

Lindow Community Primary School



First Aid Policy

OFFICIAL

1. 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

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplication's](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 First aiders

The school's first aiders are listed in appendix 1. 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

- Acting as first responders to any incidents; they will 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

Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

Cheshire East has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of 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 (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. 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
- If emergency services are called, a member of staff will contact parents immediately
- The first aider will complete an accident report form 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.

Short term prescription medication

Where a child requires prescription medication, the parent/carer may choose to keep their child at home for the course of the medication. If the child is well enough to be in school, they can either take the medication at home, before and after school, or the parent/carer can make an arrangement to administer the medication to the child at the school office. Every effort should be made to administer the medication without reliance upon school staff; however, where this is not possible, a prescription would need to be provided to the school and the parent/carer is required to complete a 'Administering Medication' form (Appendix 2).

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages

- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in each classroom, on the corridors and in the school office.

The school has a defibrillator on-site.

8. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included on the school accident form.
- 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

6.2 Reporting to the HSE

The School Business Manager will report 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) using the PRIME Electronic Accident Reporting System.

6.3 Notifying parents

A parent notification sheet is completed by the first aider which is given to the pupil to take home. For head bumps a spider message will be sent home to alert the parent that an incident has occurred. Parents are informed of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 1).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Policy Date: March 2025

Review Date: March 2026

Ratified by Governors: April 2025

Appendix 1
List of trained first aiders

First Aider List

Name	Position	Qualification	Expiry Date
Giulia Marsili	Teaching Assistant	Emergency First Aid in Work	October 2025
Rebecca Stone	Teaching Assistant	Paediatric First Aid	May 2026
Sam Potter	Teaching Assistant	Paediatric First Aid	September 2027
Lisa Glenister	Teaching Assistant	Paediatric First Aid	October 2027
Kate Lowe	Teaching Assistant	Paediatric First Aid	October 2027
Sharon Brown	Teacher of the Deaf	Paediatric First Aid	April 2028
Jane Gerrard	Teaching Assistant	Paediatric First Aid	April 2028

Mental Health First Aiders

Claire Ormerod
Chloe Smith

Appendix 2

Administering Medication Form

Lindow Community Primary School

REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Headteacher,

I request that (Full name of Pupil) be given the following medicine(s) while at school:

Date of birth..... Class

Medical condition or illness

Name/type of Medicine
(as described on container)

Expiry date..... Duration of course.....

Dosage and method Time(s) to be given.....

Other instructions

Self administration Yes/No (mark as appropriate)

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school/setting of any changes in writing.

SignedPrint Name(Parent/Guardian)

Daytime telephone number

Address
.....

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.
2. Medicines must be in the original container as dispensed by the Pharmacy.
3. The agreement will be reviewed on a termly basis.
4. The Governors and Headteacher reserve the right to withdraw this service.

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RECORD OF MEDICINES ADMINISTERED

NAME OF CHILD

YEAR GROUP.

Date & Time	Name of Medicine	Dose given	Any reactions	Signature of staff & Print Name	Second Signature of staff & Print Name

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Lindow Community Primary School

**ADMINISTRATION OF MEDICINES FOR YOUNG PEOPLE
HEALTH CARE PLAN**

(Insert a
photograph)

SCHOOL

Young person's name

Date of birth Class

Young person's address
.....
.....

Medical diagnosis or condition
.....

Date Review date

Family Contact Information

Name Phone no. (work)
(home)..... (mobile)

Name Phone no. (work)
(home)..... (mobile)

Clinic/Hospital Contact

Name Phone no.
G.P Name..... Phone no.

Describe needs and give details of young person's symptoms.

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Medicines to be kept in

Daily care requirements (e.g. before sport/at lunchtime).

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Describe what constitutes an emergency for the child, and the action to take if this occurs.

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Follow up care.

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Who is responsible in an emergency (state if different for off-site activities)?

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Form copied to:

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Appendix 4

List of Contacts

School Nurse Samantha Lopacki

Address School Screener,
Knutsford/Wilmslow/Poynton
0-19+ Service Cheshire East
Wirral Community Health And Care NHS
Foundation Trust
Integrated Children's Division
Oakenclough Children's centre,
Coleshaw Drive,
Wilmslow,
Cheshire,
SK9 2PZ

Working days; Tue/Wed/Thu 8:30am-2:45pm

Mobile; 0734208722

Consultant Community Paediatrician's

NAME	ADDRESS	TELEPHONE
Dr H Joshi	Consultant Community Paediatrician Countess of Chester NHS Hospital Trust Liverpool Road Chester CH2 1UL	01244 364802
Dr R Jones	Consultant Community Paediatrician Cheshire Community Health Care Trust (Covers South Barony Road Cheshire and Nantwich Vale Royal Areas) Cheshire CW5 5QU	01244 415300
Dr J R Owens	Consultant Community Paediatrician (Covers East Cheshire NHS Trust Macclesfield Victoria Road Area and Macclesfield Congleton) SK10 3BL	01625 661431

Medical Needs Service

County Offices
Stanney Lane
Ellesmere Port
CH65 6QL

Medical Needs Manager – Rachel Taylor
Tel: 0151 337 6807 or 07770584631