

Tacolneston & Morley CE Primary Academies Federation



*As each has received a gift, use it to serve one another, as good stewards of
God's varied grace
1 Peter 4:10*

Work together, learn together, grow together...

First Aid Policy

All policies at Tacolneston & Morley CE Primary Academies Federation should be taken as part of the overall strategy of the school and implemented within the context of our Safeguarding Policy and our vision, aims and values as Church of England Schools.

Agreed: Spring 2023

Head Teacher:

Governor:

Review: Spring 2024

FIRST AID POLICY

Statement of intent

Tacolneston & Morley CE Primary Academies Federation is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors.

Tacolneston & Morley CE Primary Academies Federation will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Medical Policy
- Food Hygiene Policy and Procedures
- Educational Visits and School Trips Policy

The Head Teacher has overall responsibility for ensuring that the Federation has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

1. Legal framework

- 1.1. This policy has due regard to statutory legislation, including, but not limited to the following:

The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance
Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

2. Aims

- 2.1. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
- 2.2. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.
- 2.3. Anyone on the Federation premises is expected to take reasonable care for their own and others' safety.
- 2.4. The aim of this policy is to:

Ensure that the Federation has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.

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Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.

Ensure that medicines are only administered at the schools when express permission has been granted for this.

Ensure that all medicines are appropriately stored.

Promote effective infection control.

2.5. Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy, and make clear arrangements for liaison with ambulance services on the school sites.

2.6. To achieve the aims of this policy, the Federation will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

A leaflet giving general advice on first aid;

20 individually wrapped sterile adhesive dressings (assorted sizes);

Two sterile eye pads;

Four individually wrapped triangular bandages (preferably sterile);

Six safety pins;

Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;

Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and

One pair of disposable gloves.

2.7. Equivalent or additional items are acceptable.

2.8. Glynis Harrold at Morley Primary School and Linda Bird at Tacolneston Primary School are responsible for examining the contents of first aid boxes. These should be checked termly and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

2.9. First aid boxes are located in the following areas:

Morley: Disabled Toilet; Kitchen; class rooms, Office

Tacolneston: Medical Room; class rooms; Disabled Toilet

3. First aiders

3.1. The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.

3.2. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the Federation office managers.

3.3. Each school's first aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies and checks will be carried out on a termly basis.

3.4. Refer to the Appendix for the current first aid appointed person(s).

4. Emergency procedure in the event of an accident, illness or injury

4.1. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

4.2. If called, a first aider will assess the situation and take charge of first aid administration.

4.3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

4.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.

Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.

Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.

See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.

When the above action has been taken, the incident must be reported to:

- The Head Teacher
- The parents/carer of the victim(s)

5. Reporting to parents

5.1. In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.

5.2. The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

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- 5.3. Where emergency treatment is not required, an accident slip will be sent home to the child's parents or guardians and a phone call will be made. During the COVID-19 pandemic period, accident slips will be emailed to parents.
- 5.4. 'Head Bump' letters are kept in the Accident Book in the First Aid cupboard in the Medical Room (Tacolneston / Disabled Toilet (Morley)
- 5.5. The Governing body recognise that accidents involving a pupil falling from a height can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.
- 5.6. Where emergency treatment is not required, an accident form will be sent home to the child's parents or guardians and a phone call will be made. During the COVID-19 pandemic period, accident slips will be emailed to parents.
- 5.7. In the event of serious injury or an incident requiring emergency medical treatment, a member of staff will telephone the pupil's parents as soon as possible.
- 5.8. A list of emergency contact details is kept in the Federation offices.

6. Visits and events off-site

- 6.1. Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Head Teacher before the event is organised.
- 6.2. Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.

7. Storage of medication

- 7.1. Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
- 7.2. All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- 7.3. All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- 7.4. An emergency supply of medication should be available for pupils with medical conditions that require regular medication.
- 7.5. Parents should advise the Federation when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

8. Illness

- 8.1. When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible.
- 8.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.
- 8.3. If a child shows symptoms of COVID-19 (high temperature, persistent cough, loss of taste and/or smell), they will be escorted to the old kitchen at Morley or the group room at Tacolneston to rest while they wait for the parents/carers to arrive to pick them up. Pupils will be monitored during this time.

9. Consent

- 9.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.
- 9.2. Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

10. Monitoring and review

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- 10.1. This policy is reviewed annually by the Head Teacher in conjunction with the governing body; any changes made to this policy will be communicated to all members of staff.
- 10.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme

APPENDIX 1

Current Appointed First Aid Person(s)

Morley	EFAW L3 First Aid Date of Renewal	Date of Paediatric Certification Renewal	Tacolneston	EFAW L3 First Aid Date of Renewal	Date of Paediatric Certification Renewal
Sophie Everett	May 2025		Martine Parsons	June 2024	
Michelle Anderson	May 2025		Linda Bird		April 2024
Annie Smith	May 2025		Charlene Copplestone	May 2025	
Andrew Hyde	May 2025 (?)		Sarah Doy	May 2025	
Tina Hurrell	May 2025		Jill Smith		April 2024
Greg East	May 2025		Andrea Jones	June 2024	
Jasmine Card	May 2025		Sharon Weir		Oct 2023
Laura Hanagraaf	May 2025		Linda Ludkin	May 2024	
Laura Ketley		May 2024	Laura Ketley		May 2024
Glynis Harrold	May 2025		Liz Saunders	May 2025	
Louise Motteram		Oct 2023	Vickie Deane	May 2025	
Michael Smith	May 2025				
Carmon Wellstead		Nov 2024			
Kate Easter		Nov 2024			
Tabitha Botting		March 2025			

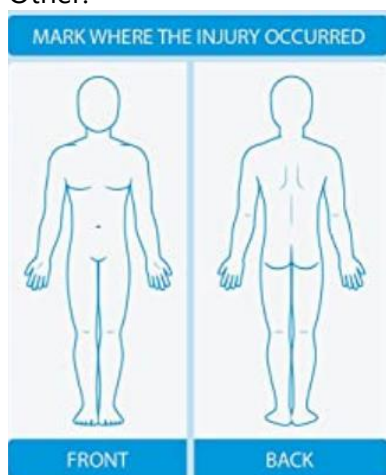
Appendix 2

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Your child has had an accident/illness at school today

Allergy	Asthma	Bruise/bump	Burn	Dental injury	Eye injury
Head injury	High temperature	Nose bleed	Sprain/twist	Trip fall	Vomiting/nausea

Other:



Morley CE Primary Academy

Name:

Class:

Time:

Date:

Location of accident:

What led to accident?:

Treatment and care provided:

First Aider signature:

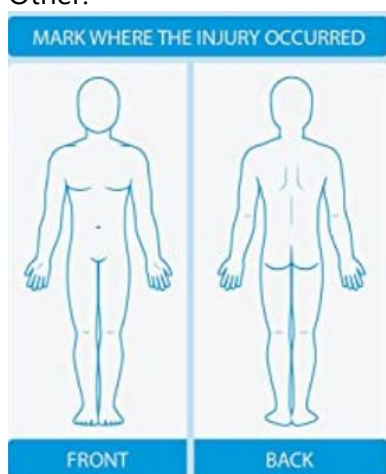
Name of First Aider:

Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain then please consult your doctor or local hospital.

Your child has had an accident/illness at school today

Allergy	Asthma	Bruise/bump	Burn	Dental injury	Eye injury
Head injury	High temperature	Nose bleed	Sprain/twist	Trip fall	Vomiting/nausea

Other:



Tacolneston CE Primary Academy

Name:

Class:

Time:

Location of accident:

Treatment and care provided:

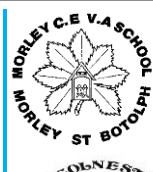
First Aider signature:

Name of First Aider:

Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain then please consult your doctor or local hospital.

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Appendix 3



Tacolneston and Morley CE Primary Academies Federation – First Aid

Name of casualty and class	Date of incident	Time	WHERE..WHAT..HOW incident occurred eg <i>Tripped over on top playground near to the mobile</i>	Nature of injury – eg <i>2cm graze on right knee</i>	First Aid administered	Slip sent home HEAD INJURY/FALL <i>must be a telephone call home</i>	First Aider and signature

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