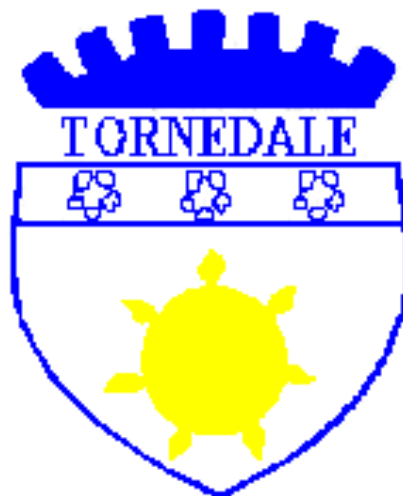


Rossington Toredale Infant School

First Aid Policy

Important coronavirus (COVID-19) update

We have added [Appendix 1](#) to this policy, which provides details on managing first aid procedures during the coronavirus (COVID-19) pandemic.



Date procedure ratified:	June 2020	March 2022	
Date for next review:	June 2021	March 2023	
Signed by Chair of Governors:	09/06/2020 Jenny Purcell		
Signed by Headteacher:	09/06/2020 Lisa Almunshi		

Tornedale Infant School

First Aid Policy

Statement of intent

Tornedale Infant 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.

This policy aims 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.

1. Legal Framework

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 Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2021) 'Statutory framework for the early years foundation stage'
- DfE (2022) 'First aid in schools, early years and further education'

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Managing Medicines and Medical Conditions in School
- Infection Control Policy
- IGF: Records Management Policy
- Behaviour Policy
- Child Protection Policy
- Safeguarding Policy
- Lone Worker Policy
- Educational Visits Policy

2. Roles and Responsibilities

The Governing Body is responsible for:

- the overarching development and implementation of this policy and all corresponding procedures.
- ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, eg, educational visits or parents' evenings.

- ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- ensuring that adequate equipment and facilities are provided for the school site.
- ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

The Headteacher is responsible for:

- the development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policies and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school's first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing body.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.

- Keeping up to date with government guidance relating to first aid in schools.

The School Business Manager is the school's appointed first aid person and is responsible for:

- Overseeing the school's first aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first aid equipment, eg, restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency
 - Cardiopulmonary resuscitation
 - First aid for the unconscious casualty
 - First aid for the wounded or bleeding
 - Maintaining injury and illness records as required.

3. First Aid Provision

Tornedale will routinely re-evaluate its first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile.
- 6 safety pins
- 6 medium sized individual wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of the first aid boxes, including any mobile first aid boxes for offsite use - these will be frequently checked and restocked 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:

- Every classroom
- School Office
- Baking Room
- Store Cupboard for off-site use

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.

Tornedale will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within school before their certificate expires.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager.

Each classroom's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The School Business Manager will be responsible for maintaining supplies.

The current first aid appointed person(s) are:

Name	Position	Date of first aid qualification
Amanda Blakey	School Business Manager	17/02/2022
Kate Wyllie	HLTA/Mental Health First Aider	05/02/2020

Tornedale will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

In line with government guidance, and taking into account staff to child ratios, the school will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.

All staff member will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, Tornedale will follow the criteria laid out in the government guidance, considering the individual's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Availability to respond immediately to an emergency

Tornedale will ensure that all staff have an awareness of mental health issues and can recognise warning signs of mental ill health, have the skills required to approach and support someone whilst keeping themselves safe. Two members of staff are being trained as Mental Health First Aiders.

Pupils will be supported in accordance with the school's *Mental Wellbeing Policy*.

5. Automated External Defibrillators (AEDs)

Tornedale's nearest AED is located at the staff entrance to *Mini Me'Zzz* (former school bungalow). A key to access this AED is located in the school office with an additional key in the *Headteacher's Office*.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. *General guidance to promote the use of AEDs will be reviewed and issued to staff annually.*

6. Accommodation

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room is close to a wash basin and toilet. The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to lay the individual down with room for the first aider to work on them as necessary.
- Have washable surfaces and adequate heating, ventilation and lighting
- Be kept clean, tidy, accessible and available for use at all times when employees are at work
- Be near a sink with hot and cold running water
- Be positioned as near as possible to a point of access for transport to hospital.
- Displays a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders.

7. Emergency Procedures

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, a 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.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will 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 arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator - this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parents as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil's parents will be contacted to take the child to hospital. If

required a first aider will sit with the pupil in the back seat and attend to their medical needs.

- School will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried, or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

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

- The headteacher.
- The victim(s)'s parents.

8. Reporting Accidents and Record Keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parents as soon as possible. Parents will be informed in writing or any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts is kept in the school office.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given - this will include:

- The date, time and place of the incident
- The name and class of the injured or ill person
- Details of the injury or illness and what first aid was given

- Details of what happened to the person immediately afterwards, eg, whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

The Headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the Records Management Policy.

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.

The school will take a first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

Additionally, the school will ensure when using coaches and minibuses they take a first aid kit which contains:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage that is not less than 7.5 cm wide
- 2 triangular bandages

- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings that are not less than 15 x 20 cm
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair of non-rusted blunt-ended scissors.

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

10. Storage of Medication

All medicines will be stored securely and appropriately in accordance with individual product instructions. Medicines will be stored in the original container 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.

All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, eg, an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an individual healthcare plan 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.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

11. Illnesses and Allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

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.

Where a pupil has an allergy, this will be addressed via the school's *Managing Medicines and Medical Conditions Policy*.

The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

12. Consent

Parents will be asked to complete and sign a data collection form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions - these forms will be updated at the start of each school year.

Staff will 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.

13. Monitoring and Review

This policy is reviewed annually by the governing board, 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.

First Aid Procedures During the Coronavirus (COVID-19) Pandemic

Statement of intent

The school aims to act in accordance with the First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes infection control guidelines during the coronavirus (COVID-19) pandemic. This appendix sets out what additional actions the school is taking.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

1. Legal Framework

This appendix has due regard to the relevant statutory guidance, including, but not limited to, the following:

- HSE (2021) 'First aid during the coronavirus (COVID-19) pandemic'
- DfE (2022) 'Schools coronavirus (COVID-19) operational guidance'

The policy is implemented in conjunction with the following school policies:

- Infection Control Policy
- First Aid Policy

2. Enforcing new procedures

The school has carried out a risk assessment specific to the provision of first aid during the coronavirus pandemic, taking into account factors such as the needs of clinically vulnerable individuals. The school has also undertaken a needs assessment to inform any changes to first aid provision, including the number of first aiders needed on site.

These risk assessments are periodically reviewed and kept up-to-date in line with changes to government guidance.

The school ensures that additional first aid procedures are communicated effectively to all pupils. Staff are informed about their legal responsibilities

regarding first aid and the additional procedures in place. The school informs parents of any changes to provision outlined in this policy.

The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in [section 1](#) of this policy must be followed.

All first aiders shall be informed of the results of the risk assessment to ensure that they are confident with providing the right assistance, including knowing what equipment they can use to minimise the risk of infection transmission.

3. Social distancing and infection control measures

The government has removed the requirement to maintain social distancing in most workplace situations; however, when administering first aid, the school's first aiders act in line with the following precautions:

- wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser;
- dispose of any waste in a suitable bin;
- ensure frequently touched surfaces and equipment have been cleaned and disinfected before use;
- keep a safe distance from others, where practicable;
- Minimise the time they share a breathing zone with the casualty;
- limit the number of people administering first aid in each incident;
- ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.

No additional PPE is needed to deliver first aid to individuals who do not have coronavirus symptoms. If an individual requiring first aid has symptoms or coronavirus, appropriate PPE is to be worn by the first aider.

3. First aiders

The school ensures that there is a minimum of two trained first aiders on site during school hours and there is a minimum of two trained first aiders on site for the duration of any wrap-around care provision, eg, breakfast club.

Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.

Where cover must be arranged, the school ensures that:

- adequate cover is in place before the member of staff leaves the premises.
- in the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures;
- symptomatic individuals strictly do not administer first aid; and
- alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, eg, high-risk activities are suspended.

The school ensures that the needs of first aiders who are clinically vulnerable have been taken into account as part of its risk assessments and that no clinically vulnerable first aider engages in close-contact first aid where they are not supported to do so safely by these risk assessments, or where there is another suitably trained staff member available to undertake the first aid instead.

4. First aid training

First aiders' training is kept up-to-date.

If first aiders are unable to get face-to-face refresher training during the coronavirus pandemic, HSE supports the use of online refresher training to ensure their skills are kept up-to-date. The practical elements of First Aid at Work, Emergency First Aid at Work and requalification courses are taken face-to-face by first aiders.

If a member of staff could not complete their first aid training due to the pandemic, they are able to restart at a later date so long as:

- There is a full recap of the training delivered before the pandemic prior to moving onto undelivered modules.
- The training provider is satisfied the staff member can display:
 - A full understanding of all aspects of the course content

- The knowledge and competencies required at the end of the training.

5. Emergencies

Accidents and emergencies are managed in line with section 6 of the First Aid policy.

When administering emergency first aid, social distancing restrictions do not apply; however, clinically vulnerable first aiders are offered PPE when administering close-contact emergency first aid.

A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk. Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

In the case that someone becomes seriously ill and CPR is required, the responding staff member should adhere to the following procedures:

- Call 999 immediately - tell the call handler if the patient is exhibiting any coronavirus symptoms
- If a portable defibrillator is available, ensure that it is used by someone who has been trained to operate it.
- Before starting CPR, use a cloth or a towel to cover the patient's mouth and nose, whilst still permitting breathing to restart following successful resuscitation.
- Use PPE, including a fluid-repellent face covering, disposable gloves, eye protection and an apron or other suitable covering.
- Deliver CPR by using chest compressions and a defibrillator, if available and appropriate - do not use rescue breaths.
- After delivering first aid, ensure that any disposable items are discarded, and reusable items are thoroughly cleaned.
- Wash hands thoroughly with warm, soapy water

6. Monitoring and review

- 8.1. This appendix is reviewed by the headteacher in reaction to any new government advice and at least every term.
- 8.2. Once the school resumes regular activity, and if deemed appropriate by the headteacher, all sections within this appendix will expire.