

# North Mundham Primary School

## First Aid Policy



**Approved by:**

Chris Jack

**Date:** Sept 23

**Next review due by:**

Sept 24

## **FIRST AID POLICY**

The school has an identified First Aider on duty at all times during school sessions and while school is open for extracurricular activities and Care Club. A First Aider accompanies all visits out of school.

All permanent TAs are First Aid trained during their induction. The school bursar ensures that First Aiders training is refreshed prior to the renewal date.

To ensure there is common practice amongst all staff the following guidelines should be followed:

- All minor incidents are dealt with by TA or teacher on duty (if during play/lunchtime) or class TA/ teacher in class.
- More serious incidents that involve a head injury, bleeding cut, vomiting, sprain, possible broken bone will require a second first aider (usually office staff) who will be called using green card and pupil will be treated in First Aid room if they can be moved.
- Details of all the medical conditions of pupils must be displayed on the notice board in the Medical Room, as must any individual plan.
- When a pupil is sent to the Medical Room, for whatever reason, he/she must be accompanied by another pupil, who will inform the duty First Aider- using green card system.
- Once a pupil has been treated, details must be entered into the "Accident report sheets in class boxes.
- A supply of leaflets, informing parents that a pupil has banged his/her head, is kept in the Medical Room and in class first aid boxes.
- A leaflet must be sent home whenever a pupil has banged his/her head. The pupil wears a sticky 'I have banged my head' label for the rest of the day.
- A letter must be sent home when an accident occurs and the First Aider feels it is necessary or parents are called to inform of incident.
- If, on treating a pupil, the First Aider considers the injury is due to rough play etc. then the Headteacher or Deputy Headteacher must be contacted- this will be reported using behaviour reporting system.
- If First Aid is required during lesson time and the class TA is a First Aider then any First Aid required should be administered by this person. If the TA is not a First Aider then the First Aider on duty should be called.

### **Sending a pupil home in the event of illness**

- If it is deemed necessary to send a pupil home because they are unwell, then the First Aider making this decision should check with the class teacher or Headteacher, contact the parents and complete details on signing out system.

**In the event of a serious injury**

- In the event of a serious injury or a suspected crack / fracture / break the first aider will assess and decide whether to phone for an ambulance, contact parent to take child or school adult to transport to hospital (decision depends on timings, serious nature of incident and whether child can be moved.) School adult will accompany child if parent unavailable.
- Should it be deemed necessary for a parent to be informed that a pupil may require hospital treatment then the Headteacher, or Deputy Headteacher in her absence, must be informed. It will then be the duty of the Headteacher or Deputy Headteacher to follow this up, in order to ascertain the extent of injury/illness, and to complete the necessary online form.
- If a First Aider is unsure about whether or not a child needs to be sent home following an injury then our procedure is to inform the parent and let the parent decide whether to collect their child or observe how they are later in the day.

Ensure the pupil is ready to be collected, with all belongings, in the entrance hall. (If the parent is likely to be sometime and the child is well enough, the child will remain in the classroom until the office informs the teacher of the parent's arrival.)

**Safeguarding**

- Should a pupil require assistance, staff ensure physical contact is appropriate to support the child and avoid any contact that could be misconstrued.
- Should a pupil need assistance to remove clothing, then two members of staff should be present. (see intimate care policy)

The member of staff responsible for Child Protection is the Headteacher – please also refer to this policy.

**Responsibilities**

1. It is the responsibility of all First Aiders to:
  - Administer First-Aid in accordance with their training;
  - Decide when to refer casualties for further treatment or assessment, or to call the emergency services;
  - Maintain First-Aid records;
  - Communicate with the class teacher or senior management as detailed in this policy
  - Maintain familiarity with the guidance on first aid provided in the health and safety section of the West Sussex Services for Schools (see appendix A)
    - Maintain First-Aid boxes and travelling first aid kits;
    - Maintain First-Aid rooms and areas;
    - Maintain effective communications.
2. Appointed person responsibilities are to:
  - check health care plans are in place where needed and reviewed annually
  - ensure paperwork is in place to support pupils using inhalers
  - ensure inhalers / epipens are in school as appropriate and in date

- ensure class teachers have class register of allergies / medical needs
  - ensure First Aid Rosta provides appropriate First Aid cover at all times.
3. It is the responsibility of the First Aider
    - The first aid cabinet is fully stocked
    - To inform the bursar when new supplies are required
    - There is an adequate stock of letters to parents
    - There are incident reporting forms available in first aid room and in class boxes.
    - All information in the Medical Room and on display is current and up to date
    - The Medical Room is kept tidy.
  4. It is the responsibility of the Headteacher to ensure that there is always adequate First Aid provision at all times.
  5. It is the responsibility of the school's business manager to check that appropriate numbers of First Aiders are appointed and that training/retraining of First Aiders is carried out to ensure continuous cover. The business manager will ensure letters of appointment are completed by all First Aiders.
  6. It is the responsibility of the HT to ensure that the First Aid Policy is annually reviewed and communicated to all staff. The headteacher records and investigates serious incidents using the online reporting system. The HT monitors incidents in the First Aid Log and advises changes in school procedures in the light of incidents.

### **Pupils with medical conditions**

First aiders will need to be informed if a pupil with a medical condition is likely to need special emergency treatment. The schools designated nurse from the school nursing service can guide you to prepare a health care plan for such pupils and arrange any necessary training. Pupil health care plans must be available to first aiders, and a copy should be provided to any medical practitioner providing emergency medical treatment to such pupils.

### **Supporting Policies**

The following policies are also relevant and should be referred to when necessary:

- Medicines
- Guidance on asthma and asthma attacks
- Safeguarding and child protection
- Intimate care policy

Reviewed: Sept 23

To be reviewed Sept 2025

## Appendix A (from WSSfS)

### Medical accommodation

Schools must have accommodation to care for children during school hours, and for health professionals to carry out medical and dental examinations. It does not need to be used solely for these reasons, but it must be appropriate for this use and be available when needed.

It must be well lit and also contain a washbasin and have a toilet reasonably nearby, and the floor and surfaces must be easy to clean and disinfect. It should be located on the ground floor with reasonable access for a wheelchair or gurney to the space reserved for emergency vehicles.

You should equip the room with adequate first aid facilities and equipment. It would be reasonable to expect:

- a sink with hot and cold running water;
- soap and paper towels;
- disposable gloves;
- drinking water and disposable cups;
- a range of first aid equipment (at least the contents of a standard first aid kit);
- apparatus for the safe disposal of clinical waste such as a foot-operated refuse container lined with disposable yellow clinical waste bag;
- a sharps container if it is foreseeable that sharps will be used;
- a couch with waterproof protection, clean pillows and blankets;
- a chair;
- a telephone;
- a record book for recording the first aid given;
- a current edition of the First Aid Manual; and
- a copy of the 'Managing cases of infectious diseases in schools and other Child Care Settings' poster.

Educational establishments other than schools are not normally required to provide medical accommodation.

### Guidance on first aid kit sizes for a workplace environment

The size of the first aid kits to be used in a workplace is determined by the number of employees and the category of hazard incurred by the workplace environment. Where there are special circumstances, such as remoteness from emergency medical services, shiftwork or sites with separate buildings, there might need to be more first aid kits than set out below:

Low hazard:

For example, shops, offices, libraries etc.

Fewer than 25 employees

1 small kit

25 - 100 employees

1 medium kit

More than 100 employees

1 large kit per 100 employees

Higher hazard.  
For example, light engineering  
and assembly work  
Food processing,  
warehousing, extensive  
work with dangerous  
machinery or sharp  
instruments, construction,  
chemical manufacture, etc.

Fewer than 5 employees  
1 small kit

5 - 25  
1 medium kit

More than 25  
1 large kit per 25

#### Schools First aid kits

The minimum provision for an educational establishment will be at least one first aid kit for use on the premises and one or more kits to be taken on off-site visits.

High-risk areas such as laboratories and workshops should have their own first aid kits, and kits should be immediately available on playing fields. Very large or split site establishments will need sufficient kits to ensure they are readily available across the entire site.

First aid kits must be stored in a robust container designed to protect the contents from damp and dust and marked with a white cross on a green background.

The contents of the first aid box should be checked regularly to ensure there is adequate stock and to replenish out of date items.

There is a new British Standard for the First Aid box contents. All new kits should conform but existing kits conforming to the previous standard do not need to be replaced until new kits are required.

Recommend contents based on the British Standard. Please note that there is no mandatory list of contents for a first aid kit as this should be determined by your assessment of first aid needs but the list below serves as guidance to their what their contents should be.

1 leaflet giving general guidance on first aid  
1 leaflet giving a list of first aid kit components included in kit  
6 Pairs of Nitrile disposable gloves (Conforming to BS EN 455-1 and BS EN 455 -2, Large size (8-9)  
40 individually wrapped sterile adhesive dressings (water resistant, sterile, an island design and blue ones for

food technology or kitchen areas);  
2 sterile eye pad dressing with bandage  
2 individually wrapped sterile triangular bandages  
1 conforming bandage  
6 safety pins  
4 medium-sized individually wrapped sterile un-medicated wound dressings (approximately 12cm x 12cm)  
1 large individually wrapped sterile un-medicated wound dressings (approximately 18cm x 18cm)  
1 foil blanket 130cm x 210 cm  
1 mouth-to-mouth resuscitation device which includes a one-way valve  
20 alcohol free moist cleansing wipes individually wrapped (sterile)  
1 micro-porous adhesive tape  
2 finger sterile dressing with adhesive fixing  
1 burn relief dressing  
Shears.

Please note that additional items can be added if identified as required as part of your first aid needs assessment. For example the accepted first aid protocol for splinter removal is to use tweezers but please note the point below.

Do not keep antiseptic creams, lotions, or any type of medication or drugs/medicines in a first aid kit.

The contents of a travelling first aid kit for off-site visits must be appropriate to the type and duration of visit, but should contain as a minimum:

1 leaflet giving general advice on first aid  
1 contents list giving the first aid components in the kit  
1 Pair of Nitrile disposable gloves (Conforming to BS EN 455-1 and BS EN 455 -2, Large size (8-9)  
10 individually wrapped sterile adhesive dressings (water resistant, sterile, an island design and blue ones for food technology or kitchen areas)  
1 sterile eye pad dressing with bandage  
1 individually wrapped sterile triangular bandage  
1 conforming bandage  
2 safety pins  
1 medium-sized, individually wrapped, sterile, un-medicated wound dressing (approximately 12cm x 12cm)  
1 large, individually wrapped, sterile, un-medicated wound dressing (approximately 18cm x 18cm)  
1 foil blanket 130cm x 210 cm  
1 mouth-to-mouth resuscitation device which includes a one-way valve  
4 alcohol-free, moist cleansing wipes individually wrapped (sterile)  
1 micro-porous adhesive tape  
1 burn relief dressing  
Shears  
1 eye wash (250ml) - Laboratories can have different arrangements for eye irrigation; see the WSCC Health and Safety information for Science CD-ROM.

Mini buses - It is a legal requirement for all minibuses to carry a first aid kit. This first aid kit only needs to be "small first aid kit."

