



# First Aid Policy

**Reviewed:** September 2024

**Next Review:** September 2025

## **Aim**

This policy outlines our commitment to pupils' health and well-being. First aid is the initial care of the injured or sick.

The aim is to set our guidelines for all staff in school in the administration of First aid and medication.

## **Goldsmith Primary Academy**

The Health and Safety Legislation places duty on the Academy for the health and safety of anyone who is on the premises. This includes staff, pupils and visitors.

## **Roles and Responsibilities**

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school.

## **Appointed Person**

The appointed person is someone who:

- takes charge when someone is injured or becomes ill
- looks after the first aid equipment e.g. restocking the first aid container
- ensures that an ambulance or other professional medical help is summoned when needed.

The appointed person will have emergency first aid training and refresher training as appropriate. This person will be responsible for checking the contents of the first aid box and reviewing first aid incidents during the school day. All First Aid stock should be checked frequently and re-stocked.

The appointed person for Goldsmith Primary Academy is Mrs Louise Franks.

## **The Local Advisory Board (LAB)**

The LAB has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members. The LAB will review the school's first aid policy (at least annually), and particularly after any changes.

## **The Headteacher**

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils

## **Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the Headteacher and Mrs Franks of any specific health conditions or first aid needs so relevant risk assessments can be completed
- Inform parents at the end of the school day should their child receive first aid treatment – Verbally and first aid slip
- Any significant injury or an injury that is a cause for concern where the pupils needs to either be collected or receive further medical treatment should be reported to Mrs Franks for further assessment
- Head bumps/injury – Any significant head injuries should immediately be reported to Mrs Franks where a further assessment will be completed and a decision will be made if it requires a telephone call home. NHS Head bump/injury assessment tool will be used to aid any first aid assessments. If the pupil is well and the injury is not deemed significant a parent call is not required. In this situation staff members will need to verbally inform as well as give the first aid slip to the parent/carer at the end of the school day. This includes all EYFS – Year 6 pupils excluding those with additional medical needs where a parent call has been identified as part of their medical care plan assessment. NHS Assessment tool can be found in Annex 2.

## Training

First aiders must complete a training course approved by the Health & Safety Executive (HSE).

Their main duties are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- Report significant injuries to Mrs Franks
- Complete first aid slips and inform parent/carers
- When necessary ensure that an ambulance or other professional medical help is called.

### **GOLDSMITH PRIMARY ACADEMY FIRST AIDERS**

		Emergency First Aid		Paediatric First Aid	
		Completed	Renewal	Completed	Renewal
Ayres	Sarah			11.07.2024	10.07.2027
Bailey	Amy			18.04.2024	17.04.2027
Barrett	Jessica			04.05.2022	03.05.2025
Beech	Rachel	11.07.2024	10.07.2027		
Brant	Stacie			09.07.2024	08.09.2027
Caunt	Julie	21.06.2024	20.06.2027		
Davis	Terri	07.11.2023	06.11.2026		
Firth	Beverley			09.07.2024	08.09.2027
Fleming	Emily	11.10.2023	10.10.2026		
Ford	Jody	21.06.2024	20.06.2027		
Franks	Louise			04.05.2022	03.05.2025
Gindhay	Alicia	11.10.2023	10.10.2026		
Grice	Sara	21.06.2024	20.06.2027		
Jones	Nicola			24.11.2022	23.11.2025
Jones	Samantha			24.11.2022	23.11.2025
Kennedy	Faye	21.06.2024	20.06.2027		
Leonard	Rachel			09.07.2024	08.09.2027
Longmore-Thompson	Liberty	08.09.2022	07.09.2025		
Malli	Chantalle			10.10.2022	09.10.2025
Millward	Rachel	14.11.2023	13.11.2026		
Milner	Melissa	11.10.2023	10.10.2026		
Morgan	Emma	17.11.2022	16.11.2025		
Nock	Leah	11.10.2023	10.10.2026		
Perrin	James	10.07.2023	09.07.2026		

Rogers	Tracy	21.06.2024	20.06.2027		
Sanders	Deborah	21.06.2024	20.06.2027		
Shephard	Rebecca			24.11.2022	23.11.2025
Smith	Angela			18.04.2024	17.04.2027
Stanton	Liam			24.11.2022	23.11.2025
Taylor-Janes	Sally	11.07.2024	10.07.2027		
Wakeman	Maximilian			24.11.2022	23.11.2025
Waldron	Rebecca			10.10.2022	09.10.2025
Warner	Laura	01.02.2022	31.01.2025		
Webster	Jessica	17.11.2022	16.11.2025		
Westley	Hayley			23.11.2021	22.11.2024
Wilkes	Melissa	21.06.2024	20.06.2027		
Wilson	Laura	11.10.2023	10.10.2026		
Wilton	Kelly			18.04.2024	17.04.2027

### First aid provision

A list of qualified first aiders is displayed in the designated first aid areas, the school office and staffroom.

There are the following designated areas for first aid:

1. Nursery washroom and bathroom
2. Key Stage 1 First Aid washroom
3. Key Stage 2 First Aid room

In each designated area, there is a minimum of first aid items and these would be:

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 1 reusable ice pack (instant ice pack for PE staff or trip kit)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 individually wrapped, sterile non- medicated wound dressings
- 1 pair of disposable gloves

## **First Aid Recommendation**

The Department for Education 'Advice on standards for school premises' March 2015 requires that every school has:

(a) accommodation for the medical examination and treatment of pupils; (b) accommodation for the short term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility

## **Reporting Accident & Record Keeping**

Under the reporting of injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, some accidents must be reported to the HSE.

The HSE must be notified of fatal and major injuries and dangerous occurrences immediately by telephone, or within ten days by report Form F2508IE (<https://extranet.hse.gov.uk>). Major injuries include:

- Fracture of any bone, skull or pelvis.
- Amputation of a hand or foot
- Loss of sight of an eye
- Any other injury which results in the person being admitted to hospital as an in-patient for more than 24 hours (except if the person is kept in for observation only)

All incidents, injuries and first aid treatments occurring during the school day are recorded in the relevant first aid book and must include:

- Date, place and time of incident
- Name, class of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterward
- Name and signature of the first aider or person dealing with the incident.

## **Annex 1**

First Aid procedure during COVID 19

Goldsmith Primary is operating a bubble system during the wider opening phase. Each Bubble will be allocated a designated first aid trained member of staff. First aid treatment will be given in each allocated bubble and where possible especially with older pupil's self-treatment under supervision will be encouraged.

Additional first aid amendments to the above procedure can be found below,

### **First aid provision**

A list of qualified first aiders is displayed in the designated first aid areas, the school office and staffroom.

There are the following designated areas for first aid:

1. The bubble classroom for minor injuries
2. The meeting room by the pastoral office for significant injury where a pupil is require to receive further medical treatment
3. KS2 school hall with use of the accessible toilets for pupils/staff member who are displaying symptoms of COVID-19

In each designated area there is a minimum of first aid items and these would be:

- X2 COVID 19 PPE staff member sets
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (approx. 12x12cm) individually wrapped, sterile non- medicated wound dressings
- X4 disposal ice packs
- 2 large (approx. 18x18cm) sterile individually wrapped unmedicated wound dressings
- 1 pair of disposable gloves

## Annex 1

# Head Injury Advice Sheet

Advice for parents and carers of children



## How is your child?



RED

If your child has any of the following during the next 48 hours:

- Vomits repeatedly i.e. more than twice (at least 10 minutes between each vomit)
- Becomes confused or unaware of their surroundings
- Loses consciousness, becomes drowsy or difficult to wake
- Has a convulsion or fit
- Develops difficulty speaking or understanding what you are saying
- Develops weakness in their arms and legs or starts losing their balance
- Develops problems with their eyesight
- Has clear fluid coming out of their nose or ears
- Does not wake for feeds or cries constantly and cannot be soothed

**You need urgent help**

Go to the nearest Hospital Emergency (A&E) Department or phone 999



AMBER

If your child has any of the following during the next 48 hours:

- Develops a persistent headache that doesn't go away (despite painkillers such as paracetamol or ibuprofen)
- Develops a worsening headache

**You need to contact a doctor or nurse today**

Please ring your GP surgery or call NHS 111 - dial 111



GREEN

If your child:

- Is alert and interacts with you
- Vomits, but only up to twice
- Experiences mild headaches, struggles to concentrate, lacks appetite or has problems sleeping

If you are very concerned about these symptoms or they go on for more than 2 months, make an appointment to see your GP.

**Self Care**

Continue providing your child's care at home. If you are still concerned about your child, call NHS 111 – dial 111

## How can I look after my child?

- Ensure that they have plenty of rest initially. A gradual return to normal activities/school is always recommended.
- Increase activities only as symptoms improve and at a manageable pace.
- It is best to avoid computer games, sporting activity and excessive exercise until all symptoms have improved.

[www.what0-18.nhs.uk](http://www.what0-18.nhs.uk)

This guidance is written by healthcare professionals from across Hampshire, Dorset and the Isle of Wight