



SUNNYSIDE PRIMARY ACADEMY

First aid policy January 2022

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff 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

2. Legislation and guidance

This policy reflects the practice that occurs at Sunnyside Primary Academy, in relation to Greenwood Academies Trust Policies and national policies.

First Aid Policy

Medical support for Pupils

Supporting pupils at school with medical conditions, DFE

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

They 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, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's paediatric first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.



SUNNYSIDE PRIMARY ACADEMY

3.2 Greenwood Academy Trust and the Academy Council

Greenwood Academy Trust has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the principal.

The principal will collaborate with the Academy Council and the health and safety team to ensure effective procedures and preventive measures are in place.

3.3 The Principal

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

- Ensuring that an appropriate number of trained 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)

3.4 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 Principal or their manager of any specific health conditions or first aid needs
- Responding to needs or incidents as loco parentis

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:



SUNNYSIDE PRIMARY ACADEMY

- 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 upon, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide on next steps to be taken, this may include 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 will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Principal or if not available the School Administrator team will contact parents immediately
- The relevant member of staff 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 is a private room with available hand washing facilities; a place to lie down to rest and first aid resources.

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2

5. First aid equipment

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins



SUNNYSIDE PRIMARY ACADEMY

- Disposable gloves
- Sterile wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits. All medication is kept in the office or the small fridge.

First aid kits are stored in year group areas. A poster displays where they should be kept and this place should be easily accessible. These boxes have a complete first aid set and are routinely checked.

Staff have bumbags with frequently used items such as sterile wipes and plasters. These are used daily when on the playground. Staff members are responsible for keeping their own bumbag appropriately replenished.

At lunch times, a transportable first aid box is taken out on to the playground. This contains first aid resources and additionally: a bottle of water for immediate cleaning, paper towels and ice packs.

6. Record-keeping and reporting

6.1 First aid and accident record book

- A minor accident form is completed if the injury needs only very minor first aid. We use a tri-copy report book with one copy being kept for school records, one given to the pupil to take home and one copy to inform the teacher.
- The child will be given a 'ask me about my injury sticker' to show to all adults that first aid has been administered
- For head bumps or injuries a 'Mr Bump' letter will be sent home so that parents are aware of what to be aware of and how to respond.
- Class teachers to have an overview of medical needs including those who have an epi-pen and inhaler. Expiry dates should be monitored and parents informed where the expiry date is near.
- An AIRS 1 accident form (**Accident/Near Miss/Violence at Work Reporting Form (1.05)**) will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form will also be added to the pupil's educational record by the school administrative team.
- **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, an AIRS 1 form will be kept until the child is 21 years old.**



SUNNYSIDE PRIMARY ACADEMY

6.2 Reporting to the HSE

The Principal will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Principal will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences 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)
 - Any scalding 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

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)

Where an accident leads to someone being taken to hospital

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

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)

6.3 Notifying parents



SUNNYSIDE PRIMARY ACADEMY

When first aid is administered children will be given a 'ask me about my injury sticker' and a minor injury slip will be completed to take home, a copy is also given to the class teacher. When an injury will need ongoing monitoring or is caused in a circumstance that needs to be shared, a member of staff, usually the class teacher will call and inform parents.

6.4 Reporting to Ofsted and child protection agencies

The Principal will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil 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 Principal will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All staff can administer basic care such as cleaning a light graze or giving reassurance. 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).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Posters are displayed around school showing current first aiders and their levels of training.

8. Monitoring arrangements

This policy will be reviewed by the Principal in conjunction with the Health & Safety Governing committee every 2 years.

At every review, the policy will be approved by the full governing board.

Staff have additional training to ensure theirs and other safety via Smartlog and external providers. This training includes safer working practices, lifting, fire safety, food hygiene etc.

9. Medicines

9.1 Prescription medicines

This policy is written in accordance with the Department for Education statutory guidance Supporting Pupils at school with medical conditions (September 2014, updated August 2017).



SUNNYSIDE PRIMARY ACADEMY

Medicines should only be administered at the Academy if it would be detrimental to the pupil's health not to do so. Wherever clinically possible, medicines should be prescribed in dose frequencies which enable them to be administered outside of school hours.

This policy is relevant for tablets, medicines, creams and sprays prescribed by a GP or other authorised healthcare professional.

- All parents/carers will be asked to complete the Parental Agreement Form in the presence of the designated person before medicine can be administered by the Academy. These forms can be provided from the office.
- All prescribed medicines must be brought to the Academy in the original container with the prescriber's instructions for administration and dosage and must be in-date. NB insulin may be in a pen or pump rather than the original container.
- All medication must be handed in to the Academy reception with a covering letter from the parent/carer on the day that it is brought in to the Academy (the letter must be filed with the Parental Agreement Form) and moved to the individual pupil's file at the end of each term.
- Pupils will be given a sticker to wear of their jumper with the time that they need to visit the office to take their medicine.

9.2. Storage of Medication

- All medication (see item 6 for exceptions) will be secured in a locked cabinet/container. The pupil will be made aware of where the medicine is stored and how to access it immediately.
- A safe container for the disposal of sharp needles will be kept in a locked cabinet and handed to the site manager for safe disposal.
- Medicines requiring refrigeration should be kept in a secure, clearly labelled box in the fridge.

9.3 Non-prescription medicines

Over the counter or non-prescribed medicines such as Calpol, Savlon and paracetamol should not be routinely given. Teachers are not legally or contractually required to give children their medicine, or to supervise them taking it. Those who agree to administer medication do so voluntarily. Parents should administer the medicine before and after school, or arrange a time to administer to the child themselves ie lunch time. If treatment is required during the school day parents need to complete a form stating permission, when it is to be given and the dosage. It is important that if the medicine has previously been given school are told how much and when to ensure correct administration. Pupils can only be given one dose of paracetamol during the school day, this includes Calpol.



SUNNYSIDE PRIMARY ACADEMY

9.3 Individual Health Plans

Some pupils will have ongoing health needs or require additional consideration to ensure good health or suitable administration of first aid, for example cystic fibrosis, severe allergies, diabetes, operations or injuries.

Pupils will have an Individual Health Plan. At Sunnyside Primary we call this a medical passport or one page profile. This should outline the needs, treatment, consideration and response required. This is then shared and available for any staff member including external staff members. We will also display a photo of the child and a summary of need on posters displayed where appropriate around school for example the kitchen to raise awareness of known allergies.

Where appropriate staff who work closely with a pupil will be invited to complete pupil specific training such as an epilepsy response course, epi-pen administration or meet with a member of the health team to gain a great understanding of the pupils' needs.

Free epi-pen training can be found at <https://allergywise2.teachable.com/>

Please refer to 'Medical support for pupils' policy for further information on self-administration of medicines.

Appendix 1: list of paediatric trained first aiders

Name	role	Training details
Karen Rolf	Principal	Full Paediatric First Aid & Emergency First Aid at Work 04.01.2022 Anaphylaxis training 8.9.21
Laura Atkinson	Deputy	Full Paediatric First Aid & Emergency First Aid at Work 04.01.2022 Anaphylaxis training 8.9.21
Joanne Gosling		Anaphylaxis training 12.9.21 Full Paediatric First Aid & Emergency First Aid at Work 04.01.2022
Emma Nolan		Anaphylaxis training 8.9.21 Full Paediatric First Aid & Emergency First Aid at Work 31.1.2022
Claire Bannister		Anaphylaxis training 8.9.21



SUNNYSIDE PRIMARY ACADEMY

		Full Paediatric First Aid & Emergency First Aid at Work 31.1.2022
Steph Hanwell		Anaphylaxis training 11.9.21 Full Paediatric First Aid & Emergency First Aid at Work 31.1.2022
Sophie Hume		Anaphylaxis training 11.9.21 Full Paediatric First Aid & Emergency First Aid at Work 04.01.2022
Sophie Simpson		Anaphylaxis training 11.9.21 Full Paediatric First Aid & Emergency First Aid at Work 04.01.2022
Rachel Betts		Anaphylaxis training 11.9.21 Full Paediatric First Aid & Emergency First Aid at Work 31.1.2022
Rubina Yasmin		Anaphylaxis training 11.9.21 Full Paediatric First Aid & Emergency First Aid at Work 04.01.2022
Nicole Sloan		Anaphylaxis training 18.1.22 Full Paediatric First Aid & Emergency First Aid at Work 31.1.2022
Kirsty Batchelor Samantha Tearle Lisa Skelton Peter Farthing Jodi Chambers Sarah Jones Sophie Hume		Full Paediatric First Aid & Emergency First Aid at Work 31.01.2022
Beata Gineikiene Anne Franks Joanne Robbins Sharon Atkins Geraldine Roberts Allison Shatford		Full Paediatric First Aid & Emergency First Aid at Work 31.01.2022



SUNNYSIDE PRIMARY ACADEMY

Brent Klegeris		
----------------	--	--

10. First Aid during the Covid 19 Pandemic

please click on the link for the latest guidance from the HSE

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>