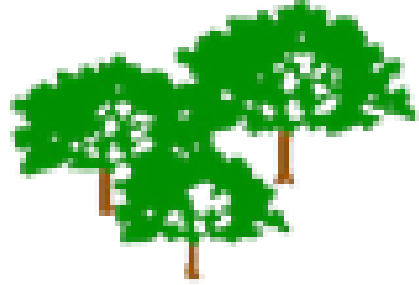


Grove Street Primary and Nursery School

Grove Street
Primary School



MINDS | LEARNING | FUTURES

Every child deserves a Champion

First Aid Policy

Date of Policy	Implemented October 2024, updated Oct 25		
Headteacher Signature	Lisa Walsh	Chair of Governors Signature	Nicky Cornford

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Statement of intent

Grove Street Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, 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 regard to all staff, children and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, children and visitors. Details of such precautions are noted

in the following policies:

- Health and Safety Policy
- Behavioural Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Supporting Pupils with Medical Conditions Policy
- Allergen and Anaphylaxis Policy
- Educational Visits and School Trips Policy
- Bumped head policy

The school's Senior Leadership Team has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

Wirral LA as the employer has overall responsibility for health and safety within maintained and voluntary controlled schools, but delegates responsibility for the strategic management of such matters to the school's governing board. The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

1. Legal framework

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

- Health and Safety at Work. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'

- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'
- DfE (2021) 'Statutory framework for the early years

foundation stage'

2. Aims

2.1. All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

2.2. Staff will always use their best endeavours to secure the welfare of pupils.

2.3. Anyone on the school premises is expected to take reasonable care of their own and those that may be affected by their actions.

2.4. The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision for every child, 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.
- Ensure that staff and children are aware of the procedures in the event of any illness, accident or injury.
- School has assessed the risk of administering medication to pupils Eg RA 020 Medicines Administration v5 August 2024.
- Ensure that medicines are only administered at the school when prescribed by a doctor and/or express permission has been granted for this and recorded on Medical Tracker in line with DfE Supporting Pupils with Medical Conditions policy and Administration of Medicines Policy.
- Only trained and competent persons may administer medicines, using the administration of medication policy.
- Ensure that all medicines are appropriately stored and registered on Medical Tracker
- Promote effective infection control.

2.5. Nothing in this policy will 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 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 site.

A First Aid Risk Assessment will be carried out to determine the level of first aid required by the school. This will be regularly reviewed.

2.6. To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves

2.7. The lead first aider is responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked, documented and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

2.8. First aid boxes are in the following areas:

- The school office
- In every classroom

3. School Staff

All School staff are responsible for:

3.1 Ensuring they follow first aid procedures including seeking advice from a first aider and SLT. Any child that has a head injury must be seen by a first aider, SLT and parents contacted. The bumped head policy contains detailed procedures.

3.2 Ensuring they know who the first aiders and/or appointed person(s) in school are

3.3 Completing accident report on Medical Tracker for all incidents they attend to where a first aider is not called

3.4 Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aiders

4.1 The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary. Sending children home to recover, where necessary.

4.2 School will ensure that all first aid trained employee's first aid certificates are kept up-to-date through liaison with the school admin team.

4.3 Each classroom's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies.

4.4 Each first aider will complete an accident report on Medical Tracker and an M13. An M13 is completed for all employee, visitor and serious pupil accidents on the same day as, or as soon as is reasonably practicable, after an incident. The M13 will be submitted to SLT for review immediately and sent to school's health & safety providers for additional advice or reporting to the HSE under The Reporting of Injuries, Diseases and dangerous Occurrences Regulations 2013 (RIDDOR). M13's must be submitted to the LA Health & Safety Team within 7 days of the accident occurring.

4.5 The current first aid appointed person(s) are: (39 First Aiders)

Name	Level of qualification	Date of first aid qualification
Sue Archer	Full Paediatric	November 2023
Ella Bailey	Full Paediatric	September 2025
Hannah Beale	Full Paediatric	September 2025
Emily Butterworth	Full Paediatric	September 2025
Sian Campbell	Full Paediatric	November 2023
Charlie Clewlow	Full Paediatric	September 2025
Alison Gillies	Full Paediatric	September 2025
Steph Graham	Full Paediatric	September 2025
Abi Griffiths	Full Paediatric	November 2023
Joanne Griffiths	Full Paediatric	November 2023
Emma Hanson	Full Paediatric	September 2025
Millie Hanson	Full Paediatric	September 2025
Demi Harrison	Full Paediatric	September 2025
Reanne Harrison	Full Paediatric	November 2023
Kerry Huey	Full Paediatric	November 2023
Charlotte Issac	Full Paediatric	September 2025
Amy Jones	Full Paediatric	September 2025
Barbara Jones	Full Paediatric	September 2025
Rhian Jones	Full Paediatric	November 2023
Vicki Knowles	Full Paediatric	September 2025
Wendy Leake	Full Paediatric	September 2025
Caroline McCann	Full Paediatric	September 2025

Kath McCann	Full Paediatric	November 2023
Kelly McCann	Full Paediatric Level 3 Emergency First Aid	November 2023 December 2024
Faye McCarthy	Full Paediatric	September 2025
Lisa McCarthy	Full Paediatric	November 2023
Joe Murray	Full Paediatric	September 2025
Victoria Nesbitt	Full Paediatric	November 2023
Jenny Orton	Full Paediatric	September 2025
Lauren Piercy	Full Paediatric	November 2023
Charlie Price	Full Paediatric	September 2025
Michelle Royden	Full Paediatric	November 2023
Kirsty Smith	Full Paediatric	November 2023
Alyson Stables	Level 3 Emergency First Aid Full Paediatric	December 2024 September 2025
Jeannie Stanley	Full Paediatric	September 2025
Josie Thomas	Full Paediatric	September 2025
Kitty Thompson	Full Paediatric	September 2025
Charlie Walsh	Full Paediatric	November 2023
Hannah White	Full Paediatric	September 2025

5. Automated external defibrillators (AEDs)

5.1 The school has procured an AED, which is located on the wall opposite the school office.

5.2 Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

5.3 A general awareness briefing session, to promote the use of AEDs, **safe use etc** will be provided to staff on an annual basis.

5.4 Use of the AED will be promoted to pupils during PSHE lessons.

5.5 AED should be registered

5.6 AED must be inspected and maintained, and records kept

. The AED is inspected monthly, and this is recorded.

6. Emergency procedures

6.1 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 and calling for a first aider.

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

6.3 If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

6.4 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 victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly 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 victim(s) to a doctor or to a hospital. (a minimum of 2 staff will take the injured pupil to hospital) Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.

- Call for a member of SLT
- Ensure 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 pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.
- Once the above action has been taken, the incident will be reported promptly to:
 - • The headteacher or deputy headteacher
 - • The victim(s)'s parents.

The Head Teacher and SLT will ensure that accidents and incidents are appropriately investigated with assistance from school's health and safety providers and where appropriate reported to the LA.

7. Reporting to parents

7.1. In the event of incident or injury to a pupil, at least one of the child's parents will be informed as soon as practicable via Medical Tracker notification or telephone (telephone call to then be logged on Medical Tracker).

7.2 Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop, via Medical Tracker: Select injury- head injury then select the option for parental notification including NHS guidance.

7.3 In the event of a serious injury or an incident requiring emergency medical treatment, the child's class teacher will telephone the child's parents as soon as

possible or ask the admin team or SLT to call on their behalf. All calls to be logged on Medical Tracker.

7.4. A list of emergency contacts are available via Medical Tracker and CPOMS

7.5 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. Pupil records will be retained according to Wirral Council's schools Document Retention Policy.

8. Offsite visits and events

8.1 Before undertaking any offsite visits or 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 visit or event and the persons involved.

8.2 For more information about the school's educational visits requirements, please see the Educational Visits and School Trips Policy.

9. Storage of medication

9.1 Medicines will always be stored securely and appropriately in accordance with individual product instructions. All medication stock to be logged on Medical Tracker.

9.2 All medicines will be stored in the original container 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 and this information added to Medical Tracker.

9.3 All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.

9.4 An emergency supply of medication will be available for children with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

9.5 Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHCP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard. All health conditions, allergies and IHCP logged on Medical tracker

10. Illnesses

10.1 When a child becomes ill during the school day, the parents will be contacted, asked to pick their child up as soon as possible and the illness logged on Medical Tracker.

10.2. A quiet area will be set aside for withdrawal and for children to rest while they wait for their parents to pick them up. Children will be monitored during this time.

11. Allergens

11.1. Where a child has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

12. Consent

12.1 Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year during parents meetings.

12.2 Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses 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. Staff should seek advice from SLT / first aider / parents.

13. Monitoring and review

13.1. This policy is reviewed by the governing board, and any changes communicated to all members of staff.

13.2. Staff will be required to familiarise themselves with this policy as part of

their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel during their Health & Safety induction meeting.

The Headteacher

The headteacher 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 all staff who administer medicines are trained and receive regular refresher training
- Ensuring all staff have access to the first aid policy and procedures

The Site Manager

- Ensures 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
- Reporting specified incidents to the HSE when necessary, with advice from school's health & safety advisers

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 (Medical Tracker) for all incidents they attend to where a first aider is not called or unavailable.
- Informing the headteacher or their manager of any specific health conditions or first aid needs

