



# First Aid Policy

To Be Reviewed: July 2021

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## Statement of intent

**Richardson Dees Primary School** 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. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behavioural Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Managing Medicines Policy
- Allergen and Anaphylaxis Policy
- Educational Visits and School Trips Policy

The school's administrative team 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 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 Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'

## 2. Aims

2.1. All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

2.2. Staff will always use their best endeavours to secure the welfare of pupils.

2.3. Anyone on the school premises is expected to take reasonable care for their own and other's safety.

2.4. The aims of this policy are 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.

2.5. 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.

2.6. To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings

- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
  - 1 pair of disposable gloves
  - Equivalent or additional items are acceptable
  - All first aid containers will be identified by a white cross on a green background
- 2.7. The lead first aider is responsible for examining 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.
- 2.8. First aid boxes are in the following areas:
- Main School Office
  - Outside Year 2
  - Year 1
  - Early Years Kitchen
  - Cookery Room
  - The Dome
  - Staffroom
  - Rucksack for School Trips in Main Office

### **3. First aiders / Appointed Person(s)**

#### **3.1. First Aider**

- Must have completed a training course. The requirement for the training course to have HSE approval has now been removed.
- Gives immediate help to casualties.
- Ensures ambulance is called when necessary.

#### **3.2. Appointed Person(s)**

- Investigates when someone is injured or becomes ill.
- Looks after the first-aid equipment in the school.
- Summons medical help as appropriate.

3.3. 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.

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

3.5. All first aiders will be responsible for ensuring all first aid kits are properly stocked and informing the caretaker where supplies are running low. The first aid appointed person(s) will be responsible for maintaining supplies.

3.6. The current first aid appointed person(s) are:

| Name       | Contact              | Location | Date of first aid qualification |
|------------|----------------------|----------|---------------------------------|
| Andy Scott | a.scott@rdees.org.uk | Ext 205  | Date                            |

3.7. The current first aiders are:

| Name            | Contact                 | Location | Date of first aid qualification             |
|-----------------|-------------------------|----------|---|
| Andy Scott      | a.scott@rdees.org.uk    | Ext 205  | First Aid @ Work<br>18.11.2018              |
| Julie Welsh     | j.welsh@rdees.org.uk    | Ext 201  | Emergency First Aid @ Work<br>09.02.2018    |
| Gill Bonham     | g.bonham@rdees.org.uk   | Ext 206  | Paediatric<br>14.11.2018                    |
| Jessica Waite   | j.waite@rdees.org.uk    | Ext 204  | Paediatric<br>15.11.2019                    |
| Louise Knox     | l.knox@rdees.org.uk     | Ext 207  | Paediatric<br>25.09.2018                    |
| Andrea Wailes   | a.wailes@rdees.org.uk   | Ext 211  | First Aid @ Work & Paediatric<br>05.06.2019 |
| Lisa Astles     | l.astles@rdees.org.uk   | Ext 212  | Paediatric<br>25.09.2018                    |
| Joanne Farrier  | j.farrier@rdees.org.uk  | Ext 215  | First Aid @ Work & Paediatric<br>05.06.2019 |
| Reece O'Donnell | r.odonnell@rdees.org.uk | Ext 214  | Emergency First Aid for Sport<br>07.09.2017 |
| Pamela Booth    | p.booth@rdees.org.uk    | Ext 213  | Paediatric<br>08.02.2019                    |
| Laura Wilson    | l.wilson@rdees.org.uk   |          | Paediatric<br>14.11.2018                    |

## 4. Automated external defibrillators (AEDs)

- 4.1. The school has procured an AED, which is located in the main hall.
- 4.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

## 5. Emergency procedures

- 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. If called, a first aider will assess the situation and take charge of first aider administration.

- 5.3. 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.
- 5.4. 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 or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the 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 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.
- 5.5. Once the above action has been taken, the incident will be reported promptly to:
- The headteacher.
  - The victim(s)'s parents.

## 6. Reporting – Pink Letters

- 6.1. First Aiders and / or Appointed Person(s) should keep a record of any first aid treatment given using a **pink letter**. It should include:
- The date, time and place of incident.
  - The name of the injured or ill person.
  - Details of the injury / illness.
  - Details of what first-aid was given.
  - What happened to the person immediately afterwards.
  - Name and signature of the first aider or person dealing with the incident.
- 6.2. 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 – indicate on the pink form if this is required and the office will arrange to call parents / carers. Text message to be used in the event of a serious incident / accident where the call goes unanswered.

- 6.3. All pink letters to be handed to the office immediately for copying and actioning as appropriate. These will be returned to class before the end of the day to ensure accompanied home by the pupil.
- 6.4. A list of emergency contacts will be kept at the school office.
- 6.5. Where a child is due to attend an after school club, is walking home alone or is being collected by an after school provider, parents need to be contacted to ensure they are happy for this to still happen prior to the child being released from our care.
- 6.6. A sample pink letter is in Appendix 1

## **7. Reporting – Yellow Letters**

- 7.1. Yellow letters are to inform parents where a child has complained of not feeling well, sore tummy, headache etc. but has not required any medical or first aid support. A pink letter should be used if the child was ill enough that it was important to call home for a parent / carer to come and get them.
- 7.2. Yellow letters to be sent to the main office to be copied and will be sent home with the child at the end of the day – no contact with parents / carers required during school the day.
- 7.3. A sample yellow letter is in Appendix 2

## **8. Offsite visits and events**

- 8.1. 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.
- 8.2. For more information about the school's educational visits requirements, please see the Educational Visits and School Trips Policy.

## **9. Storage of medication (in conjunction with Managing Medicines in School Policy)**

- 9.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
- 9.2. All medicines will be stored in the original contained 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.
- 9.3. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 9.4. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

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

## **10. Illnesses**

- 10.1. When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.
- 10.2. 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.

## **11. Allergens**

- 11.1. Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

## **12. Consent**

- 12.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.
- 12.2. 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.

## **13. Monitoring and review**

- 13.1. This policy is reviewed annually by the governing board, and any changes communicated to all members of staff.
- 13.2. 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.



# **APPENDIX 1. First Aid Procedures During the Coronavirus (COVID-19) Pandemic**

## **Statement of intent**

The school aims to act in accordance with the First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes social distancing and infection control guidelines. This appendix sets out what additional actions the school will take once phased reopening begins.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

## **1. Enforcing new procedures**

- 1.1 The school carries out a risk assessment which is used to help inform any changes to first aid provision, including the number of first aiders needed on site.
- 1.2 The school ensures that additional first aid procedures are communicated effectively to all pupils.
- 1.3 Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.
- 1.4 The school informs parents of any changes to provision outlined in this policy.
- 1.5 The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in [section 1](#) of this policy must be followed.

## **2. Social distancing and infection control measures**

- 2.1 When administering first aid, the relevant staff are advised to:
  - Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.
  - Dispose of any waste in a suitable bin.
  - Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
  - Keep at least two metres away from others, where practicable.
  - Interact side-by-side where administering first aid requires interaction within a two-metre range.
  - Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
  - Limit the number of people administering first aid in each incident.
  - Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.
  - Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.

- 2.2 The school acknowledges that the use of PPE is **not** required to administer first aid in most circumstances, with the exception of paragraph [6.3](#) or if required to do so in accordance with the Infection Control Policy.

### 3. First aiders

- 3.1 The school ensures that there is a minimum of two trained first aiders on site during school hours.
- 3.2 The school ensures that there is a minimum of two trained first aiders on site for the duration of any wrap-around care provision, e.g. a breakfast club.
- 3.3 Where children aged 0 to 24 months are on site, the setting ensures at least one person who has a current paediatric first aid (PFA) certificate is on site, available at all times and accompanies children on any outings.
- 3.4 Where children aged 2 to 5 are on site, with no children aged below 24 months, the setting ensures reasonable endeavours are made to have someone with a full PFA certificate on site at all times. If all steps outlined in the DfE's [statutory guidance on the EYFS](#) are exhausted and the setting cannot meet this requirement, a risk assessment will be conducted and the setting will ensure someone with a current First Aid at Work or emergency PFA certificate is on site at all times.
- 3.5 Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.
- 3.6 Where cover must be arranged, the school ensures that:
- Adequate cover is in place before the member of staff leaves the premises.
  - In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
  - Symptomatic individuals strictly do not administer first aid.
  - Alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, e.g. high-risk activities are suspended.

### 4. First aid training

- 4.1 First aiders' training is kept up-to-date.
- 4.2 Where a first aider is unable to renew their training due to the coronavirus pandemic, they are instructed to:
- Check if they are eligible for an extension.
  - Ensure they requalify before 30 September 2020.
  - Undertake any training that can be done online where face-to-face training is not required or available.
- 4.3 If PFA certificate requalification training is prevented due to the coronavirus pandemic, and all reasonable steps have been taken to access the training, staff may be eligible to have the validity of their current certificates extended

for up to three months. The setting will use its best endeavours to arrange requalification training at the earliest opportunity.

## 5. Administering and handling medication

- 5.1 When administering medication, staff are expected to:
- Follow the procedures set out in the Managing Medicines Policy.
  - Adhere to the school's social distancing and infection control measures as much as possible.
  - Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.
  - Minimise face-to-face contact where side-by-side interaction is not practical.
- 5.2 The school acknowledges that the use of PPE is **not** required to administer medication in most circumstances, with the exception of paragraph [6.3](#) or if required to do so in accordance with the [Infection Control Policy](#).
- 5.3 When handling and storing medication, staff are advised to:
- Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
  - Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
  - Minimise the number of people handling medication.
  - Ensure that medication or medical equipment brought in from home is safe to be taken home again.

## 6. Ill health and infection

- 6.1 Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:
- A suitably trained member of staff administers medication to help manage the individual's symptoms, where required, e.g. paracetamol to combat a high temperature.
  - The individual is isolated in a cool, well-ventilated, designated area.
  - They adhere to the school's social distancing and infection control measures.
  - Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets.
- 6.2 In the event that a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in [section 2](#) of this appendix.
- 6.3 Staff wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs.

- 6.4 If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.
- 6.5 In the event that a first aider develops coronavirus symptoms, the procedures outlined in paragraphs [3.3](#) and [3.4](#) are followed.

## **7. Emergencies**

- 7.1 Accidents and emergencies are managed in line with [section 5](#) of this policy.
- 7.2 When administering emergency first aid, social distancing restrictions do not apply.
- 7.3 A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.
- 7.4 Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

## **8. Monitoring and review**

- 8.1. This appendix is reviewed by the headteacher in reaction to any new government advice.
- 8.2. The date of the next review is June 2021.
- 8.3. Once the school resumes regular activity, and if deemed appropriate by the headteacher, all sections within this appendix will expire.

## APPENDIX 2 – Pink Letter

FA \_\_\_\_\_



Call Home Required

### Richardson Dees Primary School

Website: [www.richardson-dees.eschools.co.uk](http://www.richardson-dees.eschools.co.uk)

Email: [office@rdees.org.uk](mailto:office@rdees.org.uk)

Date: \_\_\_\_\_

To the parent / carer of \_\_\_\_\_

This is to advise you that your child has received medical attention in School today for

- A Graze to the \_\_\_\_\_
- A cut to the \_\_\_\_\_
- A bump on the \_\_\_\_\_
- Other \_\_\_\_\_

They were given the following first aid treatment:

- Cold Compress
- Cleaned with Sterile Wipes and checked
- Plaster / Dressing Applied
- Monitored following bump to head
- Other

The incident occurred @ (time) \_\_\_\_\_

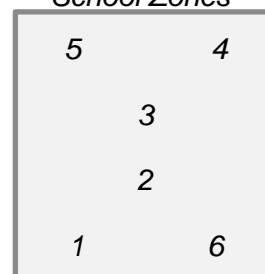
- At breacktime in the yard
- At lunchtime in the yard
- During PE (outside / inside)
- Other \_\_\_\_\_

Depending on the severity of the incident you may have received a call to confirm this action and this letter is for information only. If you have any concerns or further queries, please do not hesitate to contact me.

Yours sincerely

**Mr W Myers**  
**Headteacher**

*School Zones*



## APPENDIX 3 – Yellow Letter



### Richardson Dees Primary School

Website: [www.richardson-dees.eschools.co.uk](http://www.richardson-dees.eschools.co.uk)

Email: [office@rdees.org.uk](mailto:office@rdees.org.uk)

Date: \_\_\_\_\_

To the parent / carer of \_\_\_\_\_

This is to advise you that your child has complained of the following ailment today during school

- ☐ Headache
- ☐ Poorly tummy
- ☐ Sore head
- ☐ Other \_\_\_\_\_

They were advised to

- ☐ Have a drink of water
- ☐ Try to eat something
- ☐ Go to the loo
- ☐ Sit quietly for a while

If symptoms persisted, they were asked to let us know, however, we heard nothing further.

This letter is purely to keep you informed in case it is mentioned or the symptoms return whilst at home.

Yours sincerely

**Mr W Myers**  
**Headteacher**