



*Nurture-Believe-Inspire-Achieve*

**Danson  
Primary  
School**

## **First Aid Policy**

## General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

## The Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

## Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

Appointed persons are responsible for:

- In the absence of a first-aider, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

## Procedures

The following are general first-aid related procedures to be followed by all staff:

- If you are aware that anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance.
- Assess the patient's condition and then call 999 or 112 for advice.

Where a child is involved contact the parents in the first instance. If the parents cannot be reached the school will make the decision (See 'Procedures in the Event of First Aid Emergency' – Appendix 1, 'Confidential First Aid Form' – Appendix 2 and 'Accident' Form – Appendix 3).

- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment must be reported to the Business Manager.
- If a first aid kit is poorly stocked, this should be reported to the Business Manager.
- All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for informing to the Business Manager when it is poorly stocked.

### Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

### Children with Medical Needs

A list of children who have Epipens/Auto Injectors, inhalers or who have diabetes will be included in the class teacher's contextual file, which is located in the classroom. All Epipens/Auto Injectors, inhalers and other medicines are kept at the school office and clearly labelled with the child's name and class.

### Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. Any appointed person will attend a basic four-hour course.

### Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

Information on the current first-aider/appointed person will be provided on staff notice boards.

First Aid boxes can be found in the following areas:

Office, Kitchen and Shared Year Group Areas. Midday meal supervisors have individual packs.

<i>L Casey/A Allen</i>		<i>H Mash</i>	
<i>Co Head Teachers</i>		<i>Chair of Governors</i>	
<i>Ratified by Governors</i>	<i>February 2025</i>	<i>Next Review</i>	<i>February 2027</i>



## **First aid procedures**

### **In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment, the first aid report form will be completed and stay in the Year group accident file, for half a term, it is then filed in the office cupboard and disposed of after one school year.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Office Staff will contact parents immediately
- The First Aider along with the Business Manager will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### **Head Bumps/Injuries**

If a child sustains a Head Injury, the first aider will assess the child and decide if it is a head injury, rather than a general injury. They will apply a cold compress to the affected area. A yellow report form MUST be completed detailing how the injury occurred, and sent to the office for processing. The child will be asked a series of questions by the first aider to eliminate any queries of concussion.

If the child has sustained a large bump or cut to the head or they are showing any symptoms of concussion the child will be taken to the office. The staff at the office will contact the parent to discuss next steps.

If the child is unconscious, they will be placed in the recovery position and an ambulance will be called and parents contacted immediately.

### **Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils and any necessary medication
- Parents' contact details

Risk assessments will be completed by the Class Teacher on Evolve. This will then be approved and signed off by SLT via Evolve prior to any educational visit that necessitates taking pupils off school premises.

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