



**Longlands
Primary
School**

First Aid & Medication Policy

Last reviewed on: 01/09/2024

Next review due by: 01/09/2026

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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

Legislation and guidance

This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), 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

Roles and responsibilities

- *In schools with Early Years Foundation Stage (EYFS) provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.*
- *Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘appointed person’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees’ work, the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider.*
- *Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.*

Appointed person(s) and first aiders

The school’s appointed first aiders (as per appendix 1) 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*
- *First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:*
- *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 as, or as soon as is reasonably practicable, after an incident*
- *Keeping their contact details up to date*
- *Our school’s appointed first aiders names will also be displayed prominently around the school site.*

The governing board

- *The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.*

The Headteacher

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

- *Ensuring that an appropriate number of 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)*

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 (see appendix 2) 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*

First aid procedures

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 the 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/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the office manager will contact parents/carers 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.

When the school is required to administer medication

- Medication must be brought to the school office by the parent/carer, marked clearly with the pupil's name.
- A consent form must be completed by the parent/carer to give permission for the school to administer medication.
- Medication must be kept in the first aid room or a safe in the main office, with the exception of auto-injectors which should be held securely but within easy reach. Spare auto injectors will be held securely in the school office.
- Qualified first aiders may administer medication to pupils if appropriate written consent has been given, this must be logged.
- In exceptional circumstances, permission may be sought via telephone to administer medication to a pupil.
- In an emergency situation or in exceptional circumstances where it has not been possible to contact parents or guardians, medication may be administered without parental consent.
- NHS guidance is my child too ill for school can be found here: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

It is the parent/carers responsibility to record expiry dates on any medication provided to school and to replace as necessary.

It is not the responsibility of the School to remind parents to collect medicines that are no longer required or are out of date.

It is the responsibility of the parent/carer to collect all medicine if a child leaves the school or the medicine goes out of date. If a child leaves the School or the medicine goes out of date and it has not been collected after a period of one week, the school will dispose of the medicine appropriately, without contacting the parent/carer.

Vomiting and Diarrhoea

A child with vomiting and/or diarrhoea should not be brought to school until 48 hours after symptoms have stopped and they are well enough to return. If a child has a bout of vomiting and/or diarrhoea whilst in school, the parents will be notified and asked to collect their child from school. The child should stay away from school 48 until they have not vomited or had diarrhoea for at least 48 hours and are well enough to return as per [NHS guidelines](#).

Sun Protection

During summer months, parents should ensure their child brings to school a suitable hat and a water bottle. Parents should ensure their child has applied sunscreen to all exposed areas before coming to school, single application sun creams are available.

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 including, at minimum:
- The following are based on the HSE's recommendation for a minimum travelling first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.
- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents/carers' contact details
- When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:
- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages

- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 1 pair of rustproof blunt-ended scissors
- Risk assessments will be completed by the trip coordinator 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 (EYFS).

First aid equipment

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- The school office (including grab bag)
- The school hall (for each play team member)
- All classrooms
- Kitchen

Record-keeping and reporting

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 in the accident form.*
- *For accidents involving pupils, a copy of the accident report form will also be given to the child to take home*
- *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.*

Reporting to the HSE

- *The office manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).*
- *The office manager will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.*

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- *Death*
- *Specified injuries, which are:*
 - *Fractures, other than to fingers, thumbs and toes*
 - *Amputations*
 - *Any injury likely to lead to permanent loss of sight or reduction in sight*
 - *Any crush injury to the head or torso causing damage to the brain or internal organs*
- *Serious burns (including scalding) which:*
 - *Covers more than 10% of the whole body's total surface area; or*
 - *Causes significant damage to the eyes, respiratory system or other vital organs*

- *Any scalping requiring hospital treatment*
- *Any loss of consciousness caused by head injury or asphyxia*
- *Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours*
- *Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the office manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident*
- *Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:*
 - *Carpal tunnel syndrome*
 - *Severe cramp of the hand or forearm*
 - *Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach*
 - *Hand-arm vibration syndrome*
 - *Occupational asthma, e.g from wood dust*
 - *Tendonitis or tenosynovitis of the hand or forearm*
 - *Any occupational cancer*
 - *Any disease attributed to an occupational exposure to a biological agent*
- *Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:*
- *The collapse or failure of load-bearing parts of lifts and lifting equipment*
- *The accidental release of a biological agent likely to cause severe human illness*
- *The accidental release or escape of any substance that may cause a serious injury or damage to health*
- *An electrical short circuit or overload causing a fire or explosion*

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- *Death of a person that arose from, or was in connection with, a work activity**
- *An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment*
- **An accident “arises out of” or is “connected with a work activity” if it was caused by:*
- *A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)*
- *The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or*
- *The condition of the premises (e.g. poorly maintained or slippery floors)*
- *Information on how to make a RIDDOR report is available here:*
- *[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>*

Notifying parents/carers

- *A member of the office team will inform parents/carers 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. Parents/carers will also be informed if emergency services are called.*

Reporting to Ofsted and child protection agencies

- *The headteacher or member of the senior leadership team will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the school’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.*
- *The Headteacher will also notify Bexley’s Children Services of any serious accident or injury to, or the death of, a pupil while in the school’s care.*

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 3).*

- The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.
- At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

Signed:



Mr T Baines
Head Teacher

Mr S Morgan
Chair of Governor

Appendix 1: list of trained first aiders



Longlands Primary School First Aiders



Mrs Short—Office Manager

The School's appointed person for first aid. First aid at work & Paediatric first aid qualification

Paediatric first aid qualification held by:

	Mrs Davies—Teaching Assistant		Mrs Foster— Senior Midday Supervisor and Wrap Around Care Manager
	Mrs Peden—Teaching Assistant		Mrs Taylor—Teaching Assistant
	Mrs Selvey—Teaching Assistant		Mrs Svensen—Teaching Assistant
	Mr Ward—Teaching Assistant		Mrs Needham—Midday Supervisor & Wrap Around Care
	Miss Brindle—Teaching Assistant		Miss Willis—Teaching Assistant
	Mr Pearce—Teaching Assistant		Miss Gayon—Teacher
	Miss Tavares—Midday Supervisor		Mrs Brown—Office Support