



St Nicholas Church of England Primary School

'OUR CHRISTIAN COMMUNITY GROWING AND LEARNING TOGETHER'

Policy Title:	First Aid
LT Responsibility:	Head Teacher
Review Body:	Head Teacher and Deputy Head
Date:	June 2020
Review:	June 2021

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Statement of intent

St Nicholas CE Primary School is 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 by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are noted in the following policies:

- **Health and Safety Policy**
- **Behavioural Policy**
- **Child Protection and Safeguarding Policy**
- **Lone Working Policy**
- **Supporting Pupils with Medical Conditions Policy**
- **Allergen and Anaphylaxis Policy**
- **Educational Visits and School Trips Policy**

The school's **administrative team** has 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.

1. Legal framework

1.1. This policy has due regard to legislation and statutory guidance, 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
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'

2. Aims

2.1. All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

2.2. Staff will always use their best endeavours to secure the welfare of pupils.

2.3. Anyone on the school premises is expected to take reasonable care for their own and other's safety.

2.4. The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision 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 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 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.
- 2.6. 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
- 2.7. The lead first aider is responsible for examining the contents 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.
- 2.8. First aid boxes are in the following areas:
- **The school office**
 - **In every classroom**
 - **Staffroom**

3. First aiders

- 3.1. 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.
- 3.2. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the **admin team (K.Griffiths)**.

- 3.3. Each classroom's first aiders will be responsible for ensuring 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 first aid appointed person(s) are:

Name	Type	Role	Date Qualified
S.Sear	Paediatric	HT	2.4.19
D.Carere	Paediatric	DHT	11.2.20
K.Harris	Paediatric	Class Teacher	3.10.2017
K.Crawford	Paediatric and First aid at work	Senior Admin	11.2.20
K.Griffiths	Paediatric	Admin	2.4.19
J.Reynders	Paediatric	TA/ISA	2.4.19
D.Crispino	Paediatric	TA	11.2.20
S. Howliston	Paediatric	TA	2.4.19
D.Cooper	Paediatric	Midday	20.09.17
Maria Madej-Konold	Paediatric	TA	3.10.2017
Anne Lydon	Paediatric	TA	20.03.18
Tanya May	Paediatric	TA (EYFS)	16.01.2018

4. Automated external defibrillators (AEDs)

- 4.1. The school has procured an AED, which is located in the front entrance vestibule.
- 4.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.
- 4.3. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year.
- 4.4. Use of the AED will be promoted to pupils during PSHE lessons.

5. Emergency procedures

- 5.1. 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.
- 5.2. If called, a first aider will assess the situation and take charge of first aider administration.
- 5.3. 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.
- 5.4. 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 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 – after receiving a parent’s clear instruction, take the 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 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.

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

- The **headteacher**.
- The victim(s)’s parents.

6. Reporting to parents

- 6.1. 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.
- 6.2. Parents will be informed **in writing (copy of slip from school accident book) of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.**
- 6.3. In the event of a serious injury or an incident requiring emergency medical treatment, the **office** will telephone the pupil’s parents as soon as possible.
- 6.4. A list of emergency contacts will be kept at the **school office**.

7. Offsite visits and events

- 7.1. 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.
- 7.2. For more information about the school’s educational visits requirements, please see the **Educational Visits and School Trips Policy**.

8. Storage of medication

- 8.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
- 8.2. All medicines will be stored in the original contained 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.
- 8.3. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 8.4. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.
- 8.5. Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

9. Illnesses

- 9.1. When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.
- 9.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

10. Allergens

- 10.1. Where a pupil has an allergy, this will be addressed via the school's **care plan**.

11. Consent

- 11.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the **start** of each school year.
- 11.2. 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 – guidelines will be issued to staff in this regard.

12. Monitoring and review

- 12.1. This policy is reviewed **annually** by the Headteacher, and any changes communicated to all members of staff.
- 12.2. Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

12.3. The next scheduled review date for this policy is **June 20**.

Appendix 1

First Aid Procedures During the Coronavirus (COVID-19) Pandemic

Statement of intent

The school aims to act in accordance with the First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes social distancing and infection control guidelines. This appendix sets out what additional actions the school will take once phased reopening begins.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

1. Enforcing new procedures

- 1.1 The school carries out a risk assessment which is used to help inform any changes to first aid provision, including the number of first aiders needed on site.
- 1.2 The school ensures that additional first aid procedures are communicated effectively to all pupils.
- 1.3 Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.
- 1.4 The school informs parents of any changes to provision outlined in this policy.
- 1.5 The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in [section 1](#) of this policy must be followed.

2. Social distancing and infection control measures

- 2.1 When administering first aid, the relevant staff are advised to:
 - Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.
 - Dispose of any waste in a suitable bin.
 - Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
 - Keep at least two metres away from others, where practicable.
 - Interact side-by-side where administering first aid requires interaction within a two-metre range.
 - Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
 - Limit the number of people administering first aid in each incident.
 - Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.
 - Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.
- 2.2 The school acknowledges that the use of PPE is **not** required to administer first aid in most circumstances, with the exception of paragraph [6.3](#) or if required to do so in accordance with the Flu and Pandemic (**Infection Control**) Policy.

3. First aiders

- 3.1 The school ensures that there is a minimum of **two** trained first aiders on site during school hours.

- 3.2 The school ensures that there is a minimum of **two** trained first aiders on site for the duration of any wrap-around care provision, e.g. a breakfast club.
- 3.3 Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.
- 3.4 Where cover must be arranged, the school ensures that:
- Adequate cover is in place before the member of staff leaves the premises.
 - In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
 - Symptomatic individuals strictly do not administer first aid.
 - Alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, e.g. high-risk activities are suspended.

4. First aid training

- 4.1 First aiders' training is kept up-to-date.
- 4.2 Where a first aider is unable to renew their training due to the coronavirus pandemic, they are instructed to:
- Check if they are eligible for an extension.
 - **Ensure they requalify before 30 September 2020.**
 - Undertake any training that can be done online where face-to-face training is not required or available.

5. Administering and handling medication

- 5.1 When administering medication, staff are expected to:
- Follow the procedures set out in the **Administering Medication Policy**.
 - Adhere to the school's social distancing and infection control measures as much as possible.
 - Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.
 - Minimise face-to-face contact where side-by-side interaction is not practical.
- 5.2 The school acknowledges that the use of PPE is **not** required to administer medication in most circumstances, with the exception of paragraph [6.3](#) or if required to do so in accordance with the **Infection Control Policy**.
- 5.3 When handling and storing medication, staff are advised to:
- Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
 - Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
 - Minimise the number of people handling medication.
 - Ensure that medication or medical equipment brought in from home is safe to be taken home again.

6. Ill health and infection

- 6.1 Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:

- A suitably trained member of staff administers medication to help manage the individual's symptoms, where required, e.g. paracetamol to combat a high temperature.
 - The individual is isolated in a cool, well-ventilated, designated area.
 - They adhere to the school's social distancing and infection control measures.
 - Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets.
- 6.2 In the event that a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in [section 2](#) of this appendix.
- 6.3 Staff wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs.
- 6.4 If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.
- 6.5 In the event that a first aider develops coronavirus symptoms, the procedures outlined in paragraphs [3.3](#) and [3.4](#) are followed.

7. Emergencies

- 7.1 Accidents and emergencies are managed in line with [section 5](#) of this policy.
- 7.2 When administering emergency first aid, social distancing restrictions do not apply.
- 7.3 A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.
- 7.4 Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

8. Monitoring and review

- 8.1 This appendix is reviewed by the **headteacher** in reaction to any new government advice.
- 8.2 The date of the next review is **June 2021**.
- 8.3 Once the school resumes regular activity, and if deemed appropriate by the **headteacher**, all sections within this appendix will expire.

Appendix 2 (Aquinas)

Appendix – COVID-19

In order to suppress the impact of the COVID-19 virus, the Government directed that all schools in England and Wales must close from Monday 23 March until further notice. Thus, the academy closed to children registered as pupils at the school from Monday 23 March 2020 except for those children:

- Whose parents are key workers and who cannot be looked after at home. Key workers are those that are detailed in the Government's Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision (19 March 2020)¹; and
- Who are vulnerable. Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with education, health and care (EHC) plans. Schools are also asked to consider children at the fringes of social care, who may not have a social worker but are nevertheless vulnerable.

Collectively referred to as the Priority Group.

From 1 June, the academy is expecting all Priority Group pupils to return to school. In addition, from [1/15] June the academy is expecting all pupils in [nursery, reception, year 1 and 6/ Years 10 and 12] (the Eligible Group) to return to school.

The academy will continue to support the medical needs of pupils in the Priority Group and Eligible Group in accordance with this policy and only administer medication in accordance with the academy's administration of medication policy, subject to the following:

- Where at all possible, social distancing requirements will be implemented and maintained.
- Where the first aider is required to be in contact with bodily fluids, disposable gloves, an apron and mask will be worn.

Preventing the spread of COVID-19

1. Staff or pupils displaying symptoms (new continuous cough, high temperature, loss of taste or smell) must not come to school. They should be self-isolating for 7 days and members of their household must self-isolate for 14 days.
2. Staff or pupils must self-isolate for 14 days where a member of their household is displaying symptoms.
3. Staff, pupils and members of their households are recommended to take a COVID-19 test when they display symptoms. If the test is negative staff and pupils can return to school. If the test is positive steps 1 and 2 above must be followed. Please advise the school of the outcome of the test.
4. Staff, pupils and parents must remain vigilant for symptoms but it is not necessary to take daily temperature.
5. Staff and pupils on the school site must socially distance at all times, where possible, in accordance with the measures implemented at the school and risk assessed.
6. Staff and pupils must only interact, while socially distancing, [in groups of no more than 15 pupils. It is accepted that with younger children this will be more difficult but staff are expected to exercise appropriate judgement whilst maintaining the safety of pupils/ in

¹ <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

groups of less than half the usual class with no more than a quarter of the Eligible Group being at school at any time].

7. Staff and pupils must regularly and thoroughly wash hands for 20 seconds with soap and dry completely OR use alcohol hand sanitiser ensuring all parts of the hand are covered. This should be done on arrival, before and after break and lunch, prior to leaving school and after sneezing and coughing.
8. Staff and pupils should avoid touching their faces.
9. Good respiratory hygiene must be undertaken by staff and pupils – A tissue should be used when coughing, sneezing or blowing the nose. The tissue should then be placed in the bin, which should be emptied regularly. If tissues are not available or are not nearby the crook of elbow should be used.
10. Frequently touched surfaces should be regularly cleaned using standard products such as detergents and bleach.
11. The school will be deep cleaned at the end of each school day.
12. Rooms are ventilated – windows and doors kept open where it is safe to do so and ventilation units are used.
13. When returning home, staff and pupils need only follow normal personal hygiene requirements and the usual washing of clothing worn on the day at school.

Pupils or Staff displaying COVID-19 Symptoms whilst at school

1. Staff or pupils showing symptoms will be sent home to isolate for 7 days and their household must self-isolate for 14 days. Where staff or pupils are displaying symptoms, they will have access to a test and are encouraged to do so.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

2. If staff or pupils are waiting collection, they should be moved to a room where they can be isolated behind a closed door, with appropriate adult supervision for young children. Windows should be kept open for ventilation. They should use a separate bathroom if this is needed. The bathroom should be cleaned using standard cleaning products before anyone else uses it.
3. Where a member of staff/ first aider has assisted someone with symptoms, they do not need to self-isolate unless they develop symptoms. They should wash their hands thoroughly for 20 seconds and clean the area used with normal household disinfectant.
4. If the case is confirmed by a positive test the rest of the group to which the pupil or member of staff belonged to should be sent home to isolate for 14 days.
5. Household members of the wider group do not need to self-isolate unless the isolating individual develops symptoms.
6. If other cases are detected more widely in the school then Public Health England's local health protection team will conduct a rapid investigation and will advise schools on the steps to take.

Cleaning and Waste

1. Waste associated with a person with suspected Coronavirus symptoms should be double bagged, stored securely for 72 hours and then thrown away in the regular rubbish. If the individual tests negative the waste can be disposed of in the usual way within 72 hours.

2. Risk of infection from contaminated surfaces reduces over time, the risk is likely to reduce greatly after 72 hours.
3. All surfaces touched by a symptomatic person must be cleaned and disinfected thoroughly. Corridors that they have passed through can be cleaned as normal unless visibly contaminated by bodily fluids.
4. Use disposable cloths, paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings by either:
 - Using a combined detergent disinfection solution at a dilution of 1,000 parts per million available chlorine; or
 - A household detergent followed by a disinfectant (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.; or
 - If alternative disinfectants are used, check that they are effective on enveloped viruses.

Used cloths etc. must be disposed of as detailed above.

5. Soft furnishing should be steam cleaned. Where this is not possible and it is contaminated then it needs to be disposed of.

Personal Protective Equipment (PPE)

1. Face masks are not recommended for everyday use by anyone in a school setting.
 2. PPE will not be needed any more than was previously the case when dealing with medical conditions or intimate needs.
 3. If providing care to someone with COVID-19 symptoms, use a fluid resistant surgical face mask, disposal surgical gloves and a disposal apron. Eye protection is only necessary if a risk assessment determines that there may be coughing or sneezing.
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