# Tornedale Infant Academy

# FIRST AID POLICY

| VERSION | AUTHOR | SUMMARY OF CHANGES | DATE PUBLISHED | DATE OF REVIEW |
|---|---|---|---|---|
| 1.0 | AJB | Update – new policy format | November 2024 | 2 years |
| 2.0 | AJB | Updated class names in policy. Revised to new training being paediatric first aid. Update to MIS system name. Illnesses to be recorded on Medical tracker. | November 2026 | November 2028 |
| | | | | |
| | | | | |

# Table of Contents


1. DEFINITION OF FIRST AID ..... 3
2. STATEMENT OF INTENT ..... 3
3. ROLES AND RESPONSIBILITIES ..... 3
   a) Leger Education Trust ..... 3
   b) The Governing Body ..... 3
   c) The Headteacher ..... 4
   d) Teachers and Other Staff ..... 4
4. AIMS ..... 4
5. MATERIALS, EQUIPMENT AND FACILITIES ..... 4
6. FIRST AIDERS ..... 5
7. FIRST AID DUTIES AND EMERGENCY PROCEDURES IN THE EVENT OF AN ACCIDENT, ILLNESS OR INJURY ..... 5
8. EMERGENCY PROCEDURES IN THE EVENT OF AN ACCIDENT, ILLNESS OR INJURY ..... 6
9. REPORTING ARRANGEMENTS ..... 6
10. EDUCATIONAL VISITS AND OFF-SITE EVENTS ..... 7
11. ILLNESS ..... 7
12. CONSENT ..... 7
13. MONITORING AND REVIEW ..... 7

## 1. DEFINITION OF FIRST AID

First Aid is the initial or immediate assistance given to someone who has been injured or taken ill before the arrival of qualified medical assistance (if this is required).

## 2. STATEMENT OF INTENT

First Aid can save lives and prevent minor injuries becoming major ones. At Tornedale Infant Academy, we acknowledge the importance of providing First Aid for employees, children and visitors within the school. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors.

Under Health and Safety Legislation, employers have to ensure that there are adequate and appropriate equipment, facilities and personnel for providing First Aid in the workplace, and for ensuring that the correct procedures are in place. This is the overall responsibility of the Headteacher in conjunction with the School Business Manager.

Tornedale Infant Academy will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are described in the following policies:

- Health and Safety Policy
- Relationships (Behaviour) Policy
- Safeguarding Policy
- Educational Visits Policy
- Managing Medicines and Supporting Pupils with Medical Conditions Policy

## 3. ROLES AND RESPONSIBILITIES

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 relations and guidance.

a) Leger Education Trust

- Health and Safety legislation places duties on Leger Education Trust for the health and safety of school staff, children and anyone else on the premises
- The Trust is responsible, under the Health and Safety at Work Act 1974, for ensuring that a school has a Health and Safety Policy which includes arrangements for first aid.

b) The Governing Body

- The Governing Body has a general responsibility for all the school's policies, including Health and Safety and First Aid.
- The Governing Body must follow the health and safety procedures produced by the Trust.
- The Governing Body delegates the day-to-day functions of managing health and safety to the Headteacher.

c) The Headteacher

- The Headteacher is responsible for putting policy into practice and for developing more detailed procedures.
- The Headteacher will make this policy available to parents on the school website, together with the other policies referred to within this document.

d) Teachers and Other Staff

- All adults will be expected to be responsible for the welfare of all children.
- Tornedale will ensure that newly appointed members of staff will receive appropriate training and guidance.

## 4. AIMS

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.

All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

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

The aim of this policy is to:

- Ensure that Tornedale has adequate, safe and effective first aid provision in order 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 Tornedale when express parental permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

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 the policy, and make clear arrangements for liaison with ambulance services on the school site.

## 5. MATERIALS, EQUIPMENT AND FACILITIES

Trained First Aiders are responsible for examining the contents of the first aid boxes located around school. These should be checked monthly and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed and with due regard to possible reuse where appropriate (ie bandages in role play areas).

All first aid containers must be marked with a white cross on a green background.

Minimum contents for first aid containers:

- Guidance Leaflet
- 20 Adhesive Dressings (individually wrapped and assorted sizes)
- 2 Sterile Eye Pads
- 2 Triangular Bandages (individually wrapped and sterile)
- 6 Medium Sterile Wound Dressings (individually wrapped and unmedicated)
- 2 Large Sterile Wound Dressings (individually wrapped and unmedicated)
- 6 Safety Pins
- Disposable Gloves

Travel first aid packs, for use on school trips, should include a minimum of:

- Guidance Leaflet
- 6 Adhesive Dressings (individually wrapped and assorted sizes)
- 1 Sterile Eye Pads
- 1 Triangular Bandages (individually wrapped and sterile)
- 1 Medium Sterile Wound Dressings (individually wrapped and unmedicated)
- 1 Large Sterile Wound Dressings (individually wrapped and unmedicated)
- 2 Safety Pins
- Disposable Gloves

There should be extra stock in school. Items should be discarded safely after the expiry date has passed and with due regard to possible reuse where appropriate (ie bandages in role play areas).

**No creams, lotions, potions, medicines or tablets are permitted in first aid containers.**

## 6. FIRST AIDERS

- 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.
- First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager.
- First aiders have a responsibility to ensure all first aid kits are properly stocked and maintained.
- The first aid appointed person (School Business Manager, Mrs Amanda Blakey) will be responsible for maintaining supplies.
- The Headteacher will ensure that staff (including Midday Supervisors) renew their first aid training every three years.
- The School Business Manager will maintain a record of first aid training and dates.
- Any first aid training booked will now be a Paediatric first aid qualification.
- First aid provision will be available at all times whilst people are on the school premises; also when off-site on school visits.

## 7. FIRST AID DUTIES AND EMERGENCY PROCEDURES IN THE EVENT OF AN ACCIDENT, ILLNESS OR INJURY

- During the school day, first aid will be administered by all qualified staff within school.
- The main role of staff is to give help with common injuries and illnesses, and those arising from specific hazards at school.
- The Reception cloakroom/Buttercup Classroom/Acorn Classroom will be used for

treatment of minor injuries at break times.

- All staff must follow basic hygiene procedures and take precautions to avoid infection.
- Staff must use PPE when dealing with bodily fluids and disposing of dressings and equipment.

## 8. EMERGENCY PROCEDURES IN THE EVENT OF AN ACCIDENT, ILLNESS OR INJURY

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.

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

In the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of basic first aid, then they should arrange for the injured person to access appropriate medical treatment without delay.

Where the 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 or, if this is appropriate – speak with parents about getting someone to take the accident victim(s) to a doctor or to a hospital. Moving 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 the injured person(s) from the scene.
- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatized, in spite of 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 School Business Manager
- The Headteacher or most Senior Leader in the event of the Head's absence from school.
- The parent/carer of the injured person(s).

## 9. REPORTING ARRANGEMENTS

In the event of an incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.

Parents must be informed in writing via the Medical Tracker of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop. All pupils who have received a bump to the head must be given a yellow wristband so that all staff are aware of the injury and know to watch out for signs of delayed concussion.

In the event of a serious injury or an incident requiring emergency medical treatment, Tornedale will telephone the pupil's parents as soon as possible. Office staff and class teachers have access to Bromcom where emergency contact information is stored.

All first aid incidents should be recorded on Medical Tracker and a notification email sent to at least one parent on the emergency contact list. There is a separate head bump notification email that needs to be sent to parents to advise of concussions symptoms to watch out for.

Where a child has a serious injury, the staff member should inform the School Business Manager or Headteacher who will decide whether parents should be contacted immediately.

## 10. EDUCATIONAL VISITS AND OFF-SITE EVENTS

Before undertaking any out of the local area off-site events, the Visit Lead will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved using the online Exeant reporting system. This will be reviewed by the Education Visits Coordinator before the event is organized. Please refer to the Educational Visits Policy for more information about the school's educational visit requirements.

Visits organized within the local area will also need to be risk assessed for first aid provision and approved by the Education Visits Coordinator.

## 11. ILLNESS

When a child becomes ill during the school day, the parents/carers will be contacted by the School Admin Office and asked to collect their child from school as soon as possible. All incidents of a child feeling unwell should be recorded on the Medical Tracker with a notification sent to parents.

A quiet area within the classroom will be set aside for their withdrawal and for pupils to rest whilst they wait for their parents/carers to arrive to pick them up. Pupils will be monitored by classroom staff during this time.

## 12. CONSENT

Parents/Carers will be asked to complete an online form before they start Tornedale which will detail any allergies and medical conditions and includes emergency contact information. This information will be recorded on Bromcom and Medical Tracker. Parents will be asked to review the information held on Medical Tracker to ensure that it is correct.

Staff will 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 whilst having the best interests of the child in mind.

## 13. MONITORING AND REVIEW

This policy will be reviewed every two years, or when changes to policy/procedures are made, in conjunction with Leger Education Trust and any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarize themselves with this policy as part of their induction programme.