



## FIRST AID POLICY

Formally adopted by the  
Governing Body of Sheringham Community Primary & Nursery School

On	5 <sup>th</sup> October 2023
Chair of Governors	
Head Teacher	
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*Be all that you can be...*



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This policy is modelled on NCC's Code of Compliance.

## **Introduction**

Schools must, according to health and safety law, provide first aid personnel and equipment for its staff in case they are injured or become ill at work. Schools should also provide first aid cover for other people who are not our employees but come to our premises as clients or visitors.

## **What does First Aid include?**

The term *First Aid* means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical health arrives, and; treating minor injuries which do not require medical help.

First aid does not normally include giving medicines.

## **Responsibilities**

Managers must see that appropriate first aid provision is made for their staff. This provision may be arranged by individual managers or in conjunction with premises managers as we often provided first aid cover for everyone using a building rather than for each group of staff.

Managers and premises managers will, in most cases, also need to provide first aid cover for clients and visitors.

## **First Aid Needs Assessment**

First aid provision is no longer based upon fixed numbers of first aiders per member of staff and a list of required contents of first aid boxes. Instead the approach we are now required to use involves making an assessment at our own workplaces and determining for ourselves: the numbers and types of first aiders we need; what we need in our first aid boxes, and whether we need any other facilities or equipment. This is called a *first aid needs assessment*.

## **How do we perform the first aid needs assessment?**

The aim of the first aid needs assessment is to produce first aid provision that is tailored to our own individual workplaces, the people who work there and the risks they face from the work that they do. The process of performing the first aid needs assessment is explained in [First aid needs assessment guidance G608b available on Infospace](#).

## Types of first aid personnel

A list of emergency first aiders will be displayed in the medical room and in corridors throughout the school.

According to the findings of your first aid needs assessment, you will need to provide appropriate first aid personnel. The training of first aiders and the required arrangements for first aid training are described in [First Aid Training G608c available on Infospace](#). Please note that schools have access to the contracted training provider listed in this document for the first aid training but are not obliged to use it.

### Appointed person

If your first aid needs assessment identifies that you do not need any trained first aiders, you will, at least need to see that you have an appointed person available. The role of an appointed person is to: look after any first aid equipment; take charge if there is an incident, and call and liaise with the emergency services when this is necessary. You must see that appointed persons are instructed on and clear about their duties.

### Emergency First Aider

Emergency first aiders are trained to carry out basic first aid and perform life-saving interventions whilst waiting for the emergency services. Emergency first aiders will need to undertake the Emergency First Aid at Work (EFAW) course.

### First Aider

First Aiders are trained to perform the duties of emergency first aiders, above, and also to provide first aid for a range of specific injuries and illnesses. First Aiders will need to undertake the First Aid at Work (FAW) course.

### Paediatric First Aid training

Schools and other settings with young children (from birth to the end of the academic year in which they have their fifth birthday) are required to have at least one person trained in Paediatric First Aid. This is a *Department for Education* requirement.

## First Aid Kits

First aid kits are located in each classroom with additional stock located in the medical room.

Teaching Assistants are responsible for keeping the class medical box stocked.

- There is **no** definitive list of what should be in a first aid kit. The contents of each kit will be determined by the first aid needs assessment. The following list is a **suggestion only**, for general and low-risk environments.

- a leaflet giving general guidance on first aid (for example, HSE's leaflet *Basic Advice on First Aid at Work*)
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary)
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large sterile individually wrapped unmedicated wound dressings
- medium-sized sterile individually wrapped unmedicated wound dressings
- disposable gloves

#### Travelling first-aid kits (Stored in the medical room)

- First aid bags need to accompany the children on school trips. Again there is **no** mandatory list of items to be included in first-aid kits for travelling workers but they might typically contain:
  - individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary);
  - individually wrapped triangular bandages, preferably sterile;
  - safety pins;
  - large sterile un-medicated dressing;
  - individually wrapped moist cleansing wipes;
  - disposable gloves.

#### Medication

First aid does not include administering medication. It is recommended that medication is not normally kept in first aid kits.

### **Implementing site arrangements**

The school will ensure that first aid can be administered without delay and is available at all times.

Staff are aware of the PPE that must be worn when administering first aid to people showing signs of respiratory infection (outlined in the Infection Control Compliance Code) and received instruction in how to put on, take off PPE and dispose of it.

- Appropriate first aid procedures and requirements that are outlined the Infection Control Compliance Code are understood and implemented
- First aid equipment including PPE is regularly checked and re-ordered.
- Parents/carers are contacted as soon as possible in the event of a serious injury.
- In the case of first aid treatment or response, the school will inform parents or carers of any accident or injury sustained by the pupil on the same day, or as soon as reasonably practicable, of any first aid treatment given .
- Report incidents requiring first aid treatment using the online Incident Reporting System applying the criteria set out in Introduction to Incident Reporting G601e.

Notify [healthandsafety@norfolk.gov.uk](mailto:healthandsafety@norfolk.gov.uk) as soon as possible in the event of a serious incident in connection with the settings activities.

## Communicating information

The school will inform employees, pupils (and other site users) of our first aid arrangements, including the first aid policy and location of:

- equipment
- facilities
- first aiders

They should know how to contact a first aider or appointed person urgently should the need arise. The information will be clear and easy to understand and shared with employees, pupils, contractors and visitors to the school or college. First aid posters are displayed around the school.

## First aid rooms

First aid rooms are normally only necessary where employees are engaged in higher risk activities. Some larger premises may have sick rooms in case staff are taken ill and schools may provide quiet rooms where children can be treated for minor injuries.

## Recording and delivering first aid treatment

If a member of staff is injured at school they must complete the online accident reporting form ([Oshens](#)) in the case of this being unavailable then either the minor / major accident report forms held in the medical room and report the incident to Mr Perrem the Health and Safety Lead.

Children suffering more than a minor injury also need to have the incident recorded on [Oshens](#)

For minor injuries it is necessary to record any first aid treatment that is given. A record should be made using the Student Accident Report form found on the desktop of all staff computers.

A record should be made of:

- the date, time and place of the incident
- the name and job of the injured or ill person
- details of the injury or illness and what first-aid was given
- what happened to the person immediately afterwards, eg went back to work, went home, went to hospital
- name and signature of the first aider or person dealing with the incident

The form [First aid record of treatment \(confidential when completed\) Form F608a available on Infospace](#) can be used to record first aid treatment. Copies of completed forms, on paper or electronic, are confidential and must be stored securely.

### Management of Head Injuries

- If a child has a bump on their head that is above the eyes, to the nape of the neck, the child's parents/ guardians must be informed or a message must be left.
- The child's teacher or teaching assistant needs to be informed.
- The incident needs to be recorded accurately on the school accident reporting system and a copy needs to be sent home to parents/ guardians.
- Children with particular medical conditions that receive a bump to the head, which could cause further problems, need to have their photograph displayed in the medical room and a member of staff needs to speak to the parents/ guardians.

### If a child has an injury to their genitalia

- For children aged 3-5 years two members of staff will check the child, in accordance with the school intimate care policy, document any injury and send a medical note home. If there are any concerns the parents will be phoned and informed or advised to take their child for further medical advice.
- Children aged 6 upwards will be asked to self-check. If a child is still complaining and showing signs of having moderate pain, after half an hour, we will phone parents/ guardians to ask permission to check the child. Failing this we will ask the parents/ guardians to attend school to check the child themselves.
- With a serious injury we would inform parents and seek professional medical assistance.

### Transport to hospital or home

In the event of an emergency an ambulance and child's parents/ guardians will be called. A member of staff should always accompany a child to hospital and should stay until the parents arrive.

## **Procedures for managing prescription medication in school**

- Medications should be provided in the original container as dispensed by the pharmacist and include instructions for administration.
- School will only accept medications that are to be given more than 3 times daily.
- Two members of staff are required to-
  - Check the child's name
  - Check the expiry date on the medication
  - Check the dosage on the label

- Give the medicine and record the date and time given
- The school must keep written records of medications given including inhalers and adrenelin pens.
- Inhalers are labelled and kept in the class medical box. They will accompany children during school activities such as Physical Education and school trips.
- Emergency inhalers are kept in the school office for children whose parents have given consent to use these in an emergency.
- Two adrenelin pens are kept on the school premises, in a labelled box in the school office.
- Both adrenelin pens need to accompany the child when leaving the school premises.
- Parents will be informed if a child has used their inhaler or adrenelin pen.
- Care plans will be consulted when a child needs to receive a adreelin pen. Guidelines for adrenelin pen admission will be followed. If a child needs to go to hospital the care plan and used adrenelin pen need to be taken with the child.
- Staff will be trained to administer a adrenelin pen.
- A defibrillator is kept in the school office in case of emergencies.

#### Children with medical needs

- Teachers and relevant staff need to be informed of a child's condition.
- A care plan needs to be organised for staff to follow.
- Staff need to know what action to take in an emergency.
- Children who have care plans will have their names displayed, in the cupboard, in the medical room. This will ensure that staff are aware of children who require additional medical support.

#### Disposal of medicines

- Parents are responsible for disposing of expired medications.
- Medicines should be returned home at the end of the summer term.

#### Hygiene and infection

- Staff will follow basic hygiene and infection control procedures.
- Staff will use disposable gloves when dealing with blood and other bodily fluids.

### **Automated External Defibrillators (AEDs)**

The school has a Heartstart defibrillator located outside the school hall beside the fire alarm panel. The company send reminders to ensure that the pads and batteries are replaced when due.



## Managing the risk of COVID-19

When providing first aid treatment the overall risk to first aiders of contracting COVID-19 from a casualty is low, particularly where they are fully vaccinated.

While there is an increased risk of transmitting COVID-19 from performing CPR, the risk is small compared to the risk of not taking action. Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxia arrest), making ventilations crucial to the child's chances of survival.

Head teachers are advised to check that staff who undertake a first aid role are comfortable and willing to continue in the role and that they do not have any personal risk factors that means they should not do this. They should also specifically check if they are willing to perform mouth-to-mouth ventilation particularly for children.

Where close contact is needed in order to treat the person  
Respiratory Infection — PPE guidance should be followed where close contact is required.

## Cardiopulmonary Resuscitation

The Resuscitation Council UK strongly promotes CPR (and use of defibrillators where available) as these are critical to saving lives.

The importance of calling an ambulance and taking immediate action cannot be stressed highly enough.

It is acknowledged that you may not have had the opportunity to put on PPE. If you perform mouth-to-mouth ventilation, use a resuscitation face shield where available

Reducing the risk when carrying out CPR in adults

If the rescuer is not willing or able to perform CPR, they can place a mask or cloth over the person's mouth and nose and attempt compression only CPR until the ambulance arrives. Put hands together in the middle of the chest and push hard and fast.

After providing first aid, the first aider should wash their hands thoroughly with soap and water; or use hand sanitiser and where CPR was performed, be vigilant for symptoms of respiratory infection for the following 10 days.

## Appendix - Accident / Incident Report Slip

### SHERINGHAM C P PRIMARY SCHOOL & NURSERY ACCIDENT/INCIDENT REPORT SLIP

Pupils Name:		Date:	Time:
Location/Detail of accident/incident/illness:			
What happened:			
What injuries where sustained:			
What, if any, first aid was given:			
If first aid was given, by whom:			
Was there a head injury:			<p style="text-align: center;"><b>IMPORTANT</b></p> <p>Please consult your doctor/local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home from school.</p>
Suggested that further medical advice is taken:			
How have the family of the child been informed:			
Form Completed By:			