

Oakfield Academy



First Aid Policy

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Revision Information and Updates

Date: 03/03/2025 Version: 17

Updated to reflect change in policies DfE (2023) 'Early years foundation stage (EYFS) statutory framework' and DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

Updated Section 3: Roles and responsibilities

Update to Section 5

Date: 05/12/2022 Version: 16

We have updated this policy to clarify the role of the appointed person.

Date: 18/02/2022 Version: 15

This policy has now been updated to reflect the changes made to the DfE's 'First aid in schools, early years and further education' guidance.

Date: 04/01/2022 Version: 14

We have published a minor reference change update to the First Aid Policy Appendix: First Aid Procedures During the Coronavirus (COVID-19) Pandemic.

Date: 01/09/2021 Version: 13

We have made minor updates to the First Aid Policy to bring it in line with the latest guidance. We have also updated the separate First Aid Policy Appendix: First Aid Procedures During the Coronavirus (COVID-19) Pandemic template to bring it in line with the latest guidance on coronavirus.

First Aid Policy

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Statement of intent

Oakfield Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children 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 regards to all staff, pupils and visitors.

The school office (**Lauren Drake**) 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.

1. Legal framework

- 1.1. This policy has due regard to statutory legislation, including, but not limited to the following:

The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance

Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

DfE (2023) 'Early years foundation stage (EYFS) statutory framework'

DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

2. Aims

- 2.1. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
- 2.2. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.
- 2.3. Anyone on the school premises is expected to take reasonable care for their own and others' safety.
- 2.4. The aim of this policy is to:
- Ensure that the school has adequate, safe and effective first aid provision in order 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 all 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 should 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 for the emergency services 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.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

- A leaflet giving general advice on first aid;
- Individually wrapped sterile adhesive dressings (assorted sizes);
- One sterile eye pad;
- Sterile eyewash pod
- Two individually wrapped triangular bandages (preferably sterile)
- Six safety pins;
- One medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- One large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
- At least two pairs of disposable gloves.
- Equivalent or additional items are acceptable.

2.6. The lead first aider is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

2.7. First aid boxes are located in each classroom, KS2 and the medical room. There is also a first aid bag located with the OWL leader.

3. Roles and responsibilities

3.1. The governing board 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 the school has:

- A suitably stocked first-aid kit.
- An appointed person to take charge of first-aid arrangements.

- Information for all employees giving details of first-aid arrangements.

3.2. The headteacher is responsible for:

- The day-to-day 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.

3.3. 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.

4. First aiders

- 4.1. The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.
- 4.2. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the school office.
- 4.3. Each classroom's first aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies.
- 4.4. The current first aid appointed person(s) can be found visible on the green lists around the school including at the office and in each class kit.
- 4.5. The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.
- 4.6. [EYFS only] 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.
- 4.7. [New] [EYFS only] The school will ensure that PFA certificates are renewed every three years, and that training meets the criteria set out in Annex A of the 'Early years foundation stage (EYFS) statutory framework'.

- 4.8. [New] [EYFS only] The school will display staff PFA certificates or a list of staff who have a current PFA certificate and make this information available to parents.

5. Emergency procedure in the event of an accident, illness or injury

- 5.1. If an accident, 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.
- 5.2. There is an AED located externally at the front of the school outside the staffroom.
- 5.3. If called, a first aider will assess the situation and take charge of first aid administration.
- 5.4. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
- 5.5. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, 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 accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
 - Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
 - Make sure 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 children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
 - When the above action has been taken, the incident must be reported to:
 - The headteacher

- The parents/carer of the victim(s)

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page 'Promoting and supporting mental health and wellbeing in schools and colleges'.

6. Reporting to parents

- 6.1. In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable. We use Medical Tracker for recording and reporting incidents.
- 6.2. Parents must be informed through Medical Tracker of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
- 6.3. In the event of serious injury or an incident requiring emergency medical treatment, the office will telephone the pupil's parents as soon as possible.
- 6.4. 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.

7. Visits and events off-site

- 7.1. Before undertaking any off-site 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 event and persons involved. This will be reviewed by the EVC (Debbie Lailey) before the event is organised.

8. Storage of medication

- 8.1. Medicines are always securely stored in accordance with individual product instructions, except where individual pupils have been given responsibility for keeping such equipment in their classroom.
- 8.2. All medicines shall 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 to arrange for safe disposal when they are no longer required.

- 8.4. Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. This will form a care plan for the pupil.

9. Illness

- 9.1. When a child becomes ill during the day and first-aider believes they should not remain in school, the parents/carers will be contacted and asked to pick their child up from school as soon as possible.
- 9.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carers to arrive to pick them up. Pupils will be monitored during this time.

10. Consent

- 10.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, 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 decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.**

11. Monitoring and review

- 11.1. This policy is reviewed annually by the Headteacher in conjunction with the lead first aider. Any changes made to this policy will be communicated to all members of staff.
- 11.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.