



Abbey School

First Aid Policy

Last updated: September 2023

Review annually September 2024

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Statement of intent

Abbey School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils 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, pupils and visitors.

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

- **Health and Safety Policy**
- **Behaviour Policy**
- **Child Protection Policy**
- **Lone Working Policy**
- **Supporting Pupils with Medical Conditions Policy**
- **Educational Visits and School Trips Policy**

Lead First Aiders in each school have overall responsibility for ensuring adequate and appropriate first aid equipment and supplies are in place.

The School Business Manager monitors training provision to ensure staff are appropriately skilled to undertake their role.

Signed by:

_____	Head Teacher	Date: _____
_____	Chair of the board of Trustees	Date: _____

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 etc. 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)'

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 for their own and other's safety.

2.4. The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision 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.
- Ensure that 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 school 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 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.

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
- Disposable gloves
- Equivalent or additional items are acceptable
- All first aid containers will be identified by a white cross on a green background
- PPE

2.7. The lead first aiders on each site are responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked 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:

Junior Site

- **First Aid Room**
- **Sports Hall**
- **Food Tech Room**

Infant Site

- **Staff room**
- **Room by the hall**
- **First aid room**
- **Cleaners cupboard**
- **First aid kit for trips kept in first aid room**

Small first aid boxes are available in each classroom

3. First aiders

- 3.1. 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.
- 3.2. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the **School Business Manager (SBM.)**
- 3.3. 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.
- 3.4. The current first aid appointed person(s) are:

Junior Building

Name	Contact	Location	Date of first aid qualification
Suzanne Patterson	spatterson@abbeyfed.darlington.sch.uk	Junior Building	19/10/2025

Infant Building

Name	Contact	Location	Date of first aid qualification
Cassie McGee	cmcgee@abbeyfed.darlington.sch.uk	Y1	18/05/2024
Daphne Groves	dgroves@abbeyfed.darlington.sch.uk	EY	10/05/2024

4. Automated external defibrillators (AEDs)

- 4.1. The school has two AEDs which are located in **both first aid rooms**.
- 4.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.
- 4.3. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an **annual** basis, and usually during the **first INSET session** of the academic year.

5. Emergency procedures

- 5.1. 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.
- 5.2. If called, a first aider will assess the situation and take charge of first aid administration.
- 5.3. 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.
- 5.4. 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 when possible**, take the 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 move the victim(s) without making the injury worse.
- 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.

5.5. Once the above action has been taken, the incident will be reported promptly to:

- The **Head Teacher**.
- The victim(s) parents.

6. Reporting to Parents/ Carers

- 6.1. In the event of incident or injury to a pupil, at least one of the pupil's Parents/ Carers will be informed as soon as practicable.
- 6.2. In the event of a head injury, KS1 Parents/ Carers will be provided with a bumped head letter (minor injury) or via telephone if more serious. KS2 Parents/ Carers are advised via ParentMail and all are given guidance on the action to take if symptoms develop.
- 6.3. In the event of a serious injury, or an incident requiring emergency medical treatment, Parents/ Carers will be contacted as soon as possible.
- 6.4. A list of emergency contacts is available via Sims and at both **school offices**.

7. Offsite visits and events

- 7.1. 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.
- 7.2. For more information about the school's educational visits requirements, please see the **Educational Visits and School Trips Policy**.

8. Storage of medication

- 8.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions, unless individual pupils have been given responsibility for keeping such equipment with them.

- 8.2. All medicines will 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.
- 8.3. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 8.4. An emergency Ventolin Inhaler will be available for pupils with Asthma conditions that require regular medication or potentially lifesaving equipment, e.g. an asthma pump. Permission needs to be given by parents for the emergency inhaler to be used.
- 8.5. Parents will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Healthcare Plan (IHP) 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.

9. Illnesses

- 9.1. When a pupil becomes ill during the school day, Parents/ Carers will be contacted and asked to pick their child up as soon as possible.
- 9.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait to be collected. Pupils will be monitored during this time.

10. Food allergies

- 10.1 Parents will provide the school with a written list of any foods that their child may have an adverse reaction to, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.
- 10.2 Information regarding all pupils' food allergies will be collated, indicating whether they consume a school dinner or a packed lunch, and this will be passed on to the school catering team.
- 10.3 Where a pupil who attends the school has a nut allergy, the school catering service will be requested to eliminate nuts, and food items with nuts as ingredients, from meals as far as possible, not including foods which are labelled 'may contain traces of nuts'.
- 10.4 All food tables will be disinfected before and after being used.
- 10.5 Boards and knives used for fruit and vegetables will be a different colour to the rest of the kitchen knives in order to remind kitchen staff to keep them separate.
- 10.6 There will be a set of kitchen utensils that are only for use with the food and drink of the pupils at risk.

- 10.7 There will also be a set of kitchen utensils with a designated colour. These utensils will be used only for food items that contain bread and wheat related products.
- 10.8 Food items containing bread and wheat will be stored separately.
- 10.9 Food items containing nuts will not be served at, or be bought onto, school premises.
- 10.10 The catering team are responsible for ensuring that the school's policies are adhered to at all times, including those in relation to the preparation of food, taking into account any allergens.
- 10.11 Learning activities that involve the use of food, such as food technology lessons, will be planned in accordance with pupils' IHPs, taking into account any known allergies of the pupils involved.

11 Animal allergies

- 11.1 Pupils with known allergies to specific animals will have restricted access to those that may trigger a response.
- 11.2 In the event of an animal on the school site, staff members will be made aware of any pupils who this may pose a risk to and will be responsible for ensuring that the pupil does not come into contact with the specified allergen.

12 Seasonal allergies

- 12.1 The term 'seasonal allergies' refers to common outdoor allergies, including hay fever and insect bites.
- 12.2 Precautions regarding the prevention of seasonal allergies include ensuring that the school field is not mown whilst pupils are on site.
- 12.3 Pupils with severe seasonal allergies will be provided with an indoor supervised space, when needed, to spend their break and lunchtimes in, avoiding contact with outside allergens.
- 12.4 Pupils will be encouraged to wash their hands after playing outside.
- 12.5 Staff members will be diligent in the management of wasp, bee and ant nests on school grounds and in the school's nearby proximity, reporting any concerns to the **caretaker**.
- 12.6 The **caretaker** is responsible for ensuring the appropriate removal of wasp, bee and ant nests on and around the school premises.
- 12.7 Where a pupil with a known allergy is stung or bitten by an insect, medical attention will be given immediately.

13 Adrenaline auto-injectors (AAIs)

- 13.1 Pupils who suffer from severe allergic reactions may be prescribed an AAI for use in the event of an emergency.
- 13.2 Pupils who have prescribed AAI devices, and are over the age of seven, are able to keep their device in their possession.
- 13.3 For pupils under the age of seven who have prescribed AAI devices, these are stored on the class teachers desk and transported with the children to PE, cookery and the dining hall. Orange bags are used in EY and KS1 to ensure AAI devices are clearly visible within the classroom.

14 Consent

- 14.1 Parents/ Carers 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 & chronic conditions and consent for the administration of emergency first aid. These forms will be updated periodically.
- 14.2 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 pupil in mind – guidelines will be issued to staff in this regard.

15 Monitoring and review

- 15.1 This policy is reviewed **annually** by the governing board, and any changes communicated to all members of staff.
- 15.2 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.