



*St Francis Church of England Voluntary Aided Primary School*  
*Love: for God, each other, our learning, and the world.*

## First Aid Policy

Policy drawn up by Administrator

ratified by Governors

Date May 10<sup>th</sup> 2016

| Version No | Date          | Change/Review                                          |
|------------|---------------|--------------------------------------------------------|
| V1.0       | 2016          | Policy Adopted                                         |
|            | June 2017     | Policy updated to include AED and Emergency Asthma Kit |
| V1.1       | April 2018    | Ratified April 17 <sup>th</sup> 2018                   |
| V1.2       | April 2020    | Ratified                                               |
| V1.3       | April 2022    |                                                        |
| V1.4       | April 2023    | Updated for CPOMS<br>Reviewed and ratified May 2023    |
| V1.5       | November 2024 | Reviewed, amended and ratified.                        |
| V2.0       | March 2026    | Reviewed, amended and ratified                         |

### Policy Document Version Control Log

| Policy: First Aid Policy |               |                                                                                                                                                                                                                                                                                                    |
|--------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Version                  | Date          | Description of changes and person/organisation responsible                                                                                                                                                                                                                                         |
| V1.5                     | November 2024 | Mrs Clark:<br><br><u>Aims and Objectives</u> – updated legislation<br><br><u>First Aid provision</u> – taken out “outside first aid stop in PE shed” and included TA’s personal bags.<br><br><u>QUALIFIED STAFF</u> – staff appointed to deal with first aid injuries. In line with EYFS Framework |
| V2.0                     | March 2026    | N. Wilding: Reviewed and amended as necessary. Mrs Clark changed to School Business Manager, Details of when to contact RIDDOR, when to contact an ambulance, details of inhalers                                                                                                                  |
|                          |               |                                                                                                                                                                                                                                                                                                    |
|                          |               |                                                                                                                                                                                                                                                                                                    |
|                          |               |                                                                                                                                                                                                                                                                                                    |

# St Francis C of E Primary School

## First Aid Policy

### POLICY STATEMENT

St Francis C of E Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility. This policy complies with the school's Health and Safety policy and is reviewed annually.

### AIMS & OBJECTIVES

- To ensure that first aid provision complements the safeguarding provision within the school, this policy should be read in conjunction with the Health and Safety Policy and the Child Protection Policy.
- This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

[The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept

[The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school business, trips and residential.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the school and on school trips, to prevent, where possible, potential dangers or accidents.
- To inform staff and parents of the school's first aid arrangements.

- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR).

### **FIRST AID PROVISION**

First Aid kits are available at the following locations:

- 1) The School Hall Kitchen (+ burns kit)
- 2) The First Aid Room behind the Office (inc portable kits to take on trips)
- 3) Every corridor
- 4) Food tech room (+ burns kit)
- 5) All Teaching Assistants have a personal first aid bag, carrying up-to-date information on emergency requirements for individual children and basic first aid provisions.
- 6) Hall

There is an Emergency Asthma Kit in the First Aid Room for use by children who already have inhalers in school and have permission from their parent/carer for it to be administered.

St Francis School also has a defibrillator which is kept in the First Aid Room. This is checked regularly as per the DfE AED Guidelines for Schools 2016. (See St Francis AED Policy)

It is the responsibility of the School Business Manager to check the contents of all kits every term and re-stock as necessary (each kit has a dated label to record this happening). TA's have the responsibility for checking their own kit is up to date and complete.

The First Aid room behind the school Reception desk is the designated area for looking after sick people and the administration of First Aid.

All staff must ensure that they have read the school's First Aid Policy.

### **FIRST AID TRAINING**

The School Business Manager is responsible for ensuring that there is an adequate number of qualified First Aiders/Appointed Persons. All staff will be annually trained in the use and administration of Epi-pens/ Asthma Inhalers/Epilepsy medication by the School Nurse.

### **QUALIFIED STAFF – staff appointed to deal with first aid injuries.**

All school staff are able to undertake first aid training if they would like to.

It is mandatory that all support staff hold certificates in *Combined Paediatric First Aid / Emergency Paediatric First Aid (6 hours)* which are valid for 3 years. The list of these staff is displayed in the First Aid Room.

*Paediatric First Aid and Early Years First Aid (12 hours)*: All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work

in order to be included in the required staff: child ratios at level 2 or level 3 in an early year's setting. (Early Years Foundation Stage Framework 2026)

The PFA certificate will be renewed every 3 years. The list of trained staff is displayed in the First Aid Room.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

*First Aid at Work:* Ms Nicola Wilding and Mrs Clare Arthurs (Senior First Aider).

### **ADMINISTRATION OF MEDICINES**

When a child joins the school, the parents are informed of procedures that must be followed if a child requires medication in school time. The school does not encourage medication to be administered during school time unless it is absolutely necessary and staff give medication on a voluntary basis only. A care plan **MUST** be in place before any medicine is administered.

Advice from the School Nursing Service encourages parents to ask for medication from their GP which can be taken around the school day. If this cannot be done and it is essential that a child has to have medicine in school, the following applies:

- If the medication forms part of a Health Care Plan, it must be outlined in that plan and risk assessed and signed off by the School Nursing Service and Headteacher.
- Medication must be clearly labelled.
- Parents must complete the medication form authorising the school to administer medicine. This can be obtained from the Office. Any medication will be stored in the First Aid Room cupboard or in the First Aid fridge if necessary.
- Staff responsible will report on CPOMS when medicine has been administered.
- Medicines should not remain in school outside the school day unless previously arranged with staff.
- If a child has an inhaler, this will be kept in the child's classroom and administered as necessary by the class teacher or teaching assistant.

### **INCIDENT REPORTING**

Injuries deemed to be minor can be dealt with by any member of staff. More significant injuries will be referred to a First Aid Appointed Person and the injury details recorded on the Child's CPOM's record.

Parents/carers will be contacted if there is any significant injury or need to send a child home through illness.

If the nature of the accident involves contacting Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2003 (RIDDOR) the school business manager will contact Swindon Borough Council Health & Safety team and also make the contact with the Health & Safety Executive [Make a RIDDOR report - Overview - HSE](#).

RIDDOR conditions for reporting: For schools, all of the following conditions need to be met before RIDDOR would be needed in this scenario:

1. The injury resulted from an organised activity i.e. broke arm in a PE lesson
2. It was a result of a faulty/damaged equipment or building feature etc

3. Pupil was taken directly to hospital (not just for precaution)

### **HEAD INJURIES**

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time. All head injuries should be monitored closely and an injury report form should be completed and given to the child.

It is the school's policy for a member of staff to use their discretion in deciding whether a 'phone call to parents/carers is required, following a discussion with one of the first aiders. The accident should be recorded and, if it is felt appropriate, a call will be made. This policy extends to all injuries that have come about in school or on a trip.

Any serious head injury should always be referred for hospital treatment in accordance with Emergency Arrangements.

### **EMERGENCY ARRANGEMENTS**

Where the injury is an emergency, an ambulance will be called following which the parents/carers will be contacted.

Where hospital treatment is required but it is not an emergency, then the school office staff will contact the parents for them to take over the responsibility of the child.

In the event that the parents cannot be contacted, a member of staff will accompany the child to hospital and remain with them until the parents can be contacted.

In the absence of the office staff, Deputy Headteacher or Headteacher, members of staff must always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- When an epi-pen has been administered
- When a prolonged epilepsy period has passed
- Whenever there is the possibility of a fracture or where this is suspected

### **HYGIENE/INFECTION CONTROL**

The Head Teacher has overall responsibility for compliance with COSHH (Control of Substances Hazardous to Health Regulations) to prevent ill health and to ensure that assessments have been carried out for substances hazardous to health within the school. A central register of the substances will be created and passed to the emergency services as necessary.

Hands must be washed before and after giving First Aid.

Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

Any soiled dressings etc. must be put in a plastic bag and disposed of carefully and safely. Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with a designated dustpan and brush. This waste must be disposed of safely and cleanly and immediately

put in an outside bin. Body fluid spillages on hard surfaces should be cleaned up with an anti-bacterial agent. Exposed cuts and abrasions should always be covered.

### **Infectious Diseases**

The First Aid Room has a display and folder which hold details regarding infectious diseases and the appropriate exclusion period in each instance.

### **Acute Allergic Reactions – Anaphylaxis**

All office staff and teaching assistants have had a training session with the School Nurse regarding the use of the Epi-pen which is updated each year. A care plan is set-up for the children who require Epi-pens. Each child has a photo on the First Aid Room wall and also in the individual TA bags for easy recognition. Care Plans are placed in the Care Plan folder in the First Aid Room. Epi-pens are stored in the First Aid Room cupboard in orange bags with the child's name on.

### **Pupils with medical conditions**

A list is available in the First Aid Room of all pupils with a serious allergy or medical condition (such as asthma, epilepsy, diabetes). All TA's have a copy to put in their First Aid bags. And a copy is also given to the Kitchen and Food Technology room. A booklet of specific 'Children's Needs' is available to staff only in each class and the first aid room.

(See also St Francis 'Supporting Pupils with Medical Conditions/Needs' Policy).

### **Inhalers**

Children have access to their inhalers kept in their classrooms in sealed, named bags. These are taken on school trips and taken with a member of staff during evacuations.

### **Head Lice**

Staff do not touch children and examine them for head lice. If we suspect a child has head lice, we will inform parents and ask them to examine their child. When we are informed of a case of head lice in school, we send a standard letter to the class where the case has been identified.

### **Vomiting and diarrhoea**

If a person vomits or has diarrhoea in school, they will be sent home immediately. Children and adults with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed (48 hour rule).

### **SHARING OF INFORMATION**

At the start of the academic year, the School Office will update the medical notice board in the First Aid room and give relevant members of staff a list of pupils who are known to have medical problems. This will be reviewed at each change of circumstances. This will also be done after consultation with the School Nurse regarding Health Care Plans.

The school office holds medical consent forms for out of school visits that are readily available to staff responsible for school outings.