



*Children and adults are at the heart of our school;
our school is at the heart of our community.*

First Aid Policy

All staff at Lakeview Primary School have a duty of care to the children in our school.

The Governing Board has responsibility for First Aid at Lakeview Primary School. The Head teacher is responsible for putting the Governing Board's policy into practice and for developing detailed procedures. Teachers and other staff in charge of pupils are expected to use their best endeavour at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. At Lakeview we ensure that all staff receive first aid training, appropriate to their role within the school. In addition to this, many staff members receive additional training in specific areas, such as epilepsy, asthma **and the administration of specific treatments.**

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

First-aid provision at Lakeview Primary School

First aid provision at Lakeview Primary School is as follows:

- Suitably stocked first-aid containers are available in the Medical Room, all wider access toilets & the Nursery;
- 1 designated First Aid equipped area – the Medical Room
- First Aid travel bags for break times and educational visits
- The majority of staff within school are First Aid trained

First Aiders' Main Duties

First aiders complete a training course approved by the Health and Safety Executive (HSE). At school, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical help is called **and necessary information shared;**
- communicate details of injury/illness and subsequent treatment to parents.

Risk Assessment / Assessment of need

The Senior Management will make a suitable and sufficient assessment of the risks to the health and safety of their employees at work, and others who may be affected by their undertaking, to identify what measures they need to take to prevent or control these risks. First Aid Provision will be reviewed annually to monitor the effectiveness of the provision and ensure standards are being met.

Risk assessments are written for specific events and individual children, depending on need. These are approved by the Designated Safeguarding Lead and shared with relevant staff, as well as parents (if appropriate).

Procedure for administering first aid

All children who feel unwell or who have had an accident **that requires treatment** should, if possible, be brought to the Medical Room in the main building; where it is unsafe to move the child, first aid will be administered in situ and further assistance requested.

Staff who are qualified in First Aid will initially assess the child's need and apply basic first aid; a second opinion may be sought from a member of SLT or another qualified first aider, if necessary.

For minor injuries, First Aiders will issue a 'bump note' (a copy is also kept **in the pupil's individual file**), as appropriate and these notes are then passed on to parents at the end of the day, together with a verbal explanation by a member of staff. For all head injuries, an additional slip is attached to the 'bump note', with advice for monitoring of the child.

If there is concern that the injury may be more serious, parents will be contacted immediately.

For serious incidents/medical emergencies, an ambulance will be called immediately. The decision to call an ambulance is usually the responsibility of the Head or Assistant Heads; however, in a **critical situation the Office Staff will phone **immediately** and inform the Headteacher once this is done.**

Incident Book – Record Keeping

All accidents/conditions requiring treatment are recorded in the 'Incident Book', located in the Medical Room. Details recorded include;

- Date and time of the incident
- Name of injured person
- Class (if applicable)
- Name of the first aider providing treatment
- Type of incident (e.g. bumped head or raised temperature) □ Where the incident occurred.
- Treatment provided and action taken.

A 'bump note' for parents is then written, with a copy kept in the pupil's first aid file (located in the medical room).

If the injury requires hospital treatment, this is recorded in hard copy and electronically via RIDDOR, which automatically goes to the local authority and the HSE if deemed necessary.

Body spillages, including vomit

If a child is sick in the classroom or other shared space, the Site Agent should be contacted. In the event of their absence, staff will clean up the area, using the dedicated resources. This includes the use of personal protective equipment. **These are located in the medical room.**

Inhalers and auto-immune injectors

Named and labelled auto-immune injectors will be kept in a cupboard, within the Medical Room. All inhalers will be kept in the classrooms.

The school has spare inhalers and adrenaline injectors, which are stored in the medical room. These can only be used for children that have written parental permission.

Physical Education

All asthma inhalers should be taken with the children to the Physical Education lesson.

If an injury occurs, the usual procedures will be followed, including seeking support and recording incidents.

First aid equipment, including cold compresses are available from the Medical Room. Portable first aid kits should be taken to all off-site events, together with inhalers and autoimmune injectors (if appropriate), in the green mobile first aid kits.

Educational Visits

The extent and nature of first aid provided will depend on the type of the visit and the risks identified. All members of staff receive first aid training, ensuring that there are multiple trained staff on all visits. However, one member of staff should be identified, by the visit leader as the designated lead first aider. It is their responsibility to ensure that all medicines and first aid kits (appropriate to the visit) are prepared and taken on the visit.

Visit leaders must complete a *risk assessment*, identify the level of first aid needed and make appropriate arrangements for pupils with special medical needs. This must be approved by the Educational Visits Coordinator.

Specific medical conditions

Children with specific conditions eg. Asthma, epilepsy or allergies may have a Care Plan which is written by the School Nursing (0-19) Team. This is displayed in the Medical Room and the first aid cupboard within that person's classroom. It must be taken on all visits.

Consideration is carefully given to the location of any specific medication.

Medicines in school

Sometimes children require medication to be administered during the day. In these cases there are clear procedures in place. (See 'Managing Medicines in School' policy).

Agreed – September 2023

Review – September 2024

Medical Emergency - Flowchart

