Diocese of Chelmsford
Vine Schools Trust

First Aid In Schools Policy

This is a model policy for all Vine Schools that has been reviewed and local arrangements added by this School.

Policy Reference:	S019
Approved by Vine Schools Trust on:	Spring 24
Adopted by this school on:	Spring 24
Next review:	Spring 25

> I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit

JOHN 15:5

Vision & Values

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Statement of intent

The Vine Schools Trust 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.
Schools within the Vine Schools Trust 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**
- **Medical Policy**
- **Food Hygiene Policy and Procedures**
- **Educational Visits and School Trips Policy**

The School Leadership Team have overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

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1. Legal framework

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

- The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance
- Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

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. Nothing in this policy should 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 for the emergency services 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.

2.6. To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a suggested minimum provision of first aid items would be:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile wipes

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- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Two x sterile eye wash
- Four individually wrapped triangular bandages (preferably sterile)
- One x adhesive tape
- Six medium sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings;
- Two large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings; and
- At least two pairs of disposable gloves
- Resuscitation face shield
- 10 x Sick bags
- One x Foil blanket

The large travel first aid kits will contain all of the above, the small first aid kits will contain a reduced number of all the items.

2.7. Equivalent or additional items are acceptable.

2.8. The lead first aider is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

2.9. First aid boxes are located in the following areas:
- The School Office
- The Staffrooms
- EYFS Classrooms
- Breakfast/Buddies room

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 office manager.

3.3. The appointed first aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies.

3.4. The current Paediatric First Aid trained staff are:

- Clare Saunders – Attendance Officer

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- Gill Crisp – Admissions Officer
- Bobbie Montgomery - LSA
- Kristy Taylor - LSA
- Laura Wright – LSA
- Jan Copsey – LSA
- Amy Lewis - LSA
- Wendy Smith - HLTA
- Julie Olive – EYFS Teacher
- Mari Wood – EYFS Teacher
- Angie Flint – KS1 Teacher
- Dan Hotten – KS2 Teacher

Other members of staff will complete a basic First Aid online training course at the start of each academic year.

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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 a first aider.

4.2. If called, a first aider will assess the situation and take charge of first aid administration.

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 has been taken, the incident must be reported to:
  The headteacher
  The parents/carer of the victim(s)

5. Reporting to parents

5.1. In the event of a serious incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.

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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 member of staff will telephone the pupil's parents as soon as possible.

5.4. A list of emergency contact details is kept at the School Office.

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 Educational Visits Co-ordinator before the event is organised.

6.2. Please see the separate **Educational Visits Policy** for more information about the school's educational visit requirements. Storage of medication.

7. Storage of medication

7.1. Medicines are always securely stored in accordance with individual product 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.

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.

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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.

9. Consent

9.1. If a child has a medical need parents will be asked to complete and sign a medical consent form, which includes details of allergies and chronic conditions.

9.2. Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

10. Monitoring and review

10.1. This policy is reviewed annually; any changes made to this policy will be communicated to all members of staff.

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

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