



'Growing Together to Succeed'

First Aid Policy

Status: STATUTORY

Frequency of review: Annual (Policy agreed by Governing Body)

Date of this review: December 2025

Date of next review: December 2027

Introduction

All staff members at Ryedene Primary and Nursery School and Nursery School have a duty of care to the children in our school. The Governing Body has responsibility for First Aid at Ryedene Primary and Nursery School. The Head of School is responsible for putting the governing body's policy into practice and for developing detailed procedures. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. The Head of School is responsible for making sure that the school has enough first aiders in the school. We all have responsibility to assess a child's injury, provide care for minor cases and call for the assistance of a qualified First Aider if necessary.

First Aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the work place. At Ryedene Primary and Nursery School we have drawn up an annual checklist and risk assessment to ensure we are meeting our statutory duties.

Aims

The aims of our first aid policy are to:

- ✓ Ensure the health and safety of all staff, pupils and visitors
- ✓ Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- ✓ Provide a framework for responding to an incident and recording and reporting the outcomes

First Aid provision at Ryedene is as follows:

- ✓ A suitably stocked first aid area (near a hand washing facility) and mobile bags used for break times and trips. All first aid containers are marked with a Green cross on a White background. First aid containers are checked frequently and restocked when needed. Items are discarded safely after the expiry date has passed. (See appendix 1 detailing the contents of our first aid kits.
- ✓ 3 First Aid at Work Trained Employees - Appointed Persons (Jane Fisher - Finance / HR Manager & Leanne Neicho - Assistant Head of School and Lina Strazde Admin Assistant)
- ✓ 11 Paediatric First Aiders
- ✓ 32 One day first aid trained (mid-days, LSAs, Office Staff)

Appointed person(s) and first aiders:

The school's appointed persons are **Jane Fisher, Leanne Neicho and Lina Strazde**. They are responsible for: ✓ Taking charge when someone is injured or becomes ill

- ✓ Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- ✓ Ensuring that an ambulance or other professional medical help is summoned when appropriate
- ✓ Reporting specified incidents to the HSE when necessary

First aiders are trained and qualified to carry out the role and are responsible for:

- ✓ Acting as first responders to any incidents; they will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- ✓ assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- ✓ Sending pupils home to recover, where necessary
- ✓ Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- ✓ Keeping their contact details up to date
- ✓ When necessary, First-aiders will ensure that an ambulance or other professional medical help is called.

At all times First-aiders will ensure that health and safety guidelines are followed when administering first-aid as outlined below:

- Protective gloves are worn at all times when dealing with incidents;
- Bodily fluids are cleaned up with appropriate treatments and disposed of immediately.
- Waste products from treatments are disposed of in a designated disposal unit specified for such waste products.
- Hands are washed before and after dealing with each incident.
- Each minor incident is recorded on Medical Tracker, which must include:
 - The date,
 - Time and place of the event
 - The name and class of the injured or ill person
 - Details of the injury/illness
 - what first aid was given
 - what happened to the person immediately afterwards e.g. went home, back to class, went to

hospital

- Name and signature of the first aider or person dealing with the incident
- Pupil injuries must be recorded on Medical Tracker and parents notified through the tracker

Appointed Persons and First-aid representatives must complete a training course approved by the Health and Safety Executive (HSE);

The Head of School

The Head of School 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
- Reporting specified incidents to the HSE when necessary

The appointed persons must inform all staff of first-aid arrangements which will include the location of equipment, facilities, first aid personnel and the procedures for monitoring and reviewing the school's first aid needs. This will be included as part of their induction programme. Information will also be put in the staff handbook. The appointed persons will also ensure first aid notices are displayed in the staffroom and office to keep the staff informed.:

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing the accident book / completing Medical Tracker online for all incidents they attend to where a first aider/appointed person is not called
- Informing the Head of School or their manager of any specific health conditions or first aid needs

First Aid – The Procedure

In the event of an accident resulting in injury:

- In the event of an accident the first aider/appointed person takes charge of the first aid 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. They will liaise with the one member of the first aid at work staff prior to making the call unless this is an emergency. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, a member of SLT or Office Staff will contact parents/carers immediately
- The first aider/relevant member of staff will complete an accident report form / record on Medical Tracker online on the same day or as soon as is reasonably practical after an incident resulting in an injury

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

The first aider/appointed person will 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 there is a possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injury
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services and give the following information

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number 01268 559291
2. Give your location as follows:
Ryedene Primary and Nursery School
Ryedene
Off Clover Way
Basildon
3. State that the postcode is SS16 4SY
4. Give exact location in the school
5. Give your name
6. Give name of child and a brief description of child's symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Speak clearly and slowly and be ready to repeat information if asked

In the event of an accident involving a child, where appropriate, it is our policy to always notify parent/carer of their child's accident

- If it is considered to be serious (more than minor injury)
- Requires first aid treatment
- Injury to the head
- Requires attendance at hospital

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For minor injuries, First Aiders will record on Medical Tracker online and ensure families are sent a notification via this site, as appropriate, together with a verbal explanation by a member of staff.

Body spillages, including vomit

No unqualified adult in school should remove any body spillages, including vomit. If a child is sick in the classroom or other shared space, the vomit should be covered by a chair and sickness powder, if available, and children removed from the area. The Office will contact a member of site staff on duty, and they will clean the area.

Administration of Medicines (to be read in conjunction with Supporting Pupils with Medical Needs)

Parents/carers are encouraged to administer medicines around school hours where possible or visit the school at lunchtime to administer the medication themselves. Where this is not possible, school office staff are willing to administer basic medicines in school e.g. Antibiotics, pain relief, eye drops or cream provided that had been prescribed by a doctor and a consent form is completed by the parent, together with dosage instructions.

- Procedures are in place for the administration of medicines for pupils.
- Before the school administers any medication the parent must complete the necessary paper work.
- Records are kept of the administration of medicines.

Inhalers and Epi-pens

Named and labelled inhalers and Epi-pens will be kept in a central place in the classroom (cupboard with the green cross on the front of the door) & one in the Main Office for specific children. The dates are checked regularly by class teacher/LSA. Training is organised on a regular basis for the use of Epi-pens.

All asthma inhalers should be taken with the children to outside play, Physical Education lesson, any school trip or any activity offsite.

Pupils with Special Medical Needs – Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may be:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs can attend school regularly and, with support from the school, can take part in most school activities.

However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. All children with specific conditions e.g. Asthma, epilepsy or severe allergies, will have a care plan and a medical form completed and are held in the office and in the classroom. A visible display of children who require Epi-pens is posted in the office and staffroom

Intimate care (to be read in conjunction with the intimate care policy)

In the event of an injury/soreness in an area of the body that could be described as intimate, 2 or more first aiders must be present.

House Keeping

- All medicines must be securely stored in a central location in the school office.

Record-keeping and reporting

First aid and Medical Tracker System

- The Medical Tracker system form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- Each class has their own first aid bag which the first aider will take out to play, this includes the equipment required to attend to minor injuries
- As much detail as possible should be supplied when reporting an accident
- A copy of the accident report form, where relevant, will also be added to the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the HSE

The Appointed Person will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Appointed Person will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties

for more than 7 consecutive days (not including the day of the incident)

- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Any other agencies will be notified e.g. Ofsted or local child protection agencies of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

- Records are to be kept for all pupils in a secure area in accordance with data protection requirements. The Head of School will have access to all files and data stored in the school and must be made aware of any pupil records and their location. Any serious incident/accident will be reported to the Head teacher immediately and be recorded by the Head in the B1510 Statutory accident book or the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations book (RIDDOR);
- Parents are to be informed of accidents especially head injuries.

Notification of Parents/Carers

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 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.

Physical Education

All asthma inhalers should be taken with the children to the Physical Education lesson, Art studio and any other lessons, that are not based in their classroom. If an accident occurs, the pupil needs to be assessed by the teacher and sent to a qualified first aider, if required. The incident should be recorded, including the time and what happened.

First Aid out of school on trips or residential visits

The extent and nature of first aid provided will depend on the type of the visit and the risks

identified.

Organisers should undertake a risk assessment which will identify the level of first aid needed and make appropriate arrangement for pupils with special medical needs.

A good knowledge of first aid and an adequate first aid box is required for all visits.

In more remote locations, one of the adults should be a fully-qualified first aider. First aid equipment carried should reflect specific hazards identified and the availability of professional medical help.

In the event of children needing first aid on school trips:

- All staff have first aid packs and mobile phones with them.
- Relevant information about pupils with specific medical needs
- Any relevant emergency contact details
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of trip.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or by calling NHS Choices (dial 111).
- Gloves are ALWAYS worn when treating injuries.
- Any accident or incident is reported back at school and an 'incident in school' form filled in as soon as possible. A note on the incident is made at the scene.
- No medication may be given to a child unless prescribed by a doctor signed and dated and a signed letter from parents for consent. An administration of medicine form must be signed and dated by first aider in charge. NO other medication MUST be given by anyone.
- For any head injuries the school and the parents are informed immediately via Medical Tracker and a telephone call.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- Two members of staff accompany the child in the ambulance, whilst the school contacts the parent/carers and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned.
- For all incidents the schools 'Critical Incidents' plan as outlined in every risk assessment, will be followed.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Residential Specific

- First Aid should only be carried out by qualified First Aiders.

- First Aid should be undertaken in the presence of another qualified First Aider.
- All First Aid must be logged for Medical Records.
- Medicines of any description (including Pain Killers) are NOT to be administered to any child unless they are the designated person responsible and have written signed consent form stating dose and frequency.
- Class Teachers are usually designated persons on residential.

Clubs

A member of staff is on the premises during clubs to administer first aid if needed. All adults leading clubs who are not directly employed by the school are inducted into the protocols of First Aid in the school.

MONITORING

The First-aid policy will be monitored by the Head of School and Governing Body. It will be updated (if necessary) every 2 years.

CONCLUSION:

It is the responsibility of all members of Ryedene Primary and Nursery School to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving a healthy and safe environment for the whole school community.

APPENDIX 1 - The contents of first aid kits...

For the School Office

1 First Aid Medical Book
1 Book for reporting injuries
1 Protective face shield
Individually wrapped sterile plasters
Disposable gloves
Sterile gauze swabs (alcohol free cleansing wipes)
Vomit bags
Non-woven swabs
Bandages, individually wrapped and different sizes
Micro-pore tape to hold dressing in place
Low Adherent Absorbent Dressings
Emergency Foil Blankets
Cold packs stored in fridge

For Lunchtime and Break times - all qualified first aiders to have a 'bum bag' with all equipment required for minor injuries.

1 First Aid Medical Book
1 Book for reporting injuries
1 Protective face shield
1 triangular bandage, individually wrapped
Disposable gloves
Sterile gauze swabs (alcohol free cleansing wipes)
Vomit bags
Individually wrapped sterile plasters
Non-woven swabs
Bumped head letters
Medical Alerts for children on top of box with condition
Cold packs also are taken out in a cool bag

Kitchen

First Aid Medical Book
Blue Plasters Individually wrapped
triangular bandage, individually wrapped
Micro-pore tape to hold dressing in place
Low Adherent Absorbent Dressings

Travel First Aid bags

Disposable gloves
1 protective face shield

Sterile gauze swabs (alcohol free cleansing wipes)

Individually wrapped sterile plasters

Micro-pore tape to hold dressing in place

Emergency Foil Blankets

Bandage, individually wrapped

Low Adherent Absorbent Dressings

Instant Ice Pack

Vomit bags