



# Devonshire Primary Academy First Aid Policy



Adopted by Governors/HT: HT  
Implementation date: Jan 2015  
Review period: Annually  
Last review date: Sep 2023  
Person responsible for policy: HT & DHT

## **Statement of Intent**

Devonshire Primary Academy is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of suitable and sufficient risk assessments carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision 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 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 will 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 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.

### **1. Legal Framework**

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

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Statutory framework for the early years foundation stage'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- GDPR Confidential Records Management Policy (SVT)
- Behaviour Policy
- Safeguarding and Child Protection Policy
- Learning Outside the Classroom Policy
- Lone Worker Policy

## 2. **Roles and Responsibilities**

The **governing board**, in conjunction with the SLT, is responsible for:

- Ensuring that relevant risk assessments have been conducted and are reviewed annually.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff.
- Ensuring that adequate equipment and facilities are provided for the school site.

The **Headteacher**, in conjunction with the SLT, is responsible for:

- The overarching development and implementation of this policy and its related procedures.
- Ensuring that relevant risk assessments have been conducted and are reviewed annually.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.
- Ensuring that this policy is accessible to staff, parents and visitors.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

**Staff** are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Endeavouring at all times to secure the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

**First aid staff** are responsible for:

- Completing and renewing training as dictated by the governing board/senior management.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.

The **appointed person** (currently Mrs Horabin) is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge, if required, when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container, or delegating this responsibility to a trained member of staff (Mrs Pierce).
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate.

### **3. First Aid Provision**

The school will routinely re-evaluate its first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. All first aid containers will be identified by a white cross on a green background. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 40 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 41 individually wrapped triangular bandages, preferably sterile
- 5 low adherent dressings (approximately 5cm x 5cm)
- 3 low adherent dressings (approximately 10cm x 10cm)
- 4 medium-sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile un-medicated wound dressing
- 3 packs of 10 sterile gauze swabs (approximately 5cm x 5cm)
- 1 roll of hypo-allergenic tape
- 3 pairs of disposable gloves

The appointed person (currently Mrs Horabin), or a delegated member of staff (currently Mrs Pierce), will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are located in the following areas:

- The school office
- The main staffroom and the satellite building staffroom
- Every classroom
- Honeycombers out of school club room
- Minibus
- Kitchen
- 2x trip kits

### **4. First Aiders**

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

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Business Lead.

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

For **pupils in Preschool and Reception**, the school will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken. For **pupils in Years 1-6**, the school will ensure that there is a sufficient number of first-aid personnel on the premises and available at all times when pupils are present, and at least one first aider accompanying pupils on any and all outings taken.

Each class teacher, or class-based support staff, will be responsible for ensuring all first aid kits are properly stocked and maintained and alerting the appointed person when stock needs replenishing.

First aid notices will be clearly displayed throughout the school with information on the names of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role. When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties – a first aider must be able to leave to go immediately to an emergency

## **5. First Aid Procedures**

***Please note, bumps to the head should be treated with a wet paper towel, not a cold compress.***

If a minor incident 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 a first aider. If called, a first aider will assess the situation and take charge of first aid administration. The first aider will enter a record of the injury/accident/illness in the appropriate first aid book. The entry will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- Name and signature of the first aider or person dealing with the incident.

In the event of a known or visible injury to a pupil, a parent will be informed as soon as practicable. This may be in the form of a sticker worn by the pupil, a letter sent home with the pupil, a message on Class Dojo/Parentapp or a phone call etc. In the EYFS, this will be in the form of verbal feedback whereby a parent will sign the first aid book at home time. Parents will also be informed of any injury to the head, whether minor or major, so they may seek guidance on the action to take if symptoms develop. A list of emergency contacts will be kept electronically at the school office.

Minor accidents to pupils i.e. a small bump/bruise can be reported in the class or break/lunch accident reporting book. These books should be sent to the office for archiving at the end of each academic year and kept in line with The Sea View Trust's GDPR Compliant Records Management Policy. *Please note, for any injuries requiring treatment i.e. ice pack or first aid, or for any bump to the head, staff must notify the office who will make a courtesy call to the pupil's parent.*

### Tier 2

All other accidents/near-misses (or any accident that results in a child being sent home or collected by their parent) must be reported using the accident/near miss form, which can be obtained from the school office. These forms and any associated paperwork should be archived at the end of each academic year and should be kept for 25 years.

- For accidents/incidents, the first priority is ensuring the safety/wellbeing of the person involved and then making the scene of the accident/near-miss safe.
- An accident/near-miss form will be completed as soon as possible after the accident/near-miss occurs by the member of staff or first aider who dealt with the accident/near-miss.
- Any persons involved in or nearby an event or the aftermath of an event, should also complete an accident/near-miss form, no matter how much or how little they witnessed, even if the witness statement indicates nothing was seen or heard.
- As much detail as possible will be supplied when reporting an accident/near-miss. This should include the 'wet' signature of the person completing.
- Completed forms should be submitted to the Business Lead.
- The H&S Coordinators are responsible for completed accident/near-miss forms, conducting an immediate risk assessment on the affected area/equipment etc. and taking corrective/preventative action. It may be appropriate for photos to be taken or diagrams to be drawn up. Where the injury is serious, the H&S Coordinator will do all of the above with the assistance of the Site Supervisor and Headteacher.
- The Business Lead is responsible for the storage of accident/near-miss forms regarding injuries.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given.

The H&S Coordinators/Headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

## **6. Emergency Procedures**

If an incident, 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.

If called, a first aider will assess the situation and take charge of first aid administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will 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, or the individual has become seriously unwell, a responding staff member will call 999 immediately. Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and a school administrator calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, a school administrator calls the pupil's parent as soon as possible to inform them of the course of action required. Where the parent is unable to assist, the pupil may be taken to a hospital or GP surgery in a staff car (with the correct level of insurance), accompanied by at least two staff members – one of whom to drive the car, and one of whom, a first aider, to sit with the pupil in the back seat and attend to their medical needs. At least one of the staff members remains with the pupil at the hospital or GP surgery until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.
- If the injury was caused by an accident at school, all staff involved must complete an accident/near-miss form as soon as possible after the event. Accident/near-miss forms can be obtained from the school office and should be returned to the Business Lead once completed.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Headteacher
- The parents of the victim(s)

The H&S Coordinators/Headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

Responding to an incident can be stressful for the first aider. Following the incident, the first aider may require support such as a debrief from any ambulance crew on scene, an appointment with their GP or mental health support from external helplines and websites located at the bottom of the government page: '[Promoting and supporting mental health and wellbeing in schools and colleges](#)'.

## **7. Reporting Accidents and Record Keeping**

All records will be filed and stored in line with The Sea View Trust's GDPR Record Management Policy.

## **8. Offsite Visits and Events**

Before undertaking any offsite visits or events, the staff member organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.



For **pupils in Preschool and Reception**, the school will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate accompanying pupils on any and all outings taken. For **pupils in Years 1-6**, the school will ensure that there is at least one first aider accompanying pupils on any and all outings taken.

For more information about the school's educational visit requirements, please see the Outside the Classroom Policy and School Visits/Trips Risk Assessment.

## **9. Storage of Medication**

Long-Term Medication (e.g. asthma inhalers) which can be self-administered: these are accepted in school, with self-administration by the pupil after completion by the parent of the medical form. This medication should be stored in classrooms in a clearly labelled and accessible medical container. Other long-term medication to be administered by a designated member of staff should be stored in the locked central store in the Safeguarding Officer's office.

Short-Term Medication (e.g. for infectious diseases): these should not generally be administered by academy staff. If necessary, parents may bring medication into the academy office to enable parental administration of medication throughout the school day. Short term medication cannot be stored in the academy as they often require refrigeration or other specialist storage, which the academy cannot offer.

Medicines will be stored securely and appropriately in accordance with individual product instructions. Medicines will 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.

Medicine will be returned to parents for safe disposal when they are no longer required or have expired.

The school keeps its own spare inhalers (expiry date 02/2024). *Inhalers and spacers are stored in a marked plastic box with a green handle in the following areas:*

- SENDCO Office (Ground Floor Admin Loop)
- Attendance Officer Office (1<sup>st</sup> Floor Landing)
- Assistant Headteacher Office (2<sup>nd</sup> Floor Landing)
- Y6 Staffroom (Satellite Building)

The school keeps its own spare EpiPen Jr Adrenaline Auto-Injector 0.15mg (expiry date 07/2024). EpiPen training for staff was refreshed 14/06/2023. *The spare EpiPen is stored in a marked plastic box with a green handle in the SENDCO office.*

## **10. Illnesses during the School Day**

When a pupil becomes ill during the school day, the class teacher or a member of support staff will ask SLT to make a decision about whether or not they are well enough to stay in school. When a pupil is deemed too unwell to remain in school, their parent will be contacted and asked to pick their child up as soon as possible. If the school is unable to make contact with the pupil's first contact, all other contacts will be tried.



Where possible, the pupil's class teacher will try and provide a quiet area for them to rest while they wait for their parent to collect them. Pupils will be monitored by classroom staff during this time.

#### **11. Automated External Defibrillators (AEDs)**

The school, with funding from Blackpool Council, has procured a Mindray AED (expiry date 10/2026) and this is located in the staff entrance porch. Staff and visitors are made aware of the location of the AED via signage in various places throughout the building stating, *"This building is equipped with an AED. Location: Staff Entrance."*

An AED should be used when a person is in cardiac arrest. If you see someone having a cardiac arrest or not breathing call 999 and start CPR. So that you can perform CPR without interruption, you should always send another person to get the defibrillator, operating instructions and clear pouch of first aid equipment. You must call 999 before operating the AED.

**Anyone can use a defibrillator and you don't need training. Once you open the lid of the AED, an automated voice will give clear instructions on how to use the device. The device checks the heart rhythm and will only tell you to shock if it's needed so you can't shock someone accidentally.**

Signage has also been displayed outside the school office on Devonshire Road. This means that the AED could be used to resuscitate members of the public if needed.

#### **12. Consent**

As part of the admission process, parents will complete and sign medical consent on the admission form, to include emergency numbers, alongside details of allergies and chronic conditions. Parents will be reminded to update these details at the beginning of every term.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind.

**Appendix 1**  
**Spills Kit Instructions**

**Instructions for using the 'Body Spills Kit'**  
**Dealing with Bodily Fluids**

*\* For more detailed information/instructions please refer to the Cleaning Policy \**

*If the 'Body Spills Kit' requires refilling, please ask the Site Supervisor or a member of the cleaning team to assist you with this.*

1. Isolate the area.
2. Use disposable gloves, an apron and eye protection if necessary.
3. If the spill is on carpeted floor, sprinkle the absorbent powder over the spillage, wait for the spillage to solidify, use paper towels to contain the spillage and the cardboard scrapers to scrape up any residue into the bags provided. If the spill is on hard floor, use paper towels to contain the spillage and the cardboard scrapers to scrape up any residue into the bags provided.
4. Spray the pale green detergent/disinfectant on the affected surfaces/area and clean well with paper towels (for hard floors) or the cloth (for carpeted floors).
5. Use the waste bags to double-bag any contaminated material needing laundry, disposal or returning to parents. *N.B. Any soiled clothes should be laundered separately to other items.*
6. Use the waste bags to double-bag all materials used for cleaning the area before disposing of these in the general waste bin, located outside.
7. Wash your hands after cleaning up, even after using gloves. *N.B. Alcoholic hand sanitizer is not a substitute for washing your hands.*
8. Ensure the area is safe and employ signage for areas that might remain a hazard for some time, e.g. wet floors.
9. Notify the Site Supervisor of the incident.

In the event of accidental exposure to a contaminant:

1. Broken skin – wash any broken skin immediately with soap under running water.
2. Eyes – wash out eyes thoroughly with water.
3. Mouth – do not swallow. Spit out and rinse with water.
4. Report any accidental contamination and attend 'accident and emergency' if necessary for further advice/treatment.

