



St Mary's Hampton

Church of England Primary School

FIRST AID POLICY

Review Frequency: Annual
Next Review: Spring 2025
Report to: Resources Committee
Reviewed: Spring 2024

A handwritten signature in blue ink, appearing to read 'M. White', is positioned above the 'Signed:' text.

Signed:

(Headteacher)

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. The policy is reviewed annually.

Aims

- To identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs is regularly carried out.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.

Personnel

The School and its Governing Board are responsible for the health and safety of their employees and anyone else on the school premises.

They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

The School Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.

The Headteacher should ensure that the policy for first aid is available to all staff and parents.

In the event of a medical emergency and the school being unable to contact the parents/carers the Headteacher will act in 'Locum Parentis'

There must be at least one member of staff who has completed the 'Emergency First Aid in the Workplace' training course approved by the Health and Safety Executive (HSE), and keep this training updated.

The 'Designated First Aider' must have completed the 'First Aid at Work' (HSE) training course and keep this training updated; they will:

- Take charge when someone is injured or ill.
- Look after the first aid equipment, restocking first aid boxes as necessary.
- Ensure that an ambulance or professional medical help is summoned when appropriate.
- First Aiders and the Designated First Aider must be able to leave their normal duties to immediately attend to first aid and emergencies.

Copies of all First Aid training are kept with the single central record.

A list of First Aiders and the Designated First Aider is kept with this policy.

First Aid Equipment and Facilities

The Designated First Aider, directed by the Headteacher, will ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available and restocked when necessary.

All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents.

First aid boxes and equipment are taken on all school educational and sporting visits.

The Headteacher and School Governors provide a suitable First Aid room for medical care and treatment.

Staff administering first aid treatment must follow basic hygiene procedures.

Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

A list of the location of First Aid boxes is kept with this policy.

First Aid Procedures

First Aid treatment is given adhering to procedures given in training courses

When dealing with Infectious Diseases and Infection Control advice is sought from the Health Protection Agency and NHS guidelines.

Children with Medical Needs

Children with medical needs have the same rights of admission to a school as other children.

Most children with medical needs can attend school and take part in normal activities, sometimes with support.

Parents/carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition.

An Individual Health Care Plan will be put in place, if required, to help staff identify the necessary safety measures to support children with long term medical needs and ensure that they, and others, are not put at risk.

Administering Medicines in School

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

If a child is taking a prescribed medicine it is the parent's/carer's responsibility to come to school and administer the medicine.

In certain circumstances, e.g. if anti-biotic medicine has to be taken four times a day, the Headteacher will authorise prescribed medicine to be administered by trained first aider providing that a 'Parental Agreement' form has been completed and signed and staff members are willing to do so. The relevant forms are kept in the school office (see appendix for administration of over-the-counter and prescribed medicines)

All prescribed medicines (with the exception of Asthma pumps and Epipens (see below) that are due to be administered must be kept in the school office. Records will be kept of all prescribed medicines administered.

Where possible, it is the child's responsibility to come to the school office for the medicine to be given, the school does not accept responsibility if the child forgets.

Non prescribed medicines are not allowed in school.

Asthma Treatment and Inhalers

A list of asthma sufferers is displayed in the First Aid room and inside the first aid box in their appropriate classroom.

Asthma treatments for pupils (inhalers etc) are kept in their classrooms in the designated first aid box. Asthma treatments are to be administered by the pupil – dependant on age.

Asthma treatments are taken on Educational Visits and 'off site' sporting activities.

Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

A child requiring treatment must be kept under observation.

Forms for a treatment plan are kept in the school office.

Epipens and Anaphylaxis Shock Training

A list and photograph of anaphylaxis sufferers are displayed in the First Aid room and in the first aid boxes in the child's classroom.

Epipens, for anaphylaxis sufferers, are kept out of reach in the individual's classroom.

Epipens can only be administered by members of staff, who have received epipen training.

Specific staff that have already had First Aid training are trained in the use of epipens for each individual anaphylaxis sufferer annually.

Each anaphylaxis sufferer has a care plan to follow when receiving the treatment. The trained staff are aware of the procedure.

Epipens and the appropriate trained member of staff are taken on Educational Visits and off-site sporting activities.

Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Administering First Aid Off-Site

First Aid provision must be available at all times, including off site School visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.

A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid bag. The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit.

All adults present on the visit should be made aware of the arrangements for First Aid.

If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.

If a pupil is taking a prescribed medicine, a 'Parental Agreement' Form will have been completed: see 'Administering Medicines in School' section above.

A child with severe medical need e.g. epipen should be supervised by the first aider. Class teachers are to assess and plan supervision according to children's medical needs.

A copy of the Parental Agreement form will be taken along with the relevant medication on the visit. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.

The above procedure will also apply on Residential Visits, although a separate 'Medicine Box' will also be taken as well as the First Aid Box.

All parents/carers of pupils attending a Residential Visit will complete a Medical Form, this gives

information about the child and also is a consent form agreeing to First Aid and Emergency Medical Treatment being given.

Record Keeping and Reporting Accidents

All minor injuries and First Aid treatments given are recorded in the treatment book kept in the First Aid room. Parents are notified by letter and/or telephone of any child that has received a significant bump to the head, a wasp or bee sting or a significant incident. For more serious injuries, London Borough of Richmond upon Thames school is notified and guidance followed. Children who incur a bumped head are identified by a sticker, which indicates the time of the injury. Head injuries are kept under observation for 20 minutes and parents are informed.

In the event of a medical emergency and the School is unable to contact parents/carers then the Headteacher acts in 'Locum Parentis'.

Statutory requirements; under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995 (RIDDOR) require some accidents to be recorded to the HSE, (fatal and major injuries). For definitions see Accident Book (In School Office).

After completing the Accident Form, the form is signed by the Headteacher: Telephone HSE 0845 300 9923


Copy filed in School Office (kept for three years). Accident records are monitored and reviewed by the Health and Safety Governors.




First Aid

First Aid Trained staff	
Matthew White	First aid, Defib & EpiPen
Rachel Hornblow	First aid, Defib & EpiPen
Clare Struthers	First aid, Defib & EpiPen
Helen Vernon	First aid, Defib & EpiPen
Amy Nesbit	First aid, Defib & EpiPen
Ewelina Detlaf- Popeda	First aid, Defib & EpiPen
Sheelagh Gray	First aid, Defib & EpiPen
Liz Kearns	Paediatric first aid, Defib & EpiPen
Kirsi Korpela	Paediatric first aid, Defib & EpiPen
Natalie Protapapa	Paediatric first aid, Defib & EpiPen
Hufriz Coelho	Paediatric first aid, Defib & EpiPen
Dawn Davidson	Paediatric first aid, Defib & EpiPen

Location of First Aid kits
Main medical room
Hall
EY medical room
Classrooms: Year R,1,2,3,4,5,6
Plus - 3 mobile 'go-kits' – Medical room/Hall & EY office

 First Aid Log				
Date	Name of child & class	INCIDENT (What happened, where, who was involved, treatment)	Method of record	Sign & Print Name
			Letter home Accident book Call home Email home	
			Letter home Accident book Call home Email home	
			Letter home Accident book Call home Email home	

 First Aid Log				
Date	Name of child & class	ILLNESS (Symptoms, temperature taken & recorded, treatment)	Method of record	Sign & Print Name
			Letter home Accident book Call home Email home	
			Letter home Accident book Call home Email home	
			Letter home Accident book Call home Email home	

Parental/carer consent to administer a prescribed medicine

- All prescribed medicines must be in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose and the frequency of administration, the expiry date and the date of dispensing included on the pharmacy label.
- A separate form is required for **each medicine**.

Child's name	
Child's date of birth	
Class/form	
Name of medicine	
Strength of medicine	
How much (dose) to be given. For example: One tablet One 5ml spoonful	
At what time(s) the medication should be given	
Reason for medication	
Duration of medicine Please specify how long your child needs to take the medication for.	
Are there any possible side effects that the school needs to know about? If yes, please list them	

I give permission for my son/daughter to carry their own salbutamol asthma inhaler/Adrenaline auto injector pen for anaphylaxis [delete as appropriate].	Yes	
	No	
	Not applicable	
I give permission for my son/daughter to carry their own salbutamol asthma inhaler and use it themselves in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	

I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	

Mobile number of parent/carer	
Daytime landline for parent/carer	
Alternative emergency contact name	
Alternative emergency phone no.	
Name of child's GP practice	
Phone no. of child's GP practice	

- I give my permission for the nominated member of staff to administer the prescribed medicine to my son/daughter during the time he/she is at school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal and supplying new stock to the school, if necessary.
- The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carer name	
Parent/carer signature	
Date	

Parental/carer consent to administer an 'over-the-counter' (OTC) medicine

- All over the counter (OTC) medicines must be in the original container.
- A separate form is required for **each medicine**.

Child's name	
Child's date of birth	
Class/form	
Name of medicine	
Strength of medicine	
How much (dose) to be given. For example: One tablet One 5ml spoonful	
At what time(s) the medication should be given	
Reason for medication	
Duration of medicine Please specify how long your child needs to take the medication for	
Are there any possible side effects that the school needs to know about? If yes, please list them	

I give permission for my son/daughter to carry and administer their own medication in accordance with the agreement of the school and medical staff.	Yes	
	No	
	Not applicable	

Mobile number of parent/carer	
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Daytime landline for parent/carer	
Alternative emergency contact name	
Alternative emergency phone no.	
Name of child's GP practice	
Phone no. of child's GP practice	

- I give my permission for the nominated member of staff to administer the OTC medicine to my son/daughter during the time he/she is at school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is no longer needed.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.
- I confirm that the dose and frequency requested is in line with the manufacturers' instructions on the medicine.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal. If the medicine is still required, it is my responsibility to obtain new stock for the school.
- The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carer name	
Parent/carer signature	
Date	



Individual healthcare plan

St Mary's is a Safe, loving and nurturing school community, where together we fulfil our potential and flourish in mind, body and spirit

Who is responsible for providing support in school?

Name of medication, dose, method of administration, when to be taken, side effects,

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements



Individual healthcare plan

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Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)



Individual healthcare plan

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Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Date of Plan

Review Date
