



First Aid Policy

Policy Details

Policy Owner	Bursar
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Policy Approval/Distribution Process

Name/Committee	Role (Review/Approval/Author/Noting)
Governors	Approval
Headteacher	Review
Bursar	Author
SLT	Noting
All Staff	Noting
BPS Website (Y/N)	Yes

Policy Version Control

Version	Revision Date	Revised By	Section(s) Revised
V8.21	August 2021	Bursar	All
V2	Jan 2023	Bursar	Review



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1.1 Scope

This guidance is applicable to all those involved in the provision of first aid related to school activities.

1.2 Objectives

- 1.2.1 To ensure that there is an adequate provision of appropriate first aid at all times.
- 1.2.2 To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

1.3 Guidance

- 1.3.1 The Bursar and School Matrons will be responsible for the implementation of this policy.
- 1.3.2 The Bursar and School Matrons will undertake a risk assessment to determine the first aid needs. This will include consideration of the following:
 - (a) Size of the school and whether it is on split sites / levels.
 - (b) Location of the school.
 - (c) Specific hazards or risks on the site.
 - (d) Staff or pupils with special health needs or disabilities.
 - (e) Previous record of accidents / incidents at the school.
 - (f) Provision for lunchtimes and breaks.
 - (g) Provision for leave / absence of first aiders.
 - (h) Offsite activities, including trips.
 - (i) Practical departments, such as science, technology and PE.
 - (j) Out of hours activities.
 - (k) Contractors on site and agreed arrangements.
- 1.3.3 Pupil Illness
 - (a) If a pupil becomes ill during the day the school will contact the parents so that the child can be collected.
 - (b) There is access to the school medical centre / medical room which is managed by the School Matrons.
 - (c) The School Matrons are on duty in the Matrons Rooms from 0800 – 1700 every day and at other times when pupils are in school and they will administer first aid and deal with accidents and emergencies or when someone is taken ill.



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- (d) The school will notify parents if a pupil suffers anything more than a minor injury or becomes ill during the school day.

1.3.4 Specific First Aid Provision

(a) First Aiders

- (i) Sufficient trained first aiders to cover day to day and other school activities will be provided.
- (ii) A first aider (paediatric first aid for EYFS pupils) will accompany pupils on visits out of school. (a minimum of 1:100 pupils and staff)
- (iii) First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.
- (iv) The school may also have appointed persons in addition to first aiders. Such persons will have received formal training (normally four hours) and their duties may include:
 - (1) take charge when someone becomes ill or is injured.
 - (2) look after first aid equipment, e.g. restocking of supplies; and
 - (3) ensure that an ambulance or other professional medical help is called when appropriate.
- (v) First aid and appointed person training will be refreshed every 3 years.

(b) First Aid Boxes

- (i) First aid boxes will be provided in areas of the school where accidents are considered most likely.
- (ii) A first aid box will also be taken when pupils leave the school on organised trips or participate in sports events.
- (iii) First aid boxes will be replenished as necessary and checked termly.
- (iv) The contents of a first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.

(c) First Aid Notices

- (i) Lists of members of staff who are qualified first aiders or Paediatric first aiders and those who are trained appointed persons will be displayed on noticeboards in the school.

(d) Access to First Aid



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- (i) All pupils and staff will be given information on the provision of first aid at their induction.
- (e) Records
 - (i) Details of any incident which requires treatment will be recorded in the school accident book (normally the Department of Social Security BI510).
- (f) Calling an Ambulance
 - (i) The School Nurse will normally be responsible for summoning an ambulance and for escorting the pupil to hospital. If unavailable a member of staff will always stay with a pupil in hospital until their parents have been contacted.
- (g) Emergency Medical Treatment
 - (i) In accepting a place at the school, parents are required to give their consent for the Head Teacher or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent.
 - (ii) Some schools may choose to have Automated external defibrillators ("AED") available for use. The purchase and usage of an AED is a decision for each individual school. The Department for Education document "Automated external defibrillators, A guide for schools" outlines the relevant considerations.

1.3.5 Medical care

- (a) This procedure is limited to the provision of first aid, but the school has arrangements in place for:
 - (i) dealing with pupils who have special educational needs or specialist medical needs.
 - (ii) provision of medical examinations and immunisations.
 - (iii) holding medical records; and
 - (iv) dealing with medicines and treatments brought to school for pupils.



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Legal Requirements & Education Standards,

References:

- A: Commentary on the Regulatory Requirements, Part 3 (www.isi.net)
- B: Reference Guide to the key standards in each type of social care service inspected by Ofsted (www.ofsted.gov.uk)
- C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook
- D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
- E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
- F: Early Years Foundation Stage (EYFS) Checklist and Monitoring Reference for Inspectors (www.isi.net)
- G: DfE "Guidance on First Aid for Schools" (www.dfe.gov.uk)
- H: HSE home page, First Aid at Work (www.hse.gov.uk)
- I: MOSA Guidance: "First Aid Provision and Training in Schools" (www.mosa.org.uk)
- J: DfE Automated external defibrillators (AEDs) A guide for schools, September 2018