



# First Aid Policy

**Date: January 2023**

**To be reviewed: January 2025**

**POLICY NAME: First Aid Policy**

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<b>Document date</b>	<b>Filename</b>	<b>Meeting submitted</b>	<b>Summary of changes required</b>
27-01-23	First Aid Policy	NA	New policy

## Aims

The aims of our First Aid Policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to first aid
- Provide a framework for responding to an incident and recording and reporting the outcomes
- To put into practice the LA requirements on aspects of first aid
- To ensure all staff are aware of the first aiders within school
- To ensure that all staff are aware of how to deal with minor accidents
- To ensure that all staff are aware of the position of first aid boxes and equipment
- To help prevent the deterioration of the condition of any patient
- To ensure that all staff are aware of the contents of a first aid box for school trips and have some basic knowledge of their use
- To ensure all staff are fulfilling the legal requirement in regard to the reporting of accidents.

## Legislation and Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety 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
- ★ [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- ★ [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

## Roles and Responsibilities

All school staff at Whipton Barton Federation receive paediatric first aid training, including lunchtime staff. At least one paediatric first aider is on site at all times. Helen Vincent, is designated Senior First Aider. In the instance of Helen being off site, other Paediatric First Aiders and SLT will support.

Staff receive training every three years or annually if they complete a refresher course.

The responsibility of a first aider at Whipton Barton Federation includes:

- supporting in the instance of first aid
- administering first aid
- ensuring first aid equipment is in date and topped up when used
- completing accident forms
- ensuring basic hygiene procedures, such as washing hands and using gloves are adhered to
- seeking advice from a member of SLT or the Senior First Aider if concerned at any time.

### First Aid Equipment

First aid equipment at Whipton Barton Federation is kept in designated first aid rooms/cupboards. Daily first aid kits, trip kits, breaktime and lunchtime kits, fire pit kits and DT kits are stored here. First aid kits are checked regularly and anything that has been used is replaced upon return.

First Aid kits are labelled with a white cross on a green background.

Trip first aid kits at Whipton Barton Federation contain:

- 2 medium and 2 large dressings
- 1 eye pad bandage
- 1 triangular bandage
- micropore tape
- safety pins
- disposable gloves
- wipes
- plasters
- pair of scissors
- instant cold compresses
- burns dressings
- pen
- sterile water

### Sharing of First Aid Information

Where children have a medical condition or allergy that require specific first aid, information is shared with adults who have day to day contact with that child. In the instance of severe allergic reactions, where appropriate, information is shared with children in year groups to make them aware of signs and symptoms the child may display if they need help. Please see the Supporting Pupils with Medical Conditions Policy for further information on children with medical conditions or allergies.

First aid records are stored for three years.

### Calling Emergency Services

First aiders may be required to contact the emergency services in the event of a medical emergency. This could be on site or off site when on trips.

When on site, staff should notify, or send a runner to notify, a member of the Admin team who can support in the contacting of the emergency services, getting gates open for access and sending a spotter for the ambulance. This also allows the first aider to remain with the casualty. Where this is not possible, a mobile phone can be used and put on loud speaker. The school address should be given:

**Whipton Barton Federation, Hill Lane, Exeter, EX1 3JP**

**Ensure that the emergency services know whether to access via the Infant or Junior entrance**

When off site, staff should have the address and postcode. If the trip is on the moors, phone apps such as 'what3words' are shared with staff and can support in giving a specific location. Coordinates of the destination can also be found. This additional information can support in a response from the emergency services and school staff who may attend and support.

If in the instance a child needs to attend hospital for minor injuries and parental transport is not available, a taxi is to be called. If none of the mentioned are available, staff will need to take the child to hospital in a staff members private transport. Business insurance must be held and the child must be accompanied by a first aider. All injuries requiring treatment must be recorded in the School Accident Book.

Head Injuries

If a pupil sustains a head injury or head bump the first aider will inform the pupil's teacher and a phone call home is made. Head injuries and bumps have the potential to be a major medical emergency and as such, children must be monitored.

If a child shows any of the following symptoms the Senior First Aider or member of SLT is to be called immediately:

- dizziness
- nausea or vomiting
- lethargic or sleepy
- pupil concerns
- headache
- unconsciousness

First Aid and Circumstances Out of Our Control

Where circumstances may occur that are out of the Federation's control impacting the administration of first aid, for example, national emergencies, references to the safe administration of first aid will be set out in relevant risk assessments.

Children Learning First Aid

At Whipton Barton Federation, we recognise that first aid is an invaluable life skill. In line with [Statutory Guidance](#), children at Whipton Barton Federation learn first aid skills as part of their SMSC learning. Where there are additional opportunities to further children's learning, for example, Restart a Heart Day and World First Aid Day these are planned in throughout the school year.