

BEREWOOD PRIMARY SCHOOL



First Aid Policy

Summer 2025

Revised by School	May 2025
Responsible Person	Headteacher
Responsible Committee	Full governing body
Ratified by GB	May 2025
Next Review	Summer 2026



BEREWOOD PRIMARY SCHOOL

A distinctive vision

At Berewood Primary School we see education as a journey of discovery to fire the imagination, to establish a sense of self, and to gain the confidence to take full part in the wider world.

An ethos of local partnership

Berewood Primary School and the University of Chichester Academy Trust share the belief that education has the power to transform society. Our school is deeply rooted in its locality and encourages the involvement and interest of parents and the community, recognising that strong and vibrant communities have partnership and inclusion at their heart.

FIRST AID POLICY

Policy Statement

Berewood Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Berewood Primary School is held by Mrs Megan Carter, headteacher, who is the responsible manager.

All first aid provision is arranged and managed in accordance with HCC Corporate First Aid Policy.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 - The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site

- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Appointed Persons

At Berewood Primary School the head teacher is the appointed person.

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the minimum legal requirement is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Emergency First Aiders *(Those completing the HSE approved 1-day emergency first aid course)*

At Berewood Primary School most staff are trained in emergency first aid at work.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

Paediatric First Aid Trained Staff

At Berewood Primary School there are 9 paediatric first aid trained members of staff. A list of who holds this qualification and renewal date for training is held by the Deputy Headteacher.

Paediatric first aid trained staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

First Aid Kits

Our First Aid Needs Assessment has identified the following first aid kit requirements:

First aid kits on the premises

- The main first aid kit is situated in the medical room
- A first aid kit is used for break times and is kept in the cupboard by the main playground doors (KS2 corridor)
- Each classroom has a first aid kit
- Two travel first aid kits are stored in the medical room ready for use off-site
- An emergency first aid grab bag is stored in the Headteachers office ready for use off-site.

It is the responsibility of classroom staff to regularly check the contents of the first aid kits in the classrooms and playground kit and replenish when needed. The qualified first aiders will also check the contents of all first aid kits termly and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the medical room.

The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.

A lockable medical fridge is stored in the main office.

Emergency arrangements

Most injuries at Berewood Primary School occur at break times. At break times there is a member of staff on first aid duty. The first aid breaktime station is by the main playground doors. Any child who is hurt at play time reports to this member of staff first. If the accident is more serious, then they are sent to the office to receive treatment from the Paediatric first aid trained staff. If an injury is more serious, the first aid staff will be summoned to the incident. Upon arrival at the incident the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is the school's policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital
- requires a head bump letter

If an incident requires minor first aid treatment (e.g. small cut/graze), then a School Accident Report Slip is completed. One copy is retained by the school and the other is sent home with this child. If the nature of the incident is considered to be more serious, then our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy is to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will

accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Record keeping

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

The accident books for children and for adults are kept in each classroom, there is also one in the office and one is available for use at break times for more minor injuries.

More significant injuries may need to be reported to RIDDOR, and are reported through the HCC on line reporting form in the first instance.

Monitoring, Evaluation and Review

This policy will be reviewed by the full Governing Body annually



First Aid Policy - appendices

Medicines in School

School staff do not have a statutory duty to give medicines or medical treatment. However medicines will be administered to enable the inclusion of pupils with medical needs and to enable regular attendance of all pupils. Furthermore, in an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.

Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may either call into school and administer the medicine to their child or they may request that a member of school staff administers the medicine. When school staff administer medicines, the parent must supply the medicine in the original pharmacist's container to the school office and must complete a 'Request for school to administer medicine' form (available from school office). On no account should a child come to school with medicine if he/she is unwell, and any parent who asks a teacher to administer a medicine must ask the parent to speak with school office staff.

Non-prescription Medicines

Non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration. Non-prescription travel sickness medication will be administered by staff providing they are supplied in the original packaging and accompanied by a 'Request for school to administer medicine' form (available from the school office). In some special instances, other non-prescription medication may be administered by staff (e.g. pain relief medication), but only after approval from the Headteacher and following completion of a 'Request for school to administer medicine' form. All medication must be suitable for the pupil's age. It must be supplied by the parent (not the school) and must be in its original packaging, with manufacturer's instructions included. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form. The medication will be stored and administration recorded as for prescription medicines.

Pupils with Long-term or Complex Medical Needs

Parents or carers should provide the head teacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents, head teacher, local authority allocated school nurse and other relevant health professionals as appropriate to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will

be documented in a Health Care Plan. Guidance on the four most significant chronic conditions (asthma, epilepsy, diabetes and anaphylaxis) is provided in Managing Medicines in Schools and Early Years Settings and arrangements will be agreed in accordance with this guidance.

Asthma

In accordance with guidance in Managing Medicines in Schools and Early Years Settings, the school has developed its own asthma policy.

Pupils taking their own medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. The most common condition where this applies is asthma and reference should be made to the school's Asthma Policy. For other conditions, appropriate arrangements for medication should be agreed and documented in the pupil's health care plan and parents should complete a 'Request for child to carry own medicine form'.

Staff Training

The school ensures that staff who administer medicine are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, epi-pens, insulin. Training in the administration of specific medicines is supported by HCC and must be completed by trainers with appropriate qualifications. Records are maintained of all training completed by staff.

Storage and Access to Medicines

All medicines apart from emergency medicines (inhalers etc) are kept in a locked drawer. Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored and who holds the key. In the event that a pupil requires an emergency medication that must be locked away, staff will be fully briefed on the procedures for obtaining the medication in an emergency.

Emergency medicines, such as inhalers, are kept in a clearly identified container in his/her classroom. Staff ensure that emergency medication is available to hand during outside PE lessons and that it is taken on educational visits.

Medicines that require refrigeration are kept in the medical fridge, clearly labelled in an airtight container.

Record Keeping

For legal reasons records of all medicines administered are kept at the school until the pupil reaches the age of 24. This includes medicines administered by staff during all educational visits.

Emergency Procedures

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Health Care Plan, the emergency procedures detailed on the plan are followed, and a copy of the Health Care Plan is given to the ambulance crew. Instructions for calling an ambulance are displayed prominently by the telephone in the school office.

If an ambulance is not available then advice will be taken by the operator or first aider from the qualified medical professional with regards to whether or not the pupil needs to be transported more urgently in a member of staff's vehicle to the nearest accident and emergency department. In such cases verbal consent will be sought from the parent/carer and the school will ensure that the member of staff has appropriate business insurance in place before the journey takes place. At least two members of staff should accompany the pupil in a private vehicle at all times.

Educational Visits

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure to complete a consent form (available from the school office) and to supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication and paracetamol) cannot be administered by staff and pupils must not carry them for self-administration unless pre-approved by the Headteacher.

Pupils with medical needs shall be included in all educational visits. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (as appropriate) can be put in place for the visit.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

Non Prescription Medicines on Residential Visits

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan.

Occasionally it may be necessary to administer paracetamol to pupils suffering acute pain from things like migraine, period pain, toothache or anti-histamine medication for an allergy such as hay fever. Parents must give written consent prior to the residential visit using a, 'Request for school to administer medicine' form before paracetamol or anti-histamine medication can be given. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form.

The school will keep its own supply of standard paracetamol tablets/medicine for administration to pupils during a residential visit. The medication will be stored and administration recorded as for prescription medicines. Pupils should not bring paracetamol (or other types of painkillers) on the residential visit for self-administration.

Travelling Abroad

Children with medical needs will be encouraged to take part in visits. The responsible member of staff will carry out a specific and additional risk assessment and a care plan will be drawn up considering parental and medical advice. Best practice would be to translate these documents to the language of the country being visited. The international emergency number should be on the care plan (112 is the EU number).