



## PORTFIELDS PRIMARY SCHOOL MEDICAL AND FIRST AID POLICY

Policy date	Policy review date
March 2024	March 2025

### Purpose

The purpose of this policy is:

- to ensure the health and safety of all staff, pupils and visitors by providing good First Aid in school and for educational visits and other off-site activities
- to ensure that staff and Governors are aware of their responsibilities with regards to health and safety
- to provide a framework for responding to an incident and recording and reporting the outcomes and for First Aid in general

Staff are made aware of this policy when they are appointed. As part of the induction process, new staff are given details of Paediatric First Aiders in school, are trained in basic First Aid awareness and accident reporting and shown where First Aid supplies are stored.

An overview of the current medical needs of all children in school will also be shared with staff. Pupils and school personnel with specific health needs and disabilities will be given individual consideration.

The appointed Lead First ~~Aiders in school are Vikki Pegg and~~Aider in school is Sarah Folkard.  
~~First Aid Admin Team is Nikki Marshall and Joy Rose-Stanley~~

***Please refer to the separate Pupils with Medical Conditions Policy.***

### Legislation and Guidance

This policy is based on:

- Statutory Framework for Early Years Foundation Stage and Early Years Foundation Stage
- advice from the Department for Education on First Aid in Schools, Health and Safety in Schools
- Health and Safety (First Aid) Regulations 1981

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- Management of Health and Safety at Work Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013

### First Aid Training and Staffing

All teachers and teaching assistants have a valid Certificate in First Aid Awareness in Schools (from the National College) and a number of staff are trained as Paediatric First Aiders. The First Aid ~~Lead Admin Team~~ will keep a record of all current First Aid training and monitor dates when training needs to be updated.

In all year groups (including Early Years Foundation Stage) at least one member of staff will have a current Paediatric First Aid Certificate. ~~There will also be at least one member of staff who holds a current Paediatric First Aid Certificate on break and lunchtime duty each day.~~

### Provision of Medical and First Aid equipment

A fully-stocked Medical Room is located centrally on the school premises. The room has direct access to hand-washing facilities and is located close to toilets. The door is kept locked at all times and the key is stored in ~~a combination lock on the door frame; the staff room, which is not accessible to children.~~

Individual First Aid kits are clearly marked with a white cross on a green background. In addition to basic First Aid information cards, they contain a standard set of First Aid items which have been approved by the Lead First Aider following current guidance. The contents of First Aid kits are regularly checked and re-stocked. A standard First Aid kit in our school will contain:

disposable gloves  
 tough cut scissors  
 assorted hypo-allergenic plasters  
 assorted low-adherent dressing pads  
 hypo-allergenic micropore tape  
 assorted sterile dressings  
 triangular bandage  
 eye pad with bandage  
 face shield for resuscitation  
 emergency foil blanket  
 gauze pads  
 saline wipes and pods  
 vomit bags  
 bio-hazard bags

First Aid kits are located in the following places:

- in every year group shared area
- in Lead First Aid offices
- at reception
- in the Medical Room
- in all communal areas in school e.g. Staff Room, library areas, Community Room, The Hive

Additional fully-stocked First Aid Kits for educational and residential visits and other off-site activities are kept in the Medical Room.

A Public Access Defibrillator (PAD) is located on the wall outside the year 2 gate (opposite the local Co-op). The key for the school gate is located in year 2 Frog classroom in a clearly labelled cupboard and the code to open the defibrillator case is shared with all staff.

### First Aid Procedures – in school

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and provide the required First Aid treatment or seek the assistance of a Paediatric First Aider to do so.
- If a Paediatric First Aider is called to an incident, they will assess the injury and decide if further assistance is needed from another colleague or the emergency services. The Paediatric First Aider will remain on scene until help arrives.
- The person administering the First Aid will decide whether or not the injured person should be moved or placed in the Recovery Position.
- Phone calls to parents to inform them of any significant injuries to their child or to request that a child is collected from school must be authorised by a member of SLT. The member of staff who has administered the First Aid will normally be responsible for making the call. If the child needs to go home, the member of staff who witnessed the accident and administered the First Aid should hand the child over to the parent in order that an accurate account of the injury and treatment can be passed on.
- If the emergency services are called, parents must be contacted and informed immediately, giving accurate details of the severity of the incident. If parents are unable to get to school in time, a Paediatric First Aider must accompany the child to hospital and the parents must be informed of this.
- In cases of high temperatures, vomiting and/or diarrhoea, Heads of Year-Phase-Leads have the authority to make the decision to send a child home. These phone calls should be made by a member of the admin team.

### Notifying parents of head injuries and minor injuries

If a child is involved in an accident resulting in a bump to the head, a phone call is made to the parents, followed by an email from Medical Tracker. ~~'bump to the head' letter must be issued to the parent by ParentMail or email.~~ The purpose of this is to inform parents of the nature of the injury and to remind them to keep a watchful eye on the child. For all head bumps, a phone call will also be made to parents.

For other minor injuries (e.g. grazes, bumps) parents of children will be notified by a Medical Tracker email on the day of the injury. In addition, wherever possible, the parent may be ~~should be~~ verbally notified at the end of the school day.  
~~When it is not possible to speak to parents, a phone call home should be made at the end of the day if the severity of the injury justifies this.~~

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### Record Keeping and Reporting of Accidents and Injuries

All accidents resulting in injury will be recorded on Edukey-Medical Tracker (online reporting system) with all relevant details given. This should take place on the day the incident takes place. If staff do not have access to Medical TrackerEdukey, a Medical Incident Report Form will be filled out by hand and added to Medical TrackerEdukey by a member of the admin team.

All accidents resulting in injury to a child should be reported to parents in person, by phone or email, following the guidance in this Policy.

The following incidents must be reported by completing the relevant form on Medical Tracker. ~~an Individual Accident Report Form (which are available from the Lead First Aider).~~

- accidents of a more serious nature resulting in injury to a child
- injuries sustained by a member of staff or the public on the school premises
- any reportable injury, disease or dangerous occurrence
- all accidents involving the loss of life, major injury or preventing the injured person undertaking their normal work for more than three days which have occurred as a result of an activity connected with work

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 reduction in or permanent loss of sight
  - any crush injury to the head or torso causing damage to the brain or other internal organs
  - serious burns (including scalding)
  - 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 seven consecutive days (not including the day of the incident)
- accidents that result in someone being taken to hospital
- near-miss events that do not result in an injury but may have done, for example:
  - the collapse or failure of load-bearing parts of lifts
  - 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

The appointed First Aid Lead will advise on completing the information needed to make a RIDDOR report.

The appointed First Aid Lead will notify Ofsted of any serious accident, illness or injury to, or death of any pupil while in the care of the school.

Medical and First Aid records will be held for a minimum of three years and then securely disposed of.

### Inhalers and Adrenaline Auto-Injectors (AAIs)

All children with specific medical conditions e.g. diabetes, asthma, food intolerances, etc. will have an Individual Healthcare Plan (IHP), copies of which are kept in individually named bags on the child's person, in the Medical Room (in the Individual Healthcare Plan folder) on Medical Tracker and on Edukey.

In line with current regulations, the school has its own supply of Salamol inhalers and Adrenaline Auto-Injectors (EpiPens). These medications can be used in emergencies when a child with asthma is unable to access their own inhaler or a child with a known allergy is unable to access their own Adrenaline Auto-Injector. Consent forms from parents giving permission for these medications to be administered in an emergency are kept by the Lead First Aider in the Children's Medical Information File. Any administration of emergency medication will be recorded by two members of staff and parents will be notified.

### Medicines and Administration of First Aid in School

Medicines will not be administered in school unless the parent has signed an Administration of Medication Consent Form to authorise this, on Medical Tracker. Medicines must be in date and

clearly marked with the child's name and the dosage (including the duration of the course of treatment). Any medication which is kept in school will be labelled with the child's name, year group and class (on both the outer packaging and inner contents). All medicines in school will be kept in the Medical Room in a padlock protected cupboard. Medicines will be administered by a member of staff and must be witnessed by another staff member. The date, dosage and the time taken will be recorded on ~~the Administration of Medication Consent~~ Medical Tracker Form along with the signatures of the member of staff administering the medication and the witness, indicating two witness to the administrations. Records of expiry dates of medication are also kept and checked.

On joining the school, as part of the admissions procedures, parents will be asked to give consent for school staff to administer First Aid to their child. Consent will also be requested to authorise urgent medical treatment during educational visits and other off-site activities on behalf of a parent or carer.

If an injury occurs involving a child where parents have not given consent to administer First Aid in school, advice will be sought by calling 111 or 999 depending on the severity of the incident.

#### First Aid Procedures – off-site

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

- portable First Aid kit
- mobile phone
- specific medication for individual children
- school emergency medication – Salamol inhaler, Piriton, Calpol and EpiPens
- contact details for parents

Risk assessments will be completed for all educational and residential visits and other off-site activities.

In Early Years Foundation Stage (and all other year groups where possible) there will be at least one member of staff with a current Paediatric First Aid Certificate on all educational visits and other off-site activities.

#### Responsibility for the Policy and Procedure

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

#### Role of 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 other staff members.

### Role of the Headteacher

The Headteacher is responsible for the implementation of this Policy, including:

- ensure the school complies with all Health and Safety (First Aid) Regulations and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Health and Safety Executive (HSE)
- ensure that there is an appointed Lead First Aider and that staff know who this is
- ensure that the appointed Lead First Aider and Paediatric First Aiders are suitably trained, have sufficient time to undertake their role and an adequate budget to purchase First Aid equipment
- ensuring that all other staff are aware of First Aid procedures and have adequate First Aid training and up to date qualifications
- ensuring that appropriate risk assessments are completed and appropriate measures are put in place
- ensure all school personnel are aware of and comply with this policy

### Role of appointed Lead First Aider

The Appointed Lead First Aider will:

- be Paediatric First Aid trained
- take responsibility for ensuring that medical and First Aid policies are up to date and regularly review the school's First Aid needs to ensure an adequate provision
- undertake an assessment of risks to the health and safety of children and staff and include this as part of the Medical and First Aid Policy
- make decisions about children who may need to go home or visit hospital
- ensure that an ambulance or other professional medical help is summoned when appropriate

### Role of appointed First Aider Admin Team

- take responsibility for maintaining adequate supplies of First Aid equipment in school
- position and maintain First Aid kits at appropriate locations around the school
- keep Medical Tracker records up-to-date, including checking those dates that occur at luntime
- ensure all First Aid, medicine and coach kits are ready for trips and residentials

- oversee the upkeep of the Children's Medical Information file and records on Edukey

## Role of School Personnel

### School personnel will:

- undertake training in First Aid awareness which will be revisited every three years
- be aware of First Aid arrangements in line with this policy
- maintain adequate supplies of First Aid equipment in school
- take responsibility for recording and reporting of accidents and injuries on Medical Tracker
- give individual consideration to pupils and school personnel with specific health needs and disabilities (***please refer to the separate Pupils with Medical Conditions Policy***)
- make available appropriate medical resources (inhalers, insulin, Adrenaline Auto-Injectors) for those pupils with specific health needs at all times
- be responsible for taking First Aid kits on educational and residential visits and other off-site activities
- be responsible for taking any specific medication for individual children on educational and residential visits and other off-site activities
- be responsible for taking school emergency supplies of medication on residential visits and other off-site activities i.e. Calpol, Piriton, Salamol inhalers, EpiPens
- take precautions to avoid infection and follow basic hygiene procedures with access to disposable gloves and hand washing facilities
- inform parents of any head injuries in line with this Policy
- keep up to date with new developments and resources
- report any concerns they have on the medical welfare of any pupil in line with the Safeguarding and Child Protection Policy (***please see separate Safeguarding and Child Protection Policy***)

## Role of Parents/Carers

### Parents/carers will:

- inform the school of their child's medical history that may be a cause for concern
- complete an Administration of Medication Consent Form for any medication that their child needs to take during the school day
- complete necessary asthma / allergy / diabetic paperwork annually
- provide the school with necessary medication and replace when out of date
- inform the school of any changes in medications prescribed
- inform the school of any new medical conditions that are diagnosed
- adhere to school guidelines by keeping children who have been ill with sickness and/or diarrhoea off school for 48 hours from the most recent occurrence