



*Life in all its fullness at Compton C of E Primary School
Learning, Achieving and Flourishing Together.*

First Aid, Medical and Allergies Policy

Compton C of E Primary School

WRITTEN	21.06.2023
APPROVED BY	The Governors
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First Aid Policy Statement

The Governors and Headteacher of Compton C of E Primary School recognise their responsibilities under the Health and Safety at Work etc. Act 1974 and the Health and Safety (First-Aid) Regulations 1981 to ensure that appropriate first aid arrangements are in place for pupils, staff, volunteers and visitors.

The school is committed to providing prompt, effective and appropriate first aid in the event of illness, injury or accident and to maintaining a safe environment in which everyone can learn and work.

- The school will comply with current legislation and guidance, including: Health and Safety at Work etc. Act 1974
- Health and Safety (First-Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Department for Education guidance on First Aid in Schools, Early Years and Further Education
- Supporting Pupils with Medical Conditions at School (DfE)

First aid provision at Compton C of E Primary School is regularly reviewed to ensure it continues to meet the needs of pupils, staff and visitors.

Aims

The aims of this policy are to:

- ensure appropriate first aid arrangements are available at all times
- provide prompt and effective first aid for pupils, staff, volunteers and visitors
- ensure sufficient numbers of appropriately trained staff are available
- maintain suitable first aid equipment and facilities
- ensure accidents, injuries and illnesses are appropriately recorded and monitored
- comply with current health and safety legislation and Department for Education guidance.

Statement of first aid organisation

The school's arrangements for implementing this policy are based upon the following principles:

- The Governing Body will approve, monitor and review the school's First Aid Policy.
- The Headteacher will ensure suitable first aid arrangements are maintained throughout the school.
- The school will undertake an annual First Aid Needs Assessment and review this whenever circumstances change.
- Appropriate numbers of suitably qualified first aiders will be available during the school day, educational visits and school activities.
- All staff are expected to act appropriately in the event of illness or injury and seek assistance from a qualified first aider where necessary.
- First aid treatment provided to pupils, staff and visitors will be recorded using Medical Tracker.
- Appropriate first aid equipment and facilities will be maintained throughout the school.
- First aid training will be monitored and renewed before qualifications expire.
- Accident records will be reviewed periodically to identify trends and reduce future risks.

Arrangements for First Aid

Materials, Equipment and Facilities

The school will provide first aid materials, equipment and facilities appropriate to the needs of the school and in accordance with current Department for Education and Health and Safety Executive guidance.

The Appointed Person is currently **Delia Harding**.

The Appointed Person is responsible for:

- checking first aid stock on a regular basis
- ensuring stock are replenished promptly
- checking expiry dates of first aid materials where appropriate
- maintaining records of first aid equipment
- monitoring first aid training and renewal dates
- arranging replacement equipment where required.

Each Reception classroom has its own first aid box, which must remain clearly identified, fully stocked and readily accessible.

Each classroom throughout the school has its own first aid box, which must be remain clearly identifiable, readily accessible and fully stocked. Staff are responsible for restocking their classroom first aid box when incidents require treatment and informing the Appointed Person when stocks are required.

The school maintains a central First Aid Station located at the foot of the stairs leading from the hall. The Appointed Person is responsible for ensuring this remains fully stocked.

First aid kits used for educational visits and off-site activities will be checked by accompanying staff before each visit and restocked and returned to the central area after visits.

Following treatment, the member of staff providing first aid is responsible for ensuring that used items are replaced after all recording procedures have been completed.

Playground Provision

First aid bags/boxes are available for use during lunchtime supervision.

Staff working on the playground are responsible for checking that sufficient supplies remain available during the day and informing the Appointed Person if replenishment is required.

Automated External Defibrillator (AED)

Where an Automated External Defibrillator (AED) is provided on site, it will be clearly identified, routinely checked and maintained in accordance with the manufacturer's guidance.

Staff should send for the AED immediately if advised by the emergency services or where a casualty is suspected to be in cardiac arrest.

Compton currently has an AED located in the school reception area which is only available to the public during registered hours via The Circuit.

First Aid Responsibilities

It is the responsibility of all supervising adults to respond promptly to minor accidents and injuries within the limits of their training and competence.

Where a member of staff is not first aid trained, or is unsure how to manage an injury or illness, they should seek assistance from a qualified First Aider without delay.

A qualified First Aider must be called immediately in the event of:

- suspected fractures or dislocations
- significant bleeding
- burns requiring further assessment
- loss of consciousness
- seizures
- suspected anaphylaxis
- breathing difficulties
- any injury or illness where there is concern about the casualty's condition.

Qualified First Aiders

The school will maintain an appropriate number of qualified First Aiders to meet the needs of pupils, staff and visitors.

Current qualifications include:

First Aid at Work (3 Day)

- Delia Harding
- Olly Pound
- Julie Bates

Emergency Paediatric First Aid

- Heidi Bishop
- Megan Platt

This list will be reviewed whenever staffing changes or qualifications are renewed.

Minor Injuries

Minor injuries should be treated by the nearest competent adult.

Treatment should be limited to the member of staff's level of training and may include:

- cleaning minor wounds
- applying plasters or dressings
- applying cold compresses where appropriate
- providing reassurance to the casualty.

All treatment must be recorded on Medical Tracker where required by the school's recording procedures.

Cuts

Minor cuts should be cleaned using appropriate first aid materials and covered with a suitable sterile dressing where necessary.

More significant cuts should be assessed by a qualified First Aider.

Parent(s)/carer(s) should be informed if:

- a wound requires more than simple first aid
- there is excessive bleeding
- further medical assessment may be required
- there are concerns regarding infection or ongoing treatment.

Minor cuts should be recorded on Medical Tracker.

Where an injury results in hospital treatment or is considered a major accident, the school's major accident reporting procedures must also be followed.

Head Injuries

All head injuries, regardless of severity, will be treated seriously.

Minor bumps to the head may be managed by a competent member of staff using basic first aid, including the application of an ice pack or cold compress where appropriate. Where there has been a significant impact, visible injury, concerning symptoms, or any uncertainty regarding the severity of the injury, a qualified First Aider should be consulted without delay. Staff should never hesitate to seek advice from a qualified First Aider if they are unsure about the severity of an injury.

All head injuries must:

- be recorded on Medical Tracker;
- be communicated to parent(s)/carer(s) on the same day; and
- be monitored throughout the remainder of the school day.

Where there is any doubt regarding the severity of a head injury, or if a child displays concerning symptoms whilst at school, emergency medical assistance should be sought immediately.

Parent(s)/carer(s) should be advised to seek urgent medical attention if the child develops any of the following symptoms after leaving school:

- loss of consciousness;
- repeated vomiting;
- increasing drowsiness;
- confusion or unusual behaviour;
- severe or worsening headache;
- seizure activity;
- difficulty walking or speaking; or
- any other symptoms causing concern.

Children who have sustained a significant head injury should not return to physical activity until they have recovered and any medical advice has been followed.

Infection Prevention

Disposable gloves must be worn whenever there is a foreseeable risk of contact with blood or other bodily fluids.

Following treatment, staff should:

- wash their hands thoroughly
- safely dispose of contaminated waste
- clean any contaminated surfaces using appropriate cleaning materials
- replace used first aid supplies.

Appropriate personal protective equipment (PPE) should be used whenever necessary to reduce the risk of cross infection.

Serious Accidents and Medical Emergencies

A serious accident or medical emergency should always be referred immediately to a qualified First Aider.

Where appropriate, emergency services should be called without delay.

The Headteacher or a member of the Senior Leadership Team should be informed as soon as reasonably practicable.

Parent(s)/carer(s) will be contacted immediately if:

- emergency medical treatment is required
- the child is taken to hospital
- there is concern regarding the child's condition.

Staff should remain with the casualty until responsibility has been handed over to a parent/carers or emergency medical professional.

Medical Tracker and Accident Recording

All first aid treatment administered to pupils must be recorded on Medical Tracker as soon as reasonably practicable following the incident. Wherever possible, records will be completed within 30 minutes of the incident. Where this is not possible, the record must be completed at the earliest opportunity and must be finalised before the end of the school day.

Records should include:

- the date and time of the incident
- the name of the injured person
- details of the injury or illness
- treatment provided
- the name of the member of staff administering first aid
- details of any communication with parents/carers.

Where an injury is more serious, requires hospital treatment or emergency services attendance, the Headteacher or a member of the Senior Leadership Team should be informed immediately.

Medical Tracker records will be reviewed periodically to identify accident trends and to support improvements to health and safety across the school.

Near Miss Reporting

Staff are encouraged to report significant near misses where no injury occurred but there was the potential for harm.

These reports help the school identify hazards, reduce future risks and improve safety procedures.

First Aid and Medicine Files

Medical Tracker forms the school's primary record of first aid treatment and medication administration.

In addition, Individual Healthcare Plans (IHCPs) are held on the system for access by appropriate staff. All IHCP's are signed by parent(s)/Carer(s) which provides consent. Any additional consent forms and supporting medical documentation will be stored securely in accordance with the school's data protection procedures and will be readily accessible to staff who require them.

Administering Medicines

The school recognises that some pupils require medication to enable them to attend school safely.

Prescription medicines will only be administered where:

- written parental consent has been received;
- the medicine has been prescribed by a healthcare professional;
- the medicine is provided in its original container displaying the pharmacy label;
- the dosage instructions are clearly stated.

Non-prescription medicines will only be administered where this has been agreed within the school's procedures and written parental consent has been obtained.

Medication must be stored safely and securely in accordance with the manufacturer's instructions whilst remaining readily accessible where emergency medication may be required.

Administration of medication will always be recorded.

Parent/Carer Responsibilities

Parents/carers are responsible for ensuring that:

- all medication supplied to school is clearly labelled and in its original container;
- medication has not expired;
- sufficient medication is available in school at all times;
- replacement medication is provided before expiry;
- the school is informed immediately of any changes to medication or medical advice;
- Individual Health Care Plans (IHCP) are reviewed whenever a child's medical needs change.
- Parent(s)/carer(s) are responsible for informing the school when medication is no longer required and for collecting any medication that has expired, reached the end of a treatment course, or is no longer needed in school.

Where it is identified that medication has expired or is unavailable, the school will notify parent(s)/carer(s) as soon as reasonably practicable. However, it remains the responsibility of parent(s)/carer(s) to monitor expiry dates and ensure that appropriate, in-date medication is provided within appropriate time scales.

Individual Health Care Plans (IHCPs)

Where a pupil has a long-term medical condition, an Individual Health Care Plan will normally be completed in partnership with parent(s)/carer(s) and, wherever possible, healthcare professionals.

The plan should include:

- details of the medical condition;
- signs and symptoms;
- medication required;
- emergency procedures;
- reasonable adjustments required within school;
- contact details for parent(s)/carer(s) and relevant healthcare professionals.

IHCPs will be reviewed annually or sooner where medical needs change.

Asthma

Where a parent(s)/carer(s) informs the school that their child has a medically confirmed diagnosis of asthma, the school may request a copy of the child's asthma care plan or other relevant medical documentation to support the development of an Individual Healthcare Plan (IHCP), where appropriate.

This information helps ensure that staff are able to provide appropriate support and respond effectively in the event of an asthma-related emergency.

Parent(s)/carer(s) are responsible for ensuring that prescribed inhalers supplied to school are clearly labelled, in date and contain sufficient medication.

Inhalers should remain readily accessible throughout the school day and accompany pupils on educational visits and sporting activities where required.

Staff who supervise pupils with asthma should be familiar with the child's Individual Health Care Plan and recognise the signs of an asthma attack.

Where a pupil experiences breathing difficulties or their symptoms do not improve following the use of their prescribed inhaler, emergency medical assistance should be sought immediately.

Emergency Salbutamol Inhalers

The school maintains emergency salbutamol inhalers in accordance with the Human Medicines (Amendment) Regulations 2014.

Emergency inhalers may only be administered to pupils who:

- have written parental consent;
- have been diagnosed with asthma or another condition requiring salbutamol;
- have either forgotten their own inhaler or whose prescribed inhaler is unavailable or ineffective in an emergency.

The use of an emergency inhaler will always be:

- recorded on Medical Tracker;
- reported to parent(s)/carer(s) as soon as possible;
- followed by monitoring of the pupil until they have fully recovered or medical assistance has arrived.

If there is no improvement following administration of the emergency inhaler, or the pupil's condition deteriorates, **999** will be called immediately.

Allergies and Anaphylaxis

Pupils with severe allergies should have an Individual Health Care Plan and, where prescribed, an Adrenaline Auto-injector (AAI) available in school.

All staff will receive regular allergy awareness and anaphylaxis training, including the recognition of symptoms and the administration of adrenaline auto-injectors.

Where anaphylaxis is suspected:

- an adrenaline auto-injector should be administered immediately in accordance with the pupil's Individual Healthcare Plan;
- **999** must be called without delay;
- parents/carers should be informed as soon as possible.

The school's **Allergy Policy** should be followed alongside this policy for the management of pupils with allergies.

Other Medicines

Short-term prescription medication will only be administered where written parental consent has been provided and the school's procedures for administering medicines have been followed.

Medicines must:

- be provided in their original container;
- be clearly labelled with the child's name and dosage instructions;
- be within their expiry date.

Where emergency medication, including inhalers, is prescribed for a temporary medical condition rather than an ongoing diagnosed condition, the school will agree a review date with the parent(s)/carer(s) to determine whether the medication continues to be required in school.

Educational Visits

Appropriate first aid arrangements will be made for all educational visits in accordance with the school's Educational Visits Policy and risk assessment procedures.

The visit leader will ensure that:

- a suitable first aid kit is available;
- emergency medication accompanies pupils where required;
- Individual Health Care Plans are available where appropriate;

- emergency contact information is accessible;
- a suitably trained first aider accompanies the visit where identified through the risk assessment.

Calling the Emergency Services

Where emergency medical assistance is required, staff should dial **999** immediately.

The following information should be provided:

- the school's name and full address;
- the telephone number being used;
- the location of the casualty within the school;
- the nature of the illness or injury;
- the age of the casualty (where appropriate);
- confirmation of any treatment already provided.

A member of staff should remain with the casualty until emergency services arrive.

Where possible:

- the Headteacher or a member of the Senior Leadership Team should be informed immediately;
- parent(s)/carer(s) should be contacted without delay;
- a member of staff should meet the ambulance crew on arrival and direct them to the casualty.

Communicable illnesses

The school follows current UK Health Security Agency (UKHSA) guidance regarding infectious diseases, including exclusion periods where applicable. Parent(s)/carer(s) should inform the school if their child has a diagnosed infectious illness.

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

Where an accident, injury or dangerous occurrence meets the reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, the Headteacher (or nominated person) will ensure that the appropriate report is submitted to the Health and Safety Executive (HSE) within the required timescales.

Record Retention

First aid records, accident reports and medication records will be retained securely in accordance with the school's Data Protection Policy and Record Retention Schedule.

Information will only be shared with those who have a legitimate professional need to access it.

Monitoring and Review

The Headteacher and Governing Body will monitor the effectiveness of the school's first aid arrangements through:

- regular review of accident and incident records;
- analysis of accident trends;
- monitoring first aid training requirements;
- review of first aid equipment and facilities;

This policy will be reviewed every two years by the Governing Body, or sooner where there are changes to legislation, statutory guidance, school procedures or following a significant incident where a review is considered necessary.

