



West View Primary School

First Aid Policy

Approved by Local Academy Committee: February 2023
Date for Review: February 2024

Statement of intent

West View 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.

We will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that we have 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

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 emergency services on the school site.

Legal framework

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 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [The Health and Safety \(First-Aid\) Regulations 1981 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [The Road Vehicles \(Construction and Use\) Regulations 1986 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [The Management of Health and Safety at Work Regulations 1999 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR \(hse.gov.uk\)](http://hse.gov.uk)
- [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Automated external defibrillators \(AEDs\) in schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [First aid in schools, early years and further education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The policy is implemented in conjunction with the following school documents:

- Administering Medicines Policy
- Allergen Procedure
- Asthma Policy
- Behaviour Policy
- Educational Visits Policy
- First Aid Procedure and Risk Assessment
- Health and Safety Policy
- Lone Working Procedure
- Records Management Policy
- Supporting Pupils with Medical Conditions Policy
- Safeguarding and Child Protection Policy

Roles and responsibilities

The Local Academy Committee is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties
- Ensuring that adequate equipment and facilities are provided for the school site
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school

The Headteacher is responsible for:

- The development and implementation of this policy and its related procedures
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury
- Securing the welfare of the pupils at school
- Making pupils aware of the procedures to follow in the event of illness, accident or injury

First aid staff are responsible for:

- Completing and renewing training as dictated by the Local Academy Committee
- Ensuring that they are comfortable and confident in administering first aid
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures
- Keeping up to date with government guidance relating to first aid in schools

Schools should have at least one 'appointed person' to oversee first aid provision. The appointed person is not the same as a first aider, and therefore must not conduct any first aid for which they have not been trained. The appointed person should, at least, be trained in emergency procedures as outlined below. More information on the role of the appointed person can be found here: [Choosing an Appointed Person or First Aider | Red Cross Training \(redcrossfirstaidtraining.co.uk\)](https://www.redcrossfirstaidtraining.co.uk/choosing-an-appointed-person-or-first-aider)

The appointed person is responsible for:

- Overseeing the school's first-aid arrangements
- Taking charge when someone is injured or becomes ill
- Looking after the first-aid equipment, e.g. restocking the first aid container
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Calling the emergency services where necessary
- Partaking in an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - How to assess and monitor a casualty
 - First aid for the unconscious casualty
 - First aid for someone who is having a seizure
 - Maintaining injury and illness records as required
 - Paediatric first aid

At West View Primary School, the Appointed Person is Mrs P. Cordock.

First aid provision

As a school, we will routinely re-evaluate our first aid arrangements through a risk assessment, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

We will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, we will maintain the following minimum provision of first aid items, as recommended by HSE:

- A leaflet giving general advice on first aid: [Basic advice on first aid at work \(hse.gov.uk\)](https://www.hse.gov.uk/firstaid/)
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes 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.

First aid boxes are in the following areas:

- Staffroom
- KS2 hall
- KS1 hall
- KS1 end of corridor (near to playground exit)
- Sports hall
- Nursery
- Dining hall

First aiders and appointed persons

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.

As a school, we will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders before certificates expire. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with Mrs Boagey.

Training records for first aid will be overseen by Mrs N. Boagey.

We will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

All first aiders will be responsible for ensuring that their first aid kits are properly stocked and maintained. They have responsibility for ensuring that they have their kits with them when on duty at break times and lunchtimes and when taking children out of school on a trip/visit. The appointed person will be responsible for maintaining first aid supplies.

First aid notices will be clearly displayed throughout the 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.

Staff currently trained in first aid are:

Name of staff:	Trained in:	Date of training	Renewal date	Training Provider
Dave Palmer	Sports first aid	03/05/2022	03/05/2025	Burgess First Aid Services
Reece Huntley	Paediatric first aid	14/12/2021	14/12/2024	The Key, Pro trainings UK
Eileen Taylor	Paediatric first aid	04/10/2022	03/10/2025	The Key, Pro trainings UK
Jonathan Armstrong	Paediatric first aid Emergency first aid	15/05/2021	15/05/2024	SPA Training UK
Debbie Klinke	Paediatric first aid Emergency first aid	15/05/2021	15/05/2024	SPA Training UK
Jacqui Robinson	Paediatric first aid Emergency first aid	15/05/2021	15/05/2024	SPA Training UK
Laura Wears	Paediatric first aid Emergency first aid	15/05/2021	15/05/2024	SPA Training UK
Melanie Smith	Paediatric first aid Emergency first aid	15/05/2021	15/05/2024	SPA Training UK
Zoe Watson	Paediatric first aid Emergency first aid	15/05/2021	15/05/2024	SPA Training UK
Leanne Brown	Paediatric first aid Emergency first aid	15/05/2021	15/05/2024	SPA Training UK
Leanne Dance	Paediatric first aid Emergency first aid	15/05/2021	15/05/2024	SPA Training UK
Michelle Clarke	First aid at work	28/03/2021	28/03/2024	St John Ambulance
Jen Branson	Paediatric first aid	16/09/2022	16/09/2025	The Key, Pro trainings UK
Steph Stokell	Paediatric first aid	09/12/2022	09/12/2025	The Key, Pro trainings UK
Sharon McIveen	Paediatric first aid	11/11/2022	11/11/2025	The Key, Pro trainings UK
Sandra Gaffney	Paediatric first aid	16/09/2022	16/09/2025	The Key, Pro trainings UK
Claire Griffin	Paediatric first aid	04/10/2022	04/10/2025	The Key, Pro trainings UK
Louise Hill	Paediatric first aid	11/11/2022	11/11/2025	The Key, Pro trainings UK
Rachael Johnson	Paediatric first aid	09/12/2022	09/12/2025	The Key, Pro trainings UK

Sharron Carter	Paediatric first aid	04/10/2022	04/10/2025	The Key, Pro trainings UK
Michelle Nixon	Paediatric first aid	16/09/2022	16/09/2025	The Key, Pro trainings UK
Laura Richards	Paediatric first aid	16/09/2022	16/09/2025	The Key, Pro trainings UK
Alison Jones	Paediatric first aid	04/10/2022	04/10/2025	The Key, Pro trainings UK
Mel Draper	Paediatric first aid	11/11/2022	11/11/2025	The Key, Pro trainings UK
Ben Connell	Paediatric first aid	11/11/2022	11/11/2025	The Key, Pro trainings UK
Melissa Wright	Paediatric first aid	09/12/2022	09/12/2025	The Key, Pro trainings UK

As a school, we will ensure that there is always a sufficient number of first-aid personnel available on site at all times in order to provide adequate cover to all areas of the school.

Early Years: in line with government guidance, and taking into account staff to child ratios, there will always be at least **one** member of staff in EYFS 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.

[First aid in schools, early years and further education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/first-aid-in-schools)

[Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/early-years-foundation-stage-eyfs-statutory-framework)

All staff members will be made aware that agreeing to become a first aider for West View Primary School is strictly on a voluntary basis and that no one should ever feel pressured to take on this role.

When selecting first aiders, we will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Availability to respond immediately to an emergency

Automated external defibrillators (AEDs)

West View Primary School has procured an AED which is located outside of the sports hall in a wall-mounted cabinet. It has been registered on [The Circuit - the national defibrillator network](https://www.the-circuit.org/)

Where the use of the AED is required, individuals will follow the step-by-step instructions given by the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis. Use of the AED will be promoted to pupils during PSHE lessons.

Miss L. Furness is responsible for undertaking weekly checks of the AED and recording these.

Staff are signposted to awareness training that they can access via the National College: **Certificate in Automated External Defibrillator Awareness**

Accommodation

School employers are already required under the [School Premises \(England\) Regulations 2012](https://www.gov.uk/guidance/school-premises-regulations-2012) and the [Education \(Independent School Standards\) \(England\) Regulations 2014](https://www.gov.uk/guidance/education-independent-school-standards-regulations-2014) to have suitable accommodation that can be used for medical examination and treatment of pupils and for the short term care of sick or injured pupils which includes a washbasin and is near to a toilet. It need not be used exclusively for medical purposes (though it must not be used for teaching), but it should be appropriate for that purpose and readily available for use when needed. Schools and colleges may wish to consider using such a room for first aid.

At West View Primary School, we have a range of non-teaching spaces which are situated near to washbasins and toilets which can be used for the administration of first aid, where necessary.

Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator - this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least **two** staff members - one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent 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 with the pupil at the hospital or doctor's office until a parent arrives.
- Staff will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Headteacher
- The parents of the victim(s)

The Headteacher takes responsibility for informing the Trust and Local Academy Chair where necessary.

Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher or a member of the Senior Leadership Team will telephone the pupil's parent as soon as possible. Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop (see Appendix 1).

A list of emergency contacts can be accessed via each individual pupil's records on SIMS.

Staff will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given - this 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
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class
- The name and signature of the first aider or person dealing with the incident

Julie Massey, Office Manager, will oversee the first aid records and ensure that they are completed accurately and subsequently filed appropriately.

The Headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner: [Reportable incidents - RIDDOR - HSE](#) All incidents of this nature are uploaded to BSAFE - initially by Miss Massey. Miss Furness and Miss Massey have access to BSAFE. All records will be filed and stored in line with the Records Management Policy.

If there is any doubt as to whether or not to report an incident, HSE can be consulted: [Reporting accidents and incidents at work \(hse.gov.uk\)](#)

Offsite visits and events

Before undertaking any offsite visits or events, the member of staff 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.

Staff will take a first aid kit on all offsite visits which contains at a minimum, as recommended by HSE:

- A leaflet giving general advice on first aid: [Basic advice on first aid at work \(hse.gov.uk\)](#)
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

Additionally, staff will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage that is not less than 7.5cm wide
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of non-rusted blunt-ended scissors

For more information about the school's educational visit requirements, please see the **Educational Visits Policy**.

Storage of medication

Medicines will 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 e.g. an inhaler. 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.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

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.

Parents are required to advise the school when a child has a chronic medical condition or severe allergy so that an Individual Health Care Plan (see Appendix 2) can be implemented and staff can be trained to deal with any emergency in an appropriate way.

Pupils will have any medication stored and, where appropriate administered, in accordance with their Individual Health Care Plans and the school's **Administering Medicines Policy**.

Illnesses and allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick them up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's **Allergen Procedure**.

As a school, we will manage any emergencies relating to illnesses and allergies in accordance with the emergency procedures section of this policy.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions - these forms will be updated annually.

Staff will 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.

Monitoring and review

This policy will be reviewed annually by the Local Academy Committee, and any changes will be communicated to all members of staff.

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.

The next scheduled review date for this policy is February 2024.

Appendix 1

{Letter to parents}

Bump to the head

.....had a bump to their head today.

Children often bump their heads with no further consequences. As a school, we will inform you when your child bumps their head so that you can keep an eye on them once they get home from school.

Please keep an eye on your child for the next 24 hours and seek medical advice if you notice any of the following:

- Your child has been sick since the injury
- Your child complains of a persistent headache - even after taking children's paracetamol
- Your child has a convulsion
- Your child is unusually sleepy or difficult to wake up
- Your child is not their usual self in any way or displays a change in behaviour (such as being irritable)
- Your child has difficulties with their memory

Symptoms usually present within 24 hours but sometimes may not appear for up to 3 weeks.

Date and time of accident

Signature of First Aider

Yours Sincerely,



Miss L. Furness

Headteacher

Appendix 2

{Individual Health Care Plan - template}

[Photo of child]	
Date of birth	
Pupil's address	
Medical diagnosis of condition	
Date	
Review date	

Contact 1	
Contact 2	
Contact 3	

Hospital contact	
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GP	
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Who is responsible for providing support in school?

Name of medication, dose and method of administration

Daily care requirements

School trips/visits

Staff training needed or undertaken – who, what, when:

Parent/carer confirmation that the content of the Health Care Plan is accurate and up to date

Parent/carer signs to take responsibility for sharing accurate and up to date information with school in respect of any changes to this plan.

Print name:

Signed:

Date:

Member of SLT, on behalf of West View Primary School - the Health Care Plan has been created following a meeting between myself and parent/carer.

Print name:

Signed:

Date:

Confirmation that the Health Care Plan has been seen by the Headteacher

Print name:

Signed:

Date: