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February 2023 – February 2024

First Aid Policy



WATERTON
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1. Our School

1.1 Our Vision

Grow. Achieve. Shine – These are much more than words or a motto. At Churchfield Primary School we enable all children to **grow** as independent learners, **achieve** more than they ever believe they could and **shine** as unique individuals. Our school is a very special place, having been the beating heart of our community for over 120 years, we respect the lessons of the past whilst looking to the difference we can make in the future. Preparing our pupils for life in an ever-changing world, developing curious, well-rounded individuals who are determined to succeed.

1.2 Our Values



We are proud, and work hard to be the best that we can be



We are determined and resilient, embracing all challenges



We collaborate well, treating everyone as equals



We are honest, kind and show integrity



We respect all people, property and the environment



We believe in ourselves and strive for our goals

1.3 Our Golden Rule

Our Golden Rule

We keep ourselves, and each other, safe.



1.4 Our School Aims

Our school aims are underpinned by our values. Through our school values, we aim to:

1. Promote high standards of academic and vocational achievement for every child, every time, through a highly-inclusive approach.
2. Promote a holistic view of the whole child, supporting them to become well-rounded individuals and members of society.
3. Encourage all children to develop positive relationships with, and respect for, themselves, each other, our local community and the wider world.
4. Provide a safe, welcoming and positive environment for our children and families; acting as a hub at the heart of our community.

1.5 Our Community

Bricks and mortar do not make a school, people do. We can achieve great things when we work together, and our community is at the heart of what we do. We are a hub of support for our families, and provide a safe and loving environment for our children to shine.

1.6 Our Academy Trust

Since December 2019 we have been a proud member of Waterton Academy Trust, providing even more opportunities for our pupils to shine. As part of the Waterton family, we ensure that success for all is not a goal, but an expectation.



2. Policy Summary

2.1 Policy Introduction & Rationale

At Churchfield Primary School we are 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 a suitable and sufficient risk assessment carried out in school in regard to all staff, pupils and visitors.

2.2 Policy Aims

This policy is underpinned by the central aims of Churchfield Primary School and the values held by the school community. This policy aims to:

- Provide information for all stakeholders on how school ensures adequate, safe and effective first aid provision for every pupil, member of staff or visitor
- Provide information for all stakeholders on the procedures in the event of any illness, accident or injury
- Provide Information for all stakeholders on how we ensure that medicines are only administered at school when express permission has been granted for this

2.3 Inclusivity Statement

At Churchfield Primary School we use an inclusive approach to all aspects of education. Our aim is to always involve all children and stakeholders in all areas of the curriculum and school life. In accordance with the SEND Code of Practice, we recognise that this may mean making special adaptations or arrangements from time to time for children with specific disabilities. We welcome the involvement of disabled adults in all areas of school life.

3. Legalities & Linked Documents

3.1 Linked School & Trust Policies

This policy should be read in conjunction with the following policies and other linked policies:

- Safeguarding Policy
- Health & Safety Policy

3.2 Linked National & Local Documents

The policy has been developed in accordance with the following legislation and guidance:

- [Health & Safety at Work Act 1974](#)
- [The Health & Safety \(First Aid\) Regulations](#)
- [The Management of Health & Safety at Work Regulations 1999](#)
- [DFE Supporting Pupils with Medical Conditions](#)
- [DFE Guidance on First Aid for Schools](#)
- [DFE Automated External Defibrillators](#)



4. Calling Emergency Services

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.

5. First Aid Boxes

To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs. 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
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves
- Equivalent or additional items are acceptable
- All first aid containers will be identified by a white cross on a green background

The lead first aider is responsible for examining the contents (or disseminating responsibility) 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. The locations of first aid boxes are clearly sign posted on First Aid posters.

6. 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. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the lead first aider/relevant person. There are two staff trained in Paediatric First Aid, with one member of staff being based in Foundation Stage full-time.

7. Automated External Defibrillators (AEDs)

When a AED is located in school, its location will be clearly sign posted and communicated to all staff. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis if a device is in school.

8. Emergency Procedures

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. 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, 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 victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims
- Call an ambulance or a doctor, if this is appropriate. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse
- Ensure 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 pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately

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

- The headteacher or deputy headteacher
- The victim(s)'s parents / next of kin
- If a serious injury requiring hospital treatment has been sustained by a pupil, member of staff or visitor the Waterton Estates Team must be contacted

9. Reporting to Parents

In the event of incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable. Parents will be informed of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop. This will be processed and calls made by a member of the office team. In the event of a serious injury or an incident requiring emergency medical treatment, the school will telephone the pupil's parents as soon as possible.

Any minor bumps/ injuries will be communicated via a bump note. Bump notes are kept in on the shelving unit in the Y3/4 corridor.

10. Off-Site Visits & Events

Before undertaking any offsite visits or 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 visit or event and the persons involved.

11. Storage of Medication

Where children need to bring prescribed medicines to school, these are to be stored in a secure place (staff room medical cupboard). Medicines should be clearly marked with the child's name, the required dosage and storage instructions. They may be administered by a child's own parents or by staff if prescribed by a doctor and the medicine forms have been filled in by a parent. **There is no legal duty that requires staff to administer medicines; this is a voluntary decision.** The headteacher will accept responsibility in principle where staff volunteer to administer or supervise the taking of prescribed medicine during the school day. Inhalers for children suffering from asthma are kept in the child's base area; children should be encouraged to use these responsibly. Training will be provided for any staff who volunteer to deal with pupils' medical needs. Before any member of staff administers medicine, they must cross check: the pupil's name, the written instructions provided by the doctor, the prescribed dose and the medicine's expiry date. Medication should not be given if there are any doubts concerning these. Pupils may not carry or take their own medication except in the case of asthma inhalers or after written instructions



from the Headteacher, countersigned by parents, have been issued. Appropriate records will be kept on each occasion that prescribed medication is administered to a pupil, including a signed form from the parent/guardian requesting the administration to take place.

12. Illness

In the event of a child being taken ill during the school day, the child must be brought to the Headteacher/ Deputy Headteacher, or a member of the SEND/ Wellbeing Team if the HT/DHT is unavailable and a decision will be made on whether to send the child home. If needed, office staff will contact parents.

13. Consent

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. 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.

