

# Himbleton CE Primary School and Nursery



***Nurture, Nature, Knowledge:  
Enabling inquisitive thinkers and inspired learners with kind  
hearts.***

**"Faith, Hope, Love...the greatest of these is Love." (Corinthians 13:13)**

**"So in everything, do unto others what you would have them do to you." (Matthew 7:12)**

**"Wise men and women are always learning, always listening for fresh insights." (Proverbs 18:15)**

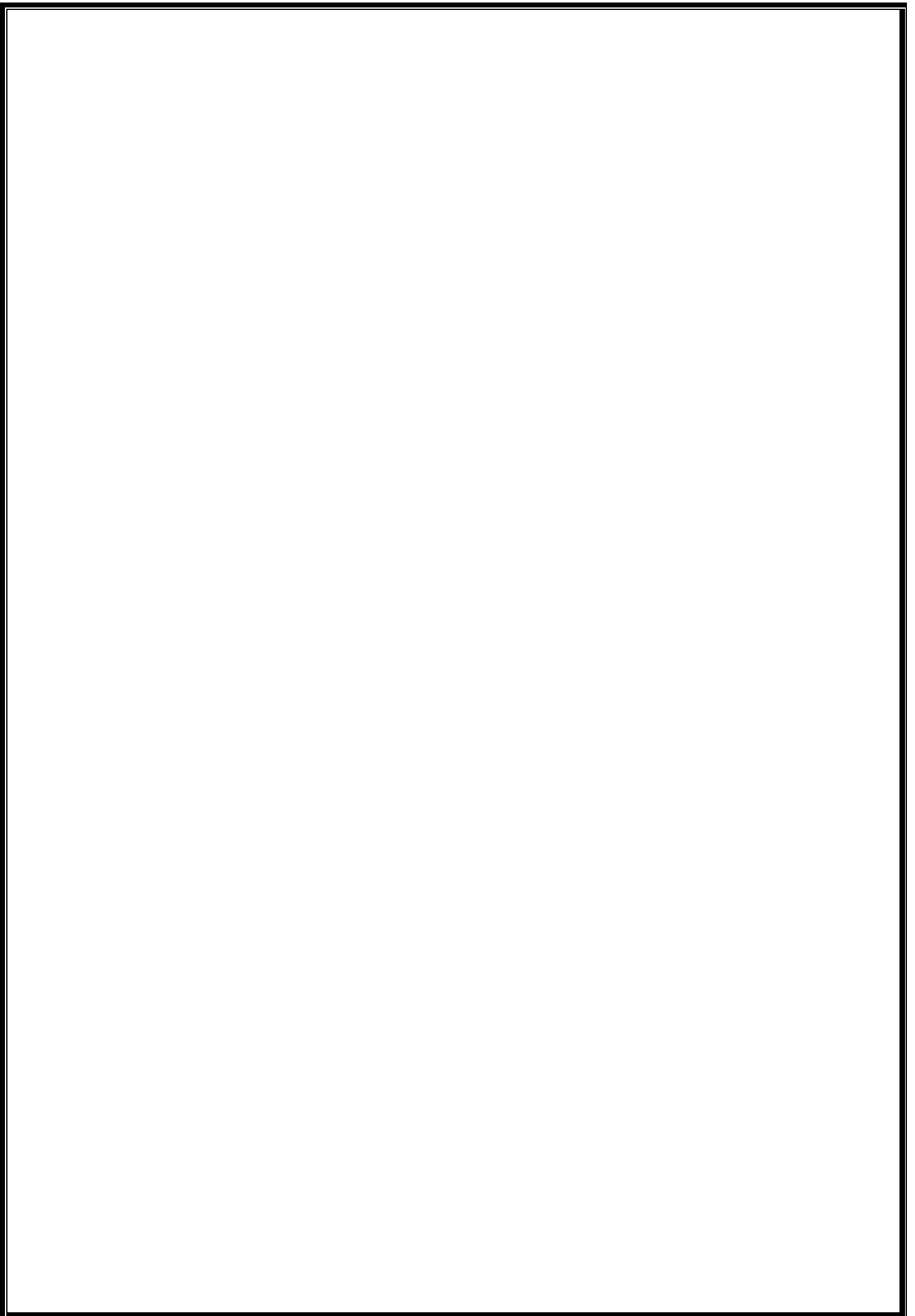
## **FIRST AID POLICY**

**Date Approved by Governing Body: May 2022**

**Review Date: May 2024**

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## **Statement of intent**

Himbleton CE Primary School and Nursery is committed to providing emergency first aid provision to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school regarding all staff, pupils and visitors.

Himbleton CE Primary School and Nursery will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour and Discipline Policy
- Safeguarding and Child Protection Policy
- Management of Off-Site Activities and Visits Policy
- Managing Medicines Policy
- Supporting Pupils with Medical Conditions Policy.

The Lead First Aider 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 statutory legislation, including, but not limited to the following:

The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance

Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

## **2. Aims**

- 2.1. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
- 2.2. All staff will always use their best endeavours to secure the welfare of the pupils.
- 2.3. Anyone on the school premises is expected to take reasonable care for their own and others' safety.
- 2.4. The aim of this policy is 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 all 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 and it is in line with the Managing Medicines Policy.
  - Ensure that all medicines are appropriately stored.
  - Promote effective infection control.
- 2.5. Nothing in this policy should 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 for the emergency services 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. Where there is no special risk identified, a minimum provision of first aid items would be:

- Individually wrapped sterile adhesive dressings (assorted sizes);
  - Two sterile eye pads;
  - Two individually wrapped triangular bandages (preferably sterile)
  - Six safety pins;
  - Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
  - Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and one pair of disposable gloves.
  - Equivalent or additional items are acceptable.
- 2.6. The lead first aider is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.
- 2.7. First aid boxes/bags are located in all classrooms and the school office. Cold compresses are stored in the fridges in the kitchen area. The closest automated external defibrillator is located at the back door of The Galton Arms.

### **3. First aiders**

- 3.1. The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.
- 3.2. First aiders are to ensure that their first aid certificates are kept up to date through liaison with the school administrator. It is the overall responsibility of the employer to ensure that first aiders have received appropriate training delivered by a competent first aid training provider. First aiders should receive appropriate training for specific identified risks e.g. epipens.

3.3. First aiders are to record all incidents where first aid is required. Recording is via an Accident Form (Appendix 1), stored in the Accident File in the School Office. Reports should include:

- When the incident occurred;
- Who was involved in the incident;
- Detail of injury;
- First aid administered and by whom;
- Details of how parents/carers were informed and their acknowledgement (if applicable).

Reports will be reviewed on a half-termly basis by the Headteacher. Where emergency medical treatment is required, a RIDDOR will be completed and returned to HSE as per statutory requirement overseen by the Headteacher.

3.4. Each first aider has a responsibility to ensure all first aid kits are properly stocked and maintained. Low stock should be reported immediately to the Lead First Aider (Sue Woodward) will be responsible for maintaining supplies.

3.5. A list of current first aiders is kept in the office and this list is displayed at key points around the school.

3.6. New members of staff will be made aware of first aid arrangements as part of induction.

#### **4. Mental health first aiders**

4.1. The Headteacher has completed the Designated Senior Mental Health Lead training and oversees the school's mental health and wellbeing strategy.

4.2. The school has a trained mental health first aider who provides bespoke support to children who have been identified through the Motional programme.

#### **5. Emergency procedure in the event of an accident, illness or injury**

5.1. If an accident, illness or injury occurs, the member of staff in charge of the particular group of children 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.

- 4.2. If called, a first aider will assess the situation and take charge of first aid administration.
- 4.3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
- 4.4. 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 accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
  - Call an ambulance, if appropriate, and accompany the accident victim(s) to a hospital if parents/carers are unavailable. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
  - Make sure 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 children 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 taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
  - When the above action has been taken, the incident must be reported to:
    - The Headteacher/Acting Headteacher
    - The parents/carer of the victim(s)

This can be done verbally then recorded using the school's Accident Reporting Form within 24 hours of the incident.



## **6. Reporting to parents**

- 6.1. Parents must be informed by telephone of any injury to the head, minor or major, and the phone call should be followed up with written guidance on action to take if symptoms develop (Appendix 2). If telephone contact is not possible, parents must be notified verbally by a staff member when they collect the child from the school premises.
- 6.2. In the event of serious injury or an incident requiring emergency medical treatment, the pupil's parents must be contacted by telephone as soon as possible.
- 6.3. Emergency contact details for all children are available in the School Office.

## **7. Visits and events off-site**

- 7.1. Before undertaking any off-site 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 event and persons involved. This will be reviewed by the Educational Visit Co-ordinator before the event takes place.
- 7.2. Please see the separate Management of Off-Site Activities and Visits Policy for more information about the school's educational visit requirements.

## **8. Storage of medication**

- 8.1. This information is within the Managing Medicines Policy.

## **9. Illness**

- 9.1. If a child is ill and a parent/carer and/or doctor deems that they are not fit for school attendance, school should be made aware by 8.55am. Telephone or email contact is required.
- 9.2. If a child requires medication (prescription or non-prescription that the school is not already aware of), the parent/carer should report to the School

Office at drop off and complete a form detailing the medication given (Appendix 3). Due to the current COVID-19 context, if a child has been given medication to bring down a temperature, the school may send the child home.

- 9.2. When a child becomes ill during the day, the parent/carer will be contacted and asked to pick their child up from school as soon as possible if it is deemed appropriate by a first aider.
- 9.3. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent/carer to arrive to pick them up. Pupils will be monitored during this time.

## **10. Consent**

- 10.1. Parents/Carers will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions (for which a Care Plan must be provided by the parent/carer), and consent for the administration of emergency first aid. These forms will be updated periodically, but parents/carers are expected to notify the school immediately with any changes/new chronic medical conditions (and any Care Plans updated accordingly).
- 10.2. Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind.

## **11. Monitoring and review**

- 11.1. This policy will be reviewed bi-annually by the Headteacher and the Lead First Aider in conjunction with the Governing Body; any changes made to this policy will be communicated to all members of staff.
- 11.2. All members of staff will be asked to familiarise themselves with this policy as part of their induction programme.

**Appendix 1**



**HIMBLETON CE PRIMARY SCHOOL AND NURSERY**  
**ACCIDENT REPORTING FORM**

<b>Name of Person(s) Involved in Accident:</b>	
<b>Date:</b>	<b>Time:</b>
<b>Name of Reporting Person:</b>	
<b>Signed:</b>	
<b>Overview of Accident (location, activity, context):</b>	
<b>Has the child received a head bump as part of the incident?</b> Yes    No <b>(please circle)</b>	
<b>If yes, the parent/carer MUST be notified.</b>	
<b>Please confirm that this has happened:</b> Yes    No <b>(please circle)</b>	
<b>Method of communication:</b> Telephone    Face to face at collection <b>(please circle)</b>	
<b>Name of Informing Person:</b>	
<b>Action Taken (e.g. First Aid):</b>	
<b>Details of any required parent/communication (if not head bump):</b>	

## Appendix 2



**NEIGHT HILL  
HIMBLETON  
DROITWICH  
WORCESTER  
WR9 7LE**

Telephone: 01905 391231  
[www.himbleton.worcs.sch.uk](http://www.himbleton.worcs.sch.uk)  
**HEADTEACHER: Mrs G Martin**

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Date: .....

Dear Parent/Carer,

As you are aware from the telephone call that you received earlier in the day, your child has received a head bump today.

As we informed you, your child was attended to in school by a First Aider and has been closely observed since, with no further action considered necessary at the time. However, in rare circumstances, symptoms can develop up to 24 hours after the injury. Should any of the following conditions occur please refer your child to a doctor:

- Severe headache, excessive sleepiness;
- Does not like bright light;
- Vomiting and/or fever;
- Dizzy, double or blurred vision, weakness of any limbs;
- Becomes disorientated or confused, cannot remember the recent past;
- Has an apparent alteration in consciousness level.

We would like you to be aware of this so that you can assess any further symptoms at home.

Yours faithfully,

**First Aider**

**Appendix 3**



**HIMBLETON CE PRIMARY SCHOOL AND NURSERY**  
**BEFORE SCHOOL MEDICATION NOTIFICATION FORM**

<b>Name of child:</b>
<b>Date:</b>
<b>Details of medication given before school (prescription or non-prescription, type and dose):</b>
<b>Reason for giving medication:</b>
<b>Name of informing parent/carer (print):</b>
<b>Signature of reporting parent/carer:</b>