

**WILLIAM BARNES PRIMARY SCHOOL  
STURMINSTER NEWTON**

**Policy and arrangements for First Aid**

<b>Adopted date:</b>	<b>22/09/2025</b>
<b>Signature of Headteacher:</b>	<b>Fiona Locke</b>
<b>Signature of Governing body:</b>	<b>Peter Hallam</b>
<b>Next review date</b>	<b>Autumn 2027</b>

It is recommended that all staff read the "Guidance and Code of Practice: First Aid at Work" published by Dorset Council in February 2007, the booklet "Medical advice for staff in schools", published by Dorset Council, January 2001 and "Guidance on infection Control in schools and other childcare settings" published by the health protection Agency. All these are available in the health and safety file in the governors' room. The policy statements below are copied from these documents and advice has been taken from "Managing medicines in schools and Early Years Settings", DFES 2005.

**Responsibilities:**

**Parents** are responsible for ensuring that their child is well enough to attend school and will be responsible for collecting their child from school if he/ she is too ill to attend. It is essential that parents provide the school with a daytime contact telephone number for use in case of emergencies. Parents are responsible for providing the head teacher with sufficient information about their child's medical condition, including any allergies, and treatment or special care needed at school. No medication may be given to children in school without a signed consent form from the parents, both for short term as well as long term medical needs.

**The Governing Body** has general responsibility for all the school's policies and is expected to have a health and safety policy which includes procedures for supporting pupils with medical needs, including managing medication.

**The Headteacher** is responsible for implementing the governing body's policy and developing detailed procedures. He/she should ensure that teachers who have pupils in their class with specific medical needs are informed of the nature of the condition and when and where the pupil may need extra attention. The pupil's parents should provide this information, with the help of health professionals. It may be necessary to draw up a written health care plan for these pupils, with the support of the school nurse.

**Individual employees** are responsible for the day-to-day implementation of the school's policy and ensuring their own health, safety and welfare as far as is reasonably practical. They will assist the school by reporting areas for improvement and ensuring their own individual behaviour is appropriate and sets a good example to others. All members of staff are required to complete a confidential medical information form for use in an emergency.

Regular training in first aid is offered to all staff so that routine first aid can be administered by a number of staff. One member of staff is trained as an appointed person for first aid (Emma Roake). Several members of staff are trained in paediatric first aid (Lisa Townsend, Phyllis Johns and Hannah Stapley-Bealing).

**The CSA** is responsible for all health and safety matters in the school and provides advice and codes of practice to ensure all pupils, employees and volunteers are able to be safe at work. The senior advisor for physical and medical needs and partnerships can also be consulted. The school follows DFE guidelines.

## **FIRST AID**

A full first aid kit and equipment are located in the medical room opposite the main office and in the kitchen in the school hall. Small travel kits are available in the medical room. Teachers are expected to take these with them on any visit, including local walks and sports lessons in the recreation ground. (Please remember to return them.)

It is essential to also have a mobile phone available to staff on visits, and a full risk assessment MUST be completed and returned to the office before any off-site activity (including sports matches).

Staff should not administer First aid beyond their level of competency. An appointed First Aider should be consulted whenever necessary.

### **Short term medical needs:**

Many pupils will need to be given medication at school at some time in their school life. Medication which is administered three times a day need not necessarily be administered during the school day. A signed parental consent form must be completed before the administration of any medication. Any medicines should be kept in a locked cupboard in the medical room or in the fridge in the staff room, apart from inhalers which are best kept with the child, whether in the classroom, on the field or in the hall, or on a visit. All medicines should be clearly marked with the child's name.

**No pupil should be given ANY medication without his or her parent's written consent. Any member of staff giving medicine to a pupil should ensure that they adhere to the school's policy and procedures and have been appropriately trained where necessary, signing the record sheet to show the medicine has been administered.**

### **Normal first aid procedures should be followed for any accidents that occur.**

The responsible adult should assess the situation and decide if they can cope or need help. If they need help, the red card requesting help can be sent by another adult or responsible child to the office, staffroom or direct to an appointed first aider. If in doubt seek help.

Providers of first aid should take precautions to avoid infection, and must follow basic hygiene procedures, washing their hands before and after any first aid. No first aid involving bodily fluids should be dealt with in the kitchen area. Any cut or open wound should be covered with a dressing, and disposable gloves should be worn if there is any bleeding. ALWAYS check if a patient is allergic to dressings before applying. Any treatment should be recorded on the child's individual accident report forms available in the file in the medical room, as soon as possible after the incident. Make sure the time of the incident is recorded on the form. Serious accidents requiring further medical treatment should be recorded and updated depending on the outcome. Any additional notes should be made in a different colour ink and be dated and signed.

### **Practical management of spills of blood, vomit, faces and urine. WEAR DISPOSABLE GLOVES AND AN APRON.**

- Cover spill with granules, sawdust or paper towels, to soak up as much spillage as possible.
- Leave for two minutes and carefully mop up with paper towels, disposing of them into yellow plastic bags
- Clean area thoroughly with general purpose detergent and hot water
- Leave a message for the cleaners asking them to steam clean the area and spray the tables.
- Once the area has been allowed to dry it is no longer a risk to others
- Use double layered sick buckets and not supermarket bags. Buckets need to be disinfected after use.
- Remove apron and gloves carefully and dispose of in a yellow plastic clinical waste bag. Then place in Sani-bins.

- Wash hands thoroughly, and apply surgical hand gel; gloves cannot be relied upon as a complete barrier to infection

If in doubt, ask for advice!!

#### **Reporting of accidents:**

- Trivial accident; dealt with by a teacher or other member of staff (TLC!)
- Accident requiring treatment, e.g. Cut knee etc.: treated in medical room by a member of staff, accident form completed and slip sent home to parent. The parent contacted by telephone if necessary.
- Accident requiring treatment and parent called in, e.g. bad cut to head, fainting etc. treated by first aider &/or member of staff until parent arrives, accident form filled in, parent informed and asked to take child for further medical assistance. Accident form completed with details of further treatment.
- **Accident requiring emergency treatment by ambulance etc:** there is a clear system for calling emergency services and all staff must be aware of these emergency procedures. The casualty will be treated by the nominated first aider until help arrives, ambulance called and form completed, parent called and accident form filled in. the casualty must be accompanied to hospital by a responsible adult, preferably a parent but possibly a member of staff who knows the casualty. A serious occurrence form must be filled in and sent to County Hall.

#### **Long term medical needs:**

Parents have the responsibility to provide the school with sufficient information about the medical condition of any child with long term medical needs, and all staff will be made aware of these children and the necessary procedures to take in an emergency (eg. Epipen users). A written health care plan must be completed for any pupil whose academic attainments are likely to be affected by their medical needs. This will be decided by teaching staff in consultation with the head teacher, the school nurse and the parents. A form is available in the booklet "Managing Medicines In Schools and Early Years Settings" (DFES 2005).

Staff training: All staff are encouraged to take part in training regularly for basic first aid and resuscitation skills, and in the use of epipens and the treatment of asthma. A register of those attending training is kept in the governors' room in the Health and Safety file.

