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First Aid Policy

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1. Our Mission and Rationale

At St John Fisher Catholic Primary School, we are committed to providing a safe, secure and caring environment in which every member of our school community can flourish. We recognise our responsibility to safeguard the health, safety and wellbeing of our pupils, staff, parents, visitors and anyone else using our school premises.

Our Catholic mission calls us to stand united in faith with the courage to build a loving world of truth, justice, peace and wisdom. We believe that every individual is created in the image of God and should be treated with dignity, compassion and respect. This is reflected in the way we care for those who are injured or become unwell, ensuring that they receive timely assistance, reassurance and appropriate medical attention.

The purpose of this policy is to establish clear arrangements for the provision and administration of first aid throughout the school. It outlines the responsibilities of staff, the role of trained first aiders, procedures for responding to medical emergencies and arrangements for ensuring that appropriate first aid is available during the school day and on educational visits.

We recognise that prompt and appropriate first aid can help prevent minor injuries from becoming more serious, provide reassurance to children and adults and, in an emergency, save lives.

2. Aims and Objectives

This policy aims to:

- Ensure that appropriate first aid provision is available whenever pupils, staff and visitors are on the school premises or participating in school-organised activities.
- Ensure that staff understand their responsibilities when responding to an accident or medical emergency.
- Ensure that pupils and adults receive appropriate first aid from suitably trained personnel.
- Maintain an appropriately trained team of first aiders and ensure that their qualifications remain up to date.
- Ensure that first aid equipment, medication and facilities are suitably maintained and readily accessible.
- Establish clear procedures for contacting parents, carers and emergency services.

- Ensure that pupils with medical conditions receive appropriate support in accordance with their Individual Healthcare Plans.
- Promote a culture in which the health, safety and wellbeing of everyone in our school community are prioritised.

3. Scope

This policy applies to all pupils, staff, parents, visitors, volunteers and contractors who are on the school premises or participating in activities organised by St John Fisher Catholic Primary School.

It applies during the normal school day, before-school and after-school activities, educational visits, sporting events and any other activities organised by the school.

The policy should be read alongside the school's Accident Policy, Health and Safety Policy, Supporting Pupils with Medical Conditions Policy, Administration of Medicines arrangements and Educational Visits Policy.

4. Responsibilities

The Governing Body

As the employer of staff at this voluntary aided maintained school, the Governing Body holds overall responsibility for ensuring that appropriate first aid arrangements are in place.

This includes ensuring that suitable equipment, facilities and trained personnel are provided, that the school's first aid needs are assessed and that appropriate procedures are established to protect the health and safety of pupils, staff and visitors.

The Headteacher

The Headteacher is responsible for overseeing the implementation of this policy and ensuring that effective first aid arrangements operate throughout the school.

This includes ensuring that an appropriate number of trained first aiders are available, that staff are aware of first aid procedures, that equipment and medication storage arrangements are maintained and that appropriate arrangements are in place for educational visits and other activities outside the school premises.

The Headteacher will also ensure that first aid provision is reviewed regularly and that any identified gaps in training, equipment or provision are addressed.

Designated First Aiders

Designated first aiders are responsible for providing appropriate first aid within the limits of their training and competence. They should respond promptly when called, assess the injured or unwell person, administer appropriate first aid and seek further medical assistance where necessary.

Only designated, trained first aiders may administer first aid. Following an accident, the designated first aider is responsible for ensuring that the incident and any first aid administered are accurately recorded in the school's carbon-copy accident book.

First aiders must also ensure that any concerns requiring further attention are communicated to the appropriate member of staff.

All Staff

All staff have a responsibility to act promptly and appropriately when a pupil or adult requires first aid. Staff should familiarise themselves with the school's first aid arrangements, including how to contact a designated first aider and where first aid equipment is located.

Staff who are not designated first aiders must summon a trained first aider when first aid is required. They must not administer first aid beyond their training or authorisation. In an emergency, staff should follow the instructions of the emergency services and take appropriate immediate action to protect life while assistance is being obtained.

Staff should never knowingly leave a pupil who requires urgent medical attention without appropriate supervision or support.

5. First Aid Provision and Trained Personnel

The school has a large team of trained first aiders to ensure that appropriate assistance is available throughout the school day.

All designated first aiders have undertaken paediatric first aid training and have also received training in anaphylaxis and allergies. This ensures that staff are equipped to respond to the range of injuries and medical emergencies that may arise in a primary school setting.

The school's trained first aiders are:

- Elaine Sanni
- Caroline Lewis
- Claire Hodkin
- Kelly West
- Hongzhu Li
- Maria Fawcett
- Caron Conningale
- Karin Brady
- Dawn Keto-Edwards
- Esther Idowu
- Eli Nunes
- Wendy Clarke
- Chloe Colgrave
- Janet Baldwin
- Kim Holloway
- Anna Bennett
- Lynsey Baulch
- Kelly Garrett

The school will maintain records of first aid qualifications and monitor renewal dates to ensure that training remains current. Refresher training will be arranged as necessary.

The large team of trained first aiders enables the school to maintain appropriate cover across the school day, including breaktimes, lunchtimes and periods when individual members of staff may be absent or undertaking other duties.

The Main Office acts as the school's main first aid station and is the central point for coordinating first aid assistance. Staff who require a first aider should contact the Main Office, where assistance can be arranged promptly.

All staff should be familiar with the identity of trained first aiders and know how to summon assistance in an emergency.

6. First Aid Facilities and Equipment

The school provides dedicated facilities and equipment to support the administration of first aid and the care of pupils who are injured or unwell.

Main Office

The Main Office is the central first aid station. The school maintains a designated medical cupboard in this area, where important medical information and pupil medication are stored.

Pupil medical bags are kept in the filing cabinet in the Main Office. Pupils' asthma inhalers and other prescribed medication are also stored here.

Prescribed adrenaline auto-injectors are kept in the same designated medical storage area. These are not locked away, ensuring that they can be accessed quickly in an emergency. Their location must be known to relevant staff, and they must remain readily accessible to those who may need to administer them.

Individual Healthcare Plans are also held in the Main Office, ensuring that important medical information is available to staff when required.

First Aid Kits

The Main Office is the main first aid station. Additional first aid kits are located in the toilet cabinets leading to both playgrounds, allowing staff to access first aid supplies quickly when accidents occur outside.

First aid kits will be checked regularly to ensure that they are appropriately stocked, clean and that items remain within their expiry dates. Used or expired items will be replaced promptly.

Staff should inform the appropriate person when equipment has been used or when supplies need replenishing.

Medical Room

The school has a dedicated medical room for the assessment, treatment and care of pupils who are injured or unwell. The room has a sink and provides an appropriate space for first aid to be administered in a private and suitable environment.

Additional facilities include a disabled toilet and a shower in the staff ladies' toilets, which can be accessed where necessary to support appropriate personal care and hygiene arrangements.

Staff must ensure that the medical room is kept clean, tidy and ready for use. Following treatment, any surfaces or equipment used must be cleaned appropriately.

7. Individual Healthcare Plans and Medical Information

The school recognises that some pupils have medical conditions which require specific support, treatment or emergency intervention during the school day.

Individual Healthcare Plans (IHPs) are maintained for pupils who require them. These plans provide important information about a pupil's medical condition, symptoms, medication, treatment requirements and the action staff should take in an emergency.

Individual Healthcare Plans are held in the designated medical cupboard in the Main Office, where they can be accessed by relevant staff when required. Each class also has a clearly labelled medical basket containing the relevant children's medication and care plans.

This arrangement ensures that staff can access the information and medication required to support pupils throughout the school day.

Staff must familiarise themselves with the medical needs of pupils in their care and understand the arrangements outlined in their Individual Healthcare Plans. Where a pupil has a specific medical condition, relevant staff must know how to recognise symptoms, when to seek medical assistance and how to access prescribed emergency medication.

The school will ensure that medical information is shared appropriately with staff who need it to support a pupil safely, whilst maintaining confidentiality.

Where staff have concerns about a pupil's medical needs, or are unsure about the arrangements in place, they should speak to Anna Bennett, Kelly Garrett or Kim Holloway.

8. Administration and Storage of Medication

The school recognises the importance of ensuring that pupils who require medication during the school day are supported safely and appropriately.

The administration of prescribed medication is separate from the provision of first aid. Medication may be administered by appropriately authorised staff in accordance with

the school's medicines procedures, parental consent and the pupil's Individual Healthcare Plan, where applicable. This does not authorise staff who are not designated first aiders to administer first aid.

Medication must only be administered in accordance with the school's arrangements and by staff who are authorised to do so. Staff must ensure that they understand the relevant instructions and any requirements outlined in the pupil's Individual Healthcare Plan before administering medication.

Medication must be stored in the designated areas and in accordance with the manufacturer's instructions and the school's medicines procedures. Medication must be clearly labelled and accessible to authorised staff when required.

Pupils' medication is stored in the Main Office, with individual medical bags and class medical baskets used to ensure that the necessary medication and healthcare information can be accessed when needed.

Emergency medication, including prescribed adrenaline auto-injectors, must remain readily accessible and must never be stored in a way that could delay its use in an emergency.

Staff must check that medication is within its expiry date and report any concerns about supplies, storage or missing medication to the appropriate member of staff.

Where medication is administered, this must be recorded in accordance with the school's medication recording arrangements.

Medication must not be administered to a pupil unless the necessary consent, authorisation and instructions are in place.

9. Responding to an Injury or Medical Emergency

The immediate priority when someone is injured or becomes unwell is to ensure their safety and obtain appropriate assistance.

Where an accident or medical emergency occurs, staff should contact a designated first aider immediately. The first aider will assess the situation, provide appropriate treatment within the limits of their training and determine whether further medical assistance is required.

Where an individual appears seriously unwell or has sustained a potentially serious injury, an ambulance must be called by dialling 999. Staff must not delay seeking emergency assistance while attempting to contact parents or carers.

A member of the Senior Leadership Team should be informed of any serious incident as soon as possible. Where an ambulance is called, arrangements should be made for someone to meet the ambulance and direct emergency personnel to the injured person.

A member of staff should remain with the injured person, providing reassurance and monitoring their condition until further assistance arrives.

Where an emergency involves a pupil, parents or carers must be contacted as soon as reasonably practicable. Where necessary, a member of staff will accompany the pupil to hospital until a parent or carer arrives, ensuring that appropriate arrangements are made for the supervision of the remaining pupils.

Staff must follow the advice of emergency services and must not attempt to move an individual who may have sustained a serious injury unless they are in immediate danger.

10. Head Injuries and Other Significant Injuries

All head injuries must be taken seriously, regardless of how minor they may initially appear.

A first aider must assess the pupil and provide appropriate first aid. The Main Office will contact parents or carers by telephone following every head injury, including those that initially appear minor.

Parents and carers will also be contacted following other significant injuries, including serious cuts or injuries where further attention or monitoring may be required.

The accident / incident white slip will also be sent home to provide parents and carers with a written record of the treatment administered.

Where a pupil displays signs of a serious head injury, including loss of consciousness, a seizure, repeated vomiting, confusion, unusual drowsiness or any other concerning symptoms, an ambulance must be called immediately.

Where there is any concern about a pupil's condition, appropriate medical advice should be sought. Staff must follow the advice of emergency services and must not leave a pupil who has sustained a potentially serious head injury unattended.

Further information about recording accidents and communicating with parents and carers is provided in the school's Accident Policy.

11. Anaphylaxis and Allergic Reactions

The school recognises that allergic reactions can vary in severity and that anaphylaxis is a potentially life-threatening medical emergency requiring an immediate response. All designated first aiders have undertaken anaphylaxis and allergy training. Staff must also familiarise themselves with the needs of pupils who have known allergies and understand the arrangements outlined in their Individual Healthcare Plans.

Prescribed adrenaline auto-injectors are kept in the designated medical storage area in the Main Office and are not locked away, ensuring that they can be accessed quickly in an emergency.

Where a pupil experiences a suspected anaphylactic reaction, staff must act immediately in accordance with their training and the pupil's Individual Healthcare Plan. An adrenaline auto-injector should be administered without delay by an appropriately trained and authorised member of staff, following the relevant instructions.

An ambulance must always be called following the administration of an adrenaline auto-injector for suspected anaphylaxis, even if the pupil appears to recover.

Staff must remain with the pupil, monitor their condition and follow the instructions of the emergency services. Parents or carers must be contacted as soon as possible, without delaying emergency treatment.

The school will ensure that relevant staff are aware of pupils' allergies and that appropriate arrangements are in place to reduce the risk of exposure to known allergens.

12. First Aid and Medical Records

All first aid administered by designated first aiders must be accurately recorded in the school's carbon-copy accident book. The record must include the pupil's name, the date and time, the location and circumstances of the accident, the nature of the injury, the first aid administered and the name of the first aider completing the record.

The school operates a carbon-copy recording system for pupil accidents. Following completion of the accident record, the copies are distributed as follows:

- **White copy:** Sent home with the child in their book bag to inform parents or carers of the accident, the injury sustained and any first aid administered.
- **Yellow copy:** Handed to the school office, where it is retained for the school's accident records.

The school office collects and files the yellow copies on a weekly basis. These records provide the basis for the school's weekly monitoring and subsequent half-termly accident log and analysis.

Accidents involving members of staff are recorded separately in the school's staff accident book. Accidents involving visitors, parents, volunteers and contractors are also recorded in accordance with the school's Accident Policy.

Where medication is administered, this must be recorded separately in accordance with the school's medication recording arrangements.

All first aid and accident records must be completed accurately and stored securely. Information will only be shared with staff who need access to it to fulfil their responsibilities and support pupils safely.

Further information about accident reporting, investigation and monitoring is provided in the school's Accident Policy.

13. First Aid During Educational Visits

The school recognises that appropriate first aid arrangements must be in place whenever pupils and staff take part in activities away from the school premises.

The member of staff leading an educational visit is responsible for ensuring that suitable first aid arrangements have been considered as part of the visit planning and risk assessment process. This includes ensuring that an appropriately trained first aider accompanies the visit or that suitable alternative first aid arrangements are in place. This will include identifying the first aid provision required for the activity, the location, the duration of the visit and the medical needs of the pupils attending.

A suitably stocked first aid kit must be taken on educational visits, together with any necessary individual medication and emergency healthcare information.

Staff should ensure that they know how to contact emergency services and that appropriate arrangements are in place for communicating with the school in the event of an accident or medical emergency.

Where a pupil requires emergency medical attention, staff must prioritise obtaining appropriate treatment and contact the school and parents or carers as soon as reasonably practicable.

For residential visits or activities involving additional risks, first aid arrangements must be considered carefully and appropriate provision established before the visit takes place.

14. Refusal of First Aid

Where an adult refuses first aid, their decision should be respected where they have the capacity to make that decision. Staff should explain the assistance available and encourage the individual to seek medical attention where appropriate.

Where a pupil refuses first aid, staff should respond sensitively, reassure the child and explain why assistance may be necessary. The child's parent or carer should be informed where appropriate, particularly where an injury may require further attention.

If there is a concern that a pupil may be seriously injured or unwell, staff must seek advice from a first aider and take appropriate action to safeguard the child's welfare. Emergency services should be contacted where necessary.

15. Monitoring and Review

The Headteacher will monitor the effectiveness of the school's first aid arrangements to ensure that provision remains appropriate and responsive to the needs of the school community.

This will include reviewing the availability of designated first aiders, monitoring training and qualification renewal dates, ensuring that first aid equipment and facilities are maintained and considering whether changes to the school environment, pupil population or activities require adjustments to first aid provision.

The school's accident recording and monitoring arrangements will inform the review of first aid needs. Accident records are collected and filed by the school office on a weekly basis. These records inform the school's half-termly accident log and analysis, which are reviewed by the Headteacher and reported to the Governing Body through the appropriate governance arrangements.

This enables the school to identify patterns in the types and locations of injuries, consider whether existing first aid provision remains appropriate and identify any areas where additional training, equipment or preventative measures may be beneficial.

The school's first aid needs assessment will be reviewed regularly and following significant changes to the premises, staffing, pupil population or activities undertaken.

This policy will be reviewed annually, or sooner where changes to legislation, guidance or school procedures make a review necessary.

16. Related Policies and Guidance

This policy should be read alongside:

- Health and Safety Policy.
- Accident Policy.
- Supporting Pupils with Medical Conditions Policy.
- Administration of Medicines arrangements.
- Safeguarding and Child Protection Policy.
- Educational Visits Policy.
- Risk Assessment arrangements.

17. Legislation and Guidance

This policy has been developed with reference to:

- Health and Safety at Work etc. Act 1974.
- Health and Safety (First Aid) Regulations 1981.
- Management of Health and Safety at Work Regulations 1999.
- School Premises (England) Regulations 2012.
- Department for Education: First Aid in Schools, Early Years and Further Education.
- Department for Education: Supporting Pupils at School with Medical Conditions.
- Health and Safety Executive: First Aid at Work - Guidance on Regulations