Ann's Primary School has a functional Medical Room, located in the Key Stage 1 corridor, which can be used for most incidences where an injured person can move. This is also where stock/resources are stored. There are also first aid kits located at:

- All classrooms
- Reprographics room (Mr Verdon's office)
- There 4 U room (Back of the hall)
- Pastoral care bags are available with lunchtime resources for use on the playground.

School has a ready supply of first aid supplies in the First Aid Boxes. Mr Verdon is responsible for checking the contents on a regular basis and restocking as required.

Recommended minimum contents are:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet [Basic advice on first aid at work](#));
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- two sterile eye pads;
- two individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large sterile individually wrapped unmedicated wound dressings;
- six medium-sized sterile individually wrapped unmedicated wound dressings;
- at least three pairs of disposable gloves
- Tablets and medicines must not be kept in the first-aid box.

Use of antiseptic creams is not permitted.

The list above is for minimum guidance. First aid kits can be stocked as per the school's first aid needs assessment, catering extra supplies for the most common types of injuries.

All first-aid boxes will be marked with a white cross on a green background. Similarly, first-aid rooms will be easily identifiable by white lettering or a white cross on a green background.

Main first Aid rooms in school are.

- Medical Room
- Reprographics room

Signs will be placed where they can be seen (not obstructed from view) and easily identified.

7. EDUCATIONAL TRIPS AND OUT OF SCHOOL ACTIVITIES

If a class is on an educational visit or out of school activity, the person in charge is responsible for making sure there is first aid provision. This involves risk assessment including that of the venue being visited and a staff member who is first aid trained going along. Staff should take the following:

- Travel first aid box, including a set of record forms.
- Bucket and paper towels
- Plastic bags or bin bags
- Change of clothes
- Emergency ice pack
- Inhalers – see individual class teacher.
- Medication – appropriate for cohort of children & children with specific needs

For school sporting events, managed by the PE Coordinator, we have in stock a designated sports first aid kit, which is taken to each event.

Whilst on an educational visit or out of school activity, medication must be administered by the designated member of staff. If medication is administered the relevant details must be recorded and transferred to the medication log once back at school.

In the event of first aid treatment being required the first aider is responsible for recording the incident in the usual matter.

8. EMERGENCY DEVICES IN SCHOOL

The Automatic Emergency Defibrillator (AED) is kept in the medical room which is clearly labelled to show this on the door.

The device is used to return a person's heart to normal sinus rhythm if it goes into ventricular defibrillation – a fatal condition. Ideally, the defibrillator will be used by a First Aider; however, knowledge of First Aid is not required to operate an AED safely. Instructions are provided audibly by the machine and are simple to follow. Timely response will save precious time and increase the patient's chances of survival.

If a defibrillator is being used, it will only permit the administration of a defibrillator shock when its electronic algorithms determine that ventricular fibrillation is present. Patients in this state are considered clinically dead and it is unlikely that any intervention with this device could make the situation worse. To support staff in the use of an AED regular refresher training is offered.

St Ann's Primary School also has in stock an asthma inhaler and an adrenaline auto-injector (EpiPen). These devices are stored in the Medical Room and are for use in asthma attacks or anaphylactic shock, in emergency situations, or where the pupils / adult's own device has expired or failed.

All school medical devices are stored in the Medical Room where they can be quickly collected in an emergency. They are checked and maintained regularly by Mr Verdon.