Altrincham
CE Aided Primary School

'Some fell on good earth, and produced a harvest beyond his wildest dreams.'

Matthew 13:8, The Message

Grow Strong and Bear Fruit

First Aid Policy

Date Ratified	Oct 26
Date of next review	Oct 27
Policy Ratified by	C&S committee

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1. Aims

Altrincham CE Primary School is committed to providing emergency first aid provision to deal with accidents and incidents affecting staff, pupils and visitors.

This policy aims to:

- Ensure the health and safety of all staff, pupils and visitors.
- Provide adequate, safe and effective first aid provision.
- Ensure staff and governors understand their responsibilities.
- Ensure staff and pupils know procedures in the event of illness, accident or injury.
- Provide a framework for responding to incidents and recording outcomes.
- Promote effective infection control.
- Ensure medicines are administered and stored appropriately.

Nothing within this policy prevents any member of staff from contacting emergency services immediately in the event of a medical emergency.

2. Legislation and Guidance

This policy is based on:

- DfE guidance on First Aid in Schools.
- DfE guidance on Health and Safety in Schools.
- The Statutory Framework for the Early Years Foundation Stage (EYFS).
- HSE guidance on incident reporting in schools.
- 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.
- The Social Security (Claims and Payments) Regulations 1979.
- The School Premises (England) Regulations 2012.

3. Roles and Responsibilities

Governing Board

The Governing Board is responsible for:

- Overseeing implementation of this policy.
- Ensuring suitable risk assessments are undertaken.
- Ensuring sufficient first aid personnel are available.
- Ensuring adequate equipment and facilities are provided.
- Ensuring staff receive appropriate training.
- Ensuring suitable arrangements exist for educational visits and out-of-hours activities.

Head of School

The Head of School is responsible for:

- Implementing this policy.
- Ensuring adequate first aid cover is available at all times.
- Ensuring staff know first aid procedures.
- Ensuring risk assessments are completed.
- Ensuring first aiders maintain valid qualifications.
- Reporting incidents to the HSE where required.

Staff

All staff are responsible for:

- Following first aid procedures.
- Knowing who the school's first aiders are.
- Completing accident reports where appropriate.
- Making pupils aware of procedures following injury or illness.
- Securing pupil welfare.

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4. First Aid Provision

The school will review its first aid arrangements annually through risk assessment.

There will be at least one member of staff holding a current Paediatric First Aid qualification available whenever EYFS pupils are present and accompanying EYFS pupils on visits.

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5. First Aiders and Appointed Persons

The appointed person is responsible for:

- Taking charge when someone is injured or becomes ill.
- Maintaining first aid supplies.
- Summoning professional medical assistance when required.
- Maintaining records where appropriate.

First aiders are responsible for:

- Acting as first responders.
- Assessing situations and providing immediate treatment.
- Making decisions regarding further treatment.
- Completing accident records.
- Maintaining current qualifications.

Current First Aiders

Name	Area
Susie Todd	EYFS
Sharon Halstead	EYFS / Whole School
Jane Brooks	Whole School
Hollie Priestley	Whole School
Rachel Pearce	Whole School

Contact number for all first aiders: **0161 928 7288**.

The names of first aiders will be displayed prominently throughout the school.

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6. Automated External Defibrillator (AED)

The school AED is located:

Entrance area adjacent to the school office.

Staff will receive annual awareness training regarding AED use.

The AED manufacturer's instructions should be followed during use.

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7. Emergency Procedures

In the event of an accident:

1. The nearest member of staff will assess the situation.
2. A qualified first aider will be summoned where appropriate.
3. The first aider will determine the treatment required.
4. Emergency services will be called where necessary.
5. Parents/carers will be informed as soon as reasonably practicable.
6. Accident records will be completed on the same day wherever possible. By using the on-line platform Medi-Tracker.

Where a pupil requires hospital treatment:

- A member of staff will accompany the pupil if a parent/carer is not immediately available.
- The parent/carer will be contacted without delay.

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8. First Aid Equipment

First aid kits are available in:

- School Office
- Every classroom
- KS2 Corridor
- Woodpeckers Classroom
- Entrance Hall
- Educational visit bags
- Forest School provision areas

No medication is routinely kept in first aid kits.

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9. Record Keeping and Reporting

Accident records will include:

- Date, time and location.
- Name of injured person.
- Details of injury or illness.
- Treatment administered.
- Outcome following treatment.
- Name of person administering first aid.

Records will be retained for a minimum of three years and in accordance with records management requirements.

RIDDOR Reporting

The Head of School will ensure reportable incidents are notified to the Health and Safety Executive in accordance with RIDDOR requirements. This includes specified injuries, dangerous occurrences, occupational diseases and certain accidents involving pupils and visitors.

Head Injuries

Parents/carers will always be informed of any head injury and provided with appropriate guidance regarding symptoms to monitor.

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10. Off-Site Visits and Events

Staff undertaking educational visits will:

- Complete a suitable risk assessment.
- Carry emergency contact details.
- Carry a suitable portable first aid kit.
- Ensure a qualified first aider is present when required.
- Ensure a Paediatric First Aider accompanies EYFS pupils.

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11. Storage of Medication

Medicines will:

- Be stored securely.
- Remain in original containers.
- Be clearly labelled.
- Be returned to parents when no longer required or expired.

Emergency medication such as inhalers and adrenaline auto-injectors will be stored in line with individual healthcare plans.

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12. Illnesses and Allergies

When a pupil becomes ill:

- Parents/carers will be contacted.
- Pupils will be supervised in an appropriate area while awaiting collection.
- Medical conditions and allergies will be supported through Individual Healthcare Plans where required.
- See the school's separate Allergy Policy for full details.

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13. Consent

Parents/carers complete medical information and emergency contact forms on admission and these are updated regularly.

Where treatment is required urgently, staff will always act reasonably and in the best interests of the pupil while seeking appropriate parental involvement wherever possible.

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14. Training

All first aiders will:

- Hold valid certificates of competence.
- Attend refresher training before certification expires.
- Undertake additional paediatric training where required.
- Be encouraged to undertake mental health awareness training.

At least one staff member will hold a current Paediatric First Aid qualification meeting EYFS requirements.

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15. Monitoring and Review

This policy will be reviewed annually by the Governing Board. Staff will be informed of any revisions and will receive appropriate training and guidance where required.

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16. Links with Other Policies

This policy should be read alongside:

- Health and Safety Policy
- Administering Medication Policy
- Allergy Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Records Management Policy
- SEMH Policy
- Behaviour and Relationships Policy.

Appendix 1: Accident Report Form to be completed on Medi-Tracker

Include:

- Name of injured person
- Class/role
- Date and time
- Location
- Details of incident
- First aid provided
- Further action required
- Name and signature of member of staff
- Date completed

Based on the updated Key model.

Appendix 2: First Aid Training Record

A central register will be maintained, this is held on Medi-tracker showing:

- Name of staff member
- Training undertaken
- Date completed
- Expiry date
- Renewal date required