



Cledford Primary School and Gainsborough Primary & Nursery School
A Federation of Cheshire East Primary Schools



Cledford Primary School

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Local Authority Code: 895
Establishment Number: 3821

Local Authority Code: 895
Establishment Number: 3810

School Principal: Mr C Adlington

Federation Headteacher: Mrs A J Booth

School Principal: Mrs J Nurse

Federation First Aid Policy

Reviewed: October 2022

Signed:

Mrs J Sercombe (Chair of Governing Board) _____

Mrs AJ Booth (Federation Headteacher) _____

Mrs J Nurse (School Principal GPNS) _____

Mr C Adlington (School Principal CPS) _____

Next Review Date: October 2024

Statement of Intent

The Cheshire Federation 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.

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

This policy aims to:

- Ensure that the school has 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 ambulance services on the school site.

1. 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
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2021) 'Statutory framework for the early years foundation stage'

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

- Health and Safety Policy
- Administering Medication Policy
- Infection Control Policy
- Supporting Pupils with Medical Conditions Policy
- Records Management Policy
- Allergen and Anaphylaxis Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Educational Visits and School Trips Policy

2. Roles and Responsibilities

The school Principal 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 governing board.
- 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.

The appointed person/ lead first aider 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.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - Cardiopulmonary resuscitation.
 - First aid for the unconscious casualty.
 - First aid for the wounded or bleeding.
 - Maintaining injury and illness records as required.

3. First aid provision

Each school will routinely re-evaluate its first aid arrangements, 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.

The school 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, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid

- 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
- Resuscitation face shields
- Face masks
- Plastic apron

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

The appointed person/ lead first aider 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:

| Gainsborough Primary School and Nursery School | Cledford Primary School |
|--|---|
| <ul style="list-style-type: none"> • The school office • Main Corridor outside classroom 3 • T Zone • EYFS block | <ul style="list-style-type: none"> • The school office • Outside year 5 and year 3&4 • Inside Year 1 and Reception classrooms • Main kitchen, reception kitchen, Y6 kitchen • Main hall and sports hall • Outside: staffroom, site office and computer suite • Dane meeting room |

4. First aiders

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.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager.

The lead first aider will be responsible for ensuring all first aid kits are properly stocked and maintained. The first aid appointed person in the school office will be responsible for maintaining supplies. Each class has a first aid box for minor incidents. Class teacher and/ or TA will be responsible for keep this box appropriately stocked with wipes/ plasters/ gloves etc.

The current first aid appointed persons will be listed at each first aid station and in the school office.

5. Emergency procedures

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.

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, 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 victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
- Call an ambulance, if this is appropriate. Call the parents/ carer as soon as is possible to inform them of the accident and what is being done. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
- Ensure 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 pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

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

The school Principal and members of the Critical Incident Management Team as outlined in the Critical Incident Policy.

The victim(s)'s parents.

6. Automated external defibrillators (AEDs)

- The school has an AED which is located on the wall outside classrooms 3 and 4 (at GPNS) and outside the Principal's office (at CPS)
- Where the use of the AED is required, individuals will follow the step by step instructions displayed on the device.
- A general awareness briefing session, to promote the use of AEDs will be provided to staff on an annual basis

7. Record Keeping

All first aiders should ensure that a record is made of all first aid treatment they give. This must include:

- Date, time and place of the injury or illness occurred
- Name of the injured or ill person and their status such as pupil, parent, employee, visitor
- Details of the injury or illness and what first aid was given
- What happened to the person immediately afterwards, for example, sent home, sent to hospital, returned to normal duties
- The name of the first aider or person dealing with the casualty
- More serious accidents are also reported to Cheshire East via PRIME
- Records are kept for a minimum of three years in accordance with DFE guidance on first aid in school

8. Reporting to parents

In the event of incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable.

Parents will be informed of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

In the event of a serious injury or an incident requiring emergency medical treatment, the school office or pupil's teacher will telephone the pupil's parents as soon as possible.

A list of emergency contacts will be kept at the school office.

9. Offsite visits and events

Before undertaking any offsite visits or 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 visit or event and the persons involved.

10. Storage of medication

Medicines will always be stored securely and appropriately in accordance with individual product instructions.

All 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.

All medicines will be returned to the parent 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 AAI (adrenalin auto-injector). These will be kept in designated containers in the child's classroom.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Healthcare Plan can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, asthma, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

11. Illnesses

When a pupil becomes ill during the school day, they will be assessed by a lead first aider and if appropriate, the parents will be contacted and asked to pick their child up as soon as possible.

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

12. Allergens

Where a pupil has an allergy, this will be addressed via the child's Individual Healthcare Plan.

The school kitchens are informed of pupils with food allergies

13. Consent

Parents will be asked to complete a medical information form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions and an Individual Healthcare Plan will be completed if necessary. These are updated as and when needed and reviewed by the lead first aider at least annually.

Staff do 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.

14. Monitoring and review

This policy is reviewed every two years by the governing board, and any changes communicated to all members of staff. Next review: **October 2024**

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.