Livingstone Primary and Nursery School
First Aid Policy

First Aid Policy	
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1. Legal framework

This policy has due regard to statutory legislation, including, but not limited to the following:

- The Health and Safety (First Aid) Regulations and approved code of practice and guidance.
- Health and Safety at Work etc. Act and subsequent regulations and guidance.
- RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- DFE Supporting Pupils at School with Medical Conditions

2. Aims

All staff of Livingstone Primary and Nursery School should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.

This policy also applies to all PTA events held on school premises, both during school hours and outside of normal operating times, including inter-school sporting events. It also applies when school facilities are hired out to external organisations.

Before any use of the premises, the school requires that appropriate arrangements are in place, including the provision of qualified First Aiders and a Designated Safeguarding Lead. In addition, all necessary safeguarding checks must be completed, and valid liability insurance must be evidenced prior to approval for use of the premises.

The aim of this policy is to:

- Ensure that the school has adequate, safe and effective first aid provision in order 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 all 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 should 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 for the emergency services 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.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items is required in the boxes.
The first aiders in the school office are responsible for examining the contents of first aid boxes. These are checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.
First aid boxes are located in the medical room, in the Atrium, in the Cabin and on the Minibuses.

3. First aiders

The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.

First Aiders are responsible for ensuring that their First Aid certification remains current. This should be maintained through regular liaison with the school office staff, who act as the primary First Aiders and oversee the administration of First Aid within the school.

The First Aiders based in the school office are responsible for maintaining and replenishing First Aid supplies.

Details of the current appointed First Aid person(s) are displayed in the medical room.

4. Emergency procedure in the event of an accident, illness or injury

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. The Headteacher or next senior member of staff must be notified unless a delay is life threatening.

If called, a first aider will assess the situation and take charge of first aid administration.

In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should 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, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate – after receiving a parent's/carer's clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any children/person who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Children may need parental support to be called immediately.

When the above emergency action has been taken, the incident must be reported to:

- The Headteacher
- A RIDDOR form completed subject to the criteria outlined in the RIDDOR Guidance

5. Reporting to parents/carers

In the event of incident or injury to a pupil, at least one/both of the pupil's parents/carers must be informed as soon as practicable.

Parents/carers must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop (Green Form is completed).

In the event of serious injury or an incident requiring emergency medical treatment, the office will telephone the pupil's parents/carers as soon as possible or send a text and email if they cannot be contacted by phone.

A list of emergency contact details is kept on Arbor. These forms are updated annually.

6. Visits and events off-site

Before undertaking any off-site 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 event and persons involved. This will be reviewed by the Deputy Head before the event is organised. The Deputy will also ensure that there is sufficient First Aid cover in school.

Please see the separate Educational Visits Policy for more information about the school's educational visit requirements.

7. Storage of medication

Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

All medicines shall 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/carer to arrange for safe disposal when they are no longer required.

An emergency supply of medication should be available for pupils with medical conditions that require regular medication.

Parents/carers should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A Healthcare Plan will be in place for these pupils. This plan will be shared with all relevant staff working with the child and will be accessible to staff via Teams to ensure that appropriate information is readily available when required.

8. Illness

When a child becomes ill during the day, the parents/carers will be contacted and asked to pick their child up from school as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carers to arrive to pick them up. Pupils will be monitored during this time.

9. Consent

Parents/carers will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

Staff should always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind. Staff should act 'in loco parentis' in making medical decisions unless they have been denied permission. However, would only admit pupils to the school subject to permission being granted.

10. Monitoring and review

This policy is reviewed by the Headteacher in conjunction with the governing body; any changes made to this policy will be communicated to all members of staff.

Appendix - First Aid form



Livingstone Primary and Nursery School
Accident and First Aid Report

Date	
Child's Name	
Class	
Time	

Accident Details:

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Your child was treated in the Medical Room today for:

- ☐ Graze/Cut
- ☐ Bruise
- ☐ Strain/Sprain
- ☐ *Feeling sick*
- ☐ *Toothache*
- ☐ *Headache*
- ☐ ***Head Injury***
- ☐ Earache
- ☐ Stomach ache
- ☐ Sickness/Diarrhoea
- ☐ Nose Bleed
- ☐ High Temperature

Note: Head injuries can be dangerous. You should keep a careful watch on your child and seek medical advice if they vomit or become dizzy/drowsy.

The following treatment was given:

- ☐ Cold pack applied
- ☐ Washed (with water)
- ☐ Plaster/dressing
- ☐ Called Home

Member of staff completing this form:

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Please contact the school office if you have any concerns.