

Ludlow Primary School First Aid Policy



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Contents:

1. [Statement of intent](#)
2. [Legal framework](#)
3. [Aims](#)
4. [First aiders](#)
5. [Automated external defibrillators \(AEDs\)](#)
6. [Emergency procedures](#)
7. [Record Keeping](#)
8. [Reporting to parents](#)
9. [Offsite visits and events](#)
10. [Storage of medication](#)
11. [Illnesses](#)
12. [Allergens](#)
13. [Consent](#)
14. [Monitoring and review](#)
15. [Links with other policies](#)

1. Statement of intent

Ludlow 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**
- **Supporting Pupils with Medical Conditions Policy**
- **Allergen and Anaphylaxis Policy**
- **Asthma Policy**
- **Educational Visits and School Trips Policy**

The school's **designated lead for Health & Safety** 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.

2. Legal framework

2.1. 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)'

3. Aims

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.

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

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

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.

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.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs.

Overall responsibility for the contents of first aid boxes, including any mobile first aid boxes for offsite use lies with the designated lead (Deputy Headteacher). However, two first aid trained appointed staff (one on each site) will be frequently checking and restocking as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are in the following areas:

Sandpits Road

- Nursery
- Every year group
- School Office

Clee View

- School office
- Every shared area

4. First aiders

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.

First aiders will ensure that their first aid certificates are kept up to date through liaison with the **Deputy Headteacher or School Business Manager**

A current list of all first aid appointed persons are held in the staff rooms on both sites and with the Senior Leadership Team.

5. Automated external defibrillators (AEDs)

The school has procured an AED, which is located on the **Clee View site in the school office.**

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

6. Emergency procedures

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide if to call for a first aider or send the child to the first aid station.

The first aider will assess the situation and take charge of first aider administration.

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 which may involve calling for an ambulance.

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.

Once the above action has been taken, the incident will be reported promptly to:

- **The headteacher**
- **The victim(s)'s parents/carers**

7. Record-keeping

Every incident will be recorded on the Ludlow Primary School Accident/Incident Reporting form by the First Aider on the same day or as soon as possible after an incident resulting in an injury

As much detail as possible should be supplied when reporting an accident, including where it happened, a description of the injury, what first aid supplies was given, who the first aider was and if a bump letter has been sent home.

If the child leaves the school premises to go to the Doctors or the hospital due to the accident then the member of staff who administered the first aid and made the decision for the child to leave school must complete a School Accident/Incident report form and the completed form must be given to the Headteacher as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

8. Reporting to parents

Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

In the event of a serious injury or an incident requiring emergency medical treatment, a member of staff – ideally the **pupil's class teacher** - will telephone the pupil's parents as soon as possible.

Parents/carers will be given the option of whether to leave the child in school and be monitored by a First Aider or to come and collect the child to take to A&E for further observation.

A list of emergency contacts is kept in the school office or can be found on Arbor.

9. Offsite visits and events

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.

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

10. Storage of medication

All medicines will be handed in to the school office who will ensure that they are stored safely and in accordance with the guidance and product instructions. Pupils will be able to access their medicine via the school office as directed by the parent/carer. Consent forms must be completed by the parent/carer stating dose and time required.

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.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils in their classrooms and not locked away.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

The school holds paracetamol and Ibuprofen suitable for children in the school office for use in emergency situations. Parents/carers must give consent for the correct dose to be administered by the school. A record of this will be logged and parents informed of the time and dose.

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.

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 or Salbutamol inhaler. Parental consent must be held on file. Parents must be informed if any emergency medication has been administered with the time and dose.

11. Illnesses

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.

Pupils must be accompanied to the school office by an adult.

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.

12. Allergens

Where a pupil has an allergy, this will be noted on Arbor and information posted on staff room noticeboards.

13. Consent

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.

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 by members of the Senior Management Team.

14. Monitoring and review

This policy is reviewed **annually** and any changes communicated to all members of staff.

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.

15. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions
- Asthma Policy
- Pupil Allergy Policy