



Billesley Primary School First Aid Policy

All staff at Billesley Primary School have a duty of care to the children in our school.

The Governing Body has responsibility for First Aid at Billesley Primary School. The head teacher is responsible for putting the governing body's policy into practice and for developing detailed procedures. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site. We all have responsibility to access a child's injury, provide care for minor cases and call for the assistance of a qualified First Aider if we judge this to be necessary.

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. At Billesley Primary School we have drawn up an annual checklist and risk assessment to ensuring we are meeting our statutory duties.

First-aid provision at Billesley Primary School

First aid provision at Billesley Primary School is as follows:

- Suitably stocked first-aid containers in all rooms;
- 1 designated First Aid equipped area i.e. the Main Office;
- First Aid travel bags for trips;

- 11 qualified First Aiders;

First Aiders' Main Duties

First aiders must complete a training course approved by the Health and Safety Executive (HSE).

At school, the main duties of a first aider are to:

give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;

when necessary, ensure that an ambulance or other professional medical help is called.

Appointed Person(s)

An appointed person is someone who:

- takes charge when someone is injured or becomes ill;
- looks after the first-aid equipment eg: re-stocking the first-aid container;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

The appointed person(s) are Wendy Lune and Julie Williams.

Risk Assessment / Assessment of need

The Senior Management will make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks. First Aid Provision will be reviewed annually to monitor the effectiveness of the provision and ensure standards are being met.

Procedures – (See: [Appendix A – Flowchart](#))

All children who feel unwell or who have had an accident should, if possible, be brought to the Main Reception Office; where it is unsafe to move the child, a 'help hand' should be sent to Reception Office for assistance.

Staff who are qualified in First Aid will initially assess the child's need and apply basic first aid; a second opinion should also be sought from a member of SLT or another qualified first aider.

For minor injuries, Reception Office will issue a 'bump' note, as appropriate and these notes are then passed on to parents at the end of the day, together with a verbal explanation by a member of staff.

If there is even the slightest concern that the injury may be more serious, parents will be contacted immediately.

For serious incidents/medical emergencies then an ambulance will be called immediately. The decision to call an ambulance is usually the responsibility of the Head or Deputy; however, in a genuine emergency the Receptionist will phone directly and inform the Headteacher once this is done.

Body spillages, including vomit

No adult in school should remove any body spillages, including vomit. If a child is sick in the classroom or other shared space, the vomit should be covered by a chair and paper towels, if available, and children removed from the area. The Office will contact the BSS on duty and he will clean the area.

Lunchtimes

There are three first aid stations – listed:

1. Rec, Yr 1 & Yr 2: by Year 4 toilets.
2. Yr 3 & Yr 4: by Year 3 toilets.
3. Yr 5 & Yr 6: by Year 5 toilets.

All children should be seen in these areas during the lunch break. Any incident is recorded in the lunchtime incident books and a lunchtime note handed to school Reception office. Classroom staff will then assess the appropriate course of action on consultation with a qualified first aider if necessary.

Inhalers and Epi-pens

Named and labelled inhalers and Epi-pens will be kept in a box in the Reception Office AND in classrooms.

Physical Education

All asthma inhalers should be taken with the children to the Physical Education lesson.

If an accident occurs, the pupil needs to be assessed by the teacher and sent to a qualified first aider, if required. The incident should be recorded, including the time and what happened.

A first Aid Kit is available from the school Reception Office and an ice pack is kept in the fridge in the staff room. Portable first aid kits should be taken to all off-site events, together with inhalers and Epi-pens.

Educational Visits (EK)

The extent and nature of first aid provided will depend on the type of the visit and the risks identified.

Organisers should undertake a *risk assessment* which will identify the level of first aid needed and make appropriate arrangements for pupils with special medical needs.

- A good knowledge of first aid and an adequate first aid box are required for all visits.
- In more remote locations, one of the teachers should be a fully-qualified first aider. First aid equipment carried should reflect specific hazards identified and the availability of professional medical help.
- Minimum first aid provision is:
 - a stocked and checked first aid box, appropriate to the nature of the visit and the numbers in the group;
 - a teacher appointed to be in charge of first aid arrangements.
- The following first aid items are the minimum recommended by the Health and Safety Executive:
 - a general advice leaflet;
 - six, individually wrapped sterile adhesive dressings;
 - one large sterile un-medicated wound dressing, approximately 18 cm x 18 cm;
 - two triangular bandages;
 - two safety pins;
 - individually wrapped moist cleansing wipes;
 - one pair of disposable gloves;
 - a resuscitator (for hygienic mouth to mouth resuscitation) would also be useful.
 - Appropriate items should be added to the above list where specific risks are identified, especially in remote locations.
 - It must be noted that aspirin must not be given to children under 12, except on medical advice

Arrangements to support trips and out of hours activities

The school is covered by the Elliot Foundation insurance providers: 'Marshes Insurance' and only uses accredited training providers.

Specific medical conditions

All children with specific conditions eg. Asthma, epilepsy will have a Care Plan which is written by the School Nurse and displayed in both staffrooms and in the class file.

Appropriate medication should be with the child and in classrooms at all times,(eg: inhalers and Epi-pens); a spare should also be kept in Reception Office.

Medicines in school

School staff are willing to administer basic medicines in school eg. Antibiotics, cream provided that this has been prescribed by a doctor and that a consent form is completed by the parent, together with dosage directions. ([See 'Managing Medicines in School' policy](#)).

Qualified First Aiders are:

Main Building

**Adell Gardner
Liz Keogh
Wendy Lune
Michelle Miller
Lee Powell
Oliver Turnbull
Matt Tyler
Julie Williams**

Early Years & Stars Playcare Club

**Ben Buswell
Margaret Holyhead
Donna Rafter**

Appendix A: Medical Emergency - Flowchart

