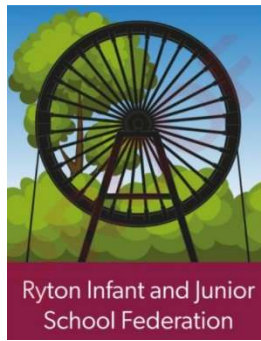


# **RYTON FEDERATION FIRST AID POLICY**

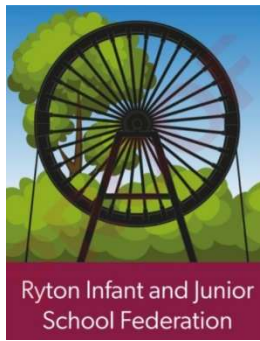


## Statement of Intent

Ryton Infant and Junior School Federation is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors. Ryton Infant and Junior School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Supporting Children with Medical Needs Policy

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.



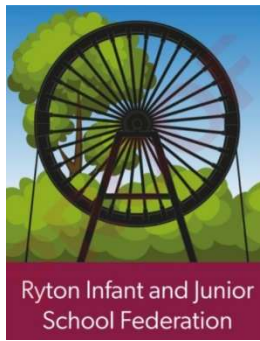
## Legal framework

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

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2021) 'Statutory framework for the early years foundation stage'

## 2. Aims

- 2.1. All staff 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.
- 2.2. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.
- 2.3. Anyone on the school premises is expected to take reasonable care for their own and others' safety.
- 2.4. 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



2.5 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 would be:

- A leaflet giving general advice on first aid;
- Individually wrapped sterile adhesive dressings (assorted sizes);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins;
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
- One pair of disposable gloves.
- Equivalent or additional items are acceptable.

2.6. Miss C Little has overall responsibility for ensuring that the Junior school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed. Mrs S Henderson has overall responsibility for ensuring that the Infant school and Nursery have adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

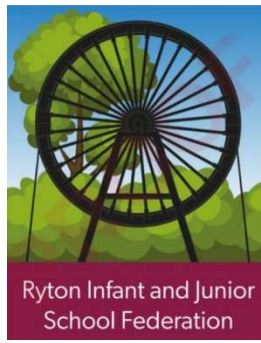
2.7 First aid boxes are located in the following areas:

Infant School - The Staff Toilets, Year 1 Cloakroom, Year 2 Cloakroom, After School Club, Nursery Kitchen and Reception Cloakroom.

Junior School – Main Hall, Year 3/4, Year 5 and Year 6 Practical areas.

### **3. First aiders**

3.1. 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.



3.2. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the school business manager.

3.3. The school will ensure that all First Aiders hold a valid certificate of competence, issued by HSE approved organisation and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

3.4. These people have received First Aid Training

Mrs S Henderson – Paediatric First Aid – 20<sup>th</sup> September 2024

Miss C Little – Paediatric First Aid - 20<sup>th</sup> September 2024

Mrs Gillian Tait – Paediatric First Aid – 6<sup>th</sup> December 2023

Mrs Elisabeth Baker - Paediatric First Aid – 27<sup>th</sup> of June 2025

Mrs V Thorogood – Emergency First Aid – 27<sup>th</sup> Feb 2023

Miss S Borrowdale - Paediatric First Aid – 27<sup>th</sup> of June 2025

Mrs B Collard – Paediatric First Aid - 21<sup>st</sup> February 2025

Mrs J Down – Paediatric First Aid – 21<sup>st</sup> February 2025

Miss Katy Carr - Paediatric First Aid - 27<sup>th</sup> of June 2025

Miss Lauren Elliot – Paediatric First Aid - 27<sup>th</sup> of June 2025

Miss Nicola Allan - Paediatric First Aid - 27<sup>th</sup> of June 2025

Miss Jodie Hayes - Paediatric First Aid - 27<sup>th</sup> of June 2025

Mrs Kay Cochrane - Paediatric First Aid - 27<sup>th</sup> of June 2025

Miss S Tutin – Paediatric First Aid - 27<sup>th</sup> of June 2025

Mrs C O'Brien - Emergency First Aid – 6<sup>th</sup> June 2025

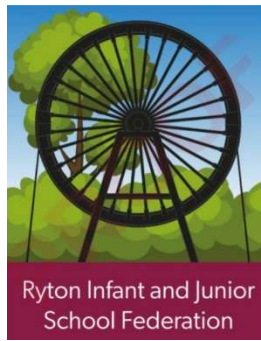
Mrs J McGray - Emergency First Aid – 6<sup>th</sup> June 2025

Miss S Hunt – Emergency First Aid – 5<sup>th</sup> May 2023

Mrs K Aiston – Emergency First Aid – 13 June 2023

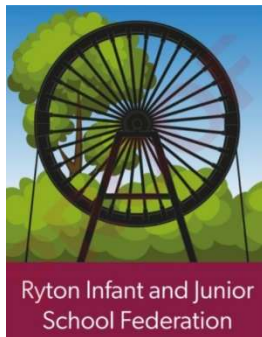
Miss G Lowery – Emergency First Aid – 13 June 2023

3.5 In Early Years and in line with government guidance, and taking into account staff:child ratios, 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.



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

- 4.1. 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 another first aider or administering first aid appropriate for their level of training
- 4.2. If called, a first aider will assess the situation and take charge of first aid administration. If a member of staff is passing the child over to another member of staff to be looked after they will ensure that they pass all relevant first aid information on.
- 4.3. 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.
- 4.4. 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 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 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. Younger or more vulnerable children may need parental support to be called immediately.



- When the above action reported to:

- The Executive
- The School Business Manager
- The parents/carer of the victim(s)

has been taken, the incident must be

Headteacher

## 5. Reporting to parents

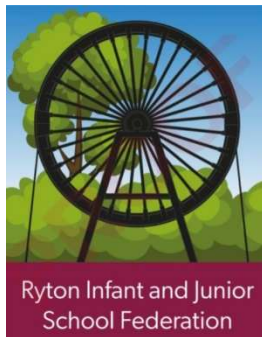
- 5.1. In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.
- 5.2. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.
- 5.3. In the event of serious injury or an incident requiring emergency medical treatment, a Teaching Assistant will telephone the pupil's parents as soon as possible.
- 5.4. A list of emergency contact details is kept at reception/admin office.
- 5.5. 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 – this 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.

The Executive 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.

All records will be filed and stored in line with the Record Management Policy.

## 6. Visits and events off-site

- 6.1. 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 Education Visits Coordinator before the event is organised.
- 6.2. Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements



## **7. Storage of medication**

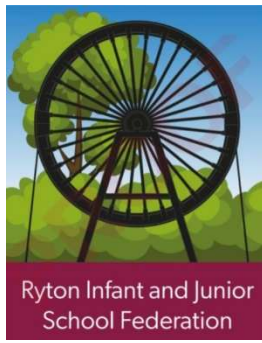
- 7.1. Medicines are always individually product securely stored in accordance with instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
- 7.2. All medicines shall be stored in the original container in which they were dispensed, together with 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.
- 7.3. All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- 7.4. An emergency supply of medication should be available for pupils with medical conditions that require regular medication.
- 7.5. Parents 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 disclaimer will be signed by the parents in this regard.

## **8. Illness**

- 8.1. When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.
- 8.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.
- 8.3. A child with symptoms of vomiting and/or diarrhoea will not be permitted back to school until 48 hours after the last incident.

## **9. Consent**

- 9.1. Parents 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.



9.2. **Monitoring and review**

9.3. This policy is reviewed annually by the Executive Headteacher in conjunction with the School Business Manager any changes made to this policy will be communicated to all members of staff.

9.4. All members of staff are required to familiarise themselves with this policy as part of their induction programme.