



TWESELDOWN INFANT SCHOOL
First Aid Policy
(including supporting pupils with medical needs)

Policy Statement

Tweseldown Infant School will ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Tweseldown Infant School is held by the Headteacher who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SG0808 first aid.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Tweseldown Infant School is an inclusive school that welcomes and supports pupils with medical conditions. The school endeavours to provide children with medical conditions the same opportunities as other pupils in school. This includes school trips, visitors and sporting activities.

Tweseldown Infant school ensures that all staff understand their duty of care to children and young people in the event of an emergency.

Tweseldown Infant School recognises that all children with the same medical condition will not necessarily have the same needs. The school also recognises that medical needs can change over time.

Tweseldown Infant School understands the importance of medication and care being taken as directed by healthcare professionals and parents.

1. Aims and Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any changes that may affect first aid provision.
- The form CSAF/002 will be used for our site.
- Ensuring that there are sufficient number of trained first aiders on duty and available on the premises.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid.
- Ensuring the above provisions are clear and shared with all who may require them.
- Ensuring no child with a medical condition will be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, governors do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

The responsible manager will ensure that appropriate numbers of qualified first aiders appointed persons and paediatric staff are nominated and are adequately trained to meet their statutory duties.

2. Qualified First Aid Staff

At Tweseldown Infant School there is one qualified first aider for adults.

This person will be responsible for administering first aid in accordance with their training to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider; e.g. first aid kit inspections.

3. First Aid Trained Staff

At Tweseldown Infant School teaching assistants (TA)s are paediatric first aid trained every three years

4. First Aid Provisions

Our First Aid Needs Assessment has identified the following first aid kit requirements;

- The main first aid kit is situated in the office.
- In addition TAs and lunch time staff are issued with personal kits. Class teachers ensure within their class backpacks there are children's medications. Everyone is responsible for a minor scratch and TLC.

It is the responsibility of the office staff to check the contents of all first aid kits half termly and record findings in the Children's Services Aid Kit Checklist. Teachers and support staff are responsible for checking their personal kits. Completed checklists are to be stored in the first aid cupboard in the front office and large disabled toilet.

The contents of first aid kits are listed under the required quantity column of the checklist itself.

The front office is the designated area for treatment, sickness and the administering of first aid, containing a bed and sink space.

5. Pupils with Medical Needs

All pupils with a medical condition whether short term or long term will have a medical care plan. Medical care plans will be drawn up using information gathered from parents. The medical care plans will be displayed in school so that all relevant staff are aware of a pupil's medical condition, symptoms of condition any triggers and what procedures to follow in an emergency. A copy of medical care plans are also kept in each class's individual first aid rucksack. These are also displayed in classrooms, office, kitchen and given to lunchtime supervisors. Emergency medication, such as inhalers and epi-pens are also stored in these bags. In class these bags will be kept out of reach of pupils and pupils taught NEVER to unzip or self-medicate.

Medical care plans are reviewed annually in the autumn term. It is a parent's responsibility to inform the school of any changes to medication, symptoms, triggers or administration of medication as soon as possible to ensure continuity of care.

School Staff

- Should ensure that they are aware of children with medical conditions in their class. They should ensure that they are aware of any triggers, symptoms and arrangements for administration of medicines.
- Allow all pupils to have immediate access to their medication.
- Understand common medical conditions and the impact it can have on pupils and their learning.
- May be asked to provide support to children with medical conditions, including administration of medicines
- Will receive sufficient and suitable training and achieve the necessary level of competency before they take on the responsibility to support children with medical conditions
- Record medication that has been administered on the 'green medical form' and inform the parents.

6. Emergency Arrangements

Upon being summoned in the event of an accident the first aider is to take charge of the first aid administration or emergency treatment commensurate with their training. Following their assessment of the injured person they are to administer appropriate first aid and make a balanced judgement as to whether to call an ambulance.

In the event of an accident involving a child it is our policy to always notify parents.

- If it is considered to be a serious injury,
- Requires first aid treatment,
- Requires attendance at hospital,
- Any head injury that is considered more than minor
- Where a child has a medical care plan this will clearly define what constitutes an emergency and explain what to do including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other children in the school should know what to do in general terms such as informing a teacher immediately if they think help is needed
- if a child needs to be taken to hospital, staff should stay with the child until the parent arrives or accompany a child to hospital in an ambulance

The first aider is always to call an ambulance on the following occasions;

- In the event of a serious injury.
- Any significant head injury.
- In the event of a period of unconsciousness.
- Where a fracture is suspected.
- Where the first aider is unsure of the severity of the injuries.
- Whenever the first aider is unsure of the correct treatment.
- Listed on child's care plan.

Our procedure for notifying parents will be to phone parents and email them.

In the event that parents cannot be contacted for a serious injury and a message has been left our policy will be to continue to attempt to make contact with the parents at least continually and work down our list of contacts. In the interim we will ensure that the qualified first aider or another member of staff remains with the child.

In the event that the child requires hospital treatment and the parents cannot be contacted the qualified first aider and two members of staff will accompany the child to hospital and then remain with them until the parents arrive.

7. Record Keeping

All accidents requiring first aid treatment are to be recorded with at least the following information and an email is sent detailing the injury:

- Name of injured person,
- Name of qualified first aider, or person who dealt with child
- Date of accident,
- Type of accident,
- Treatment provided and action taken,

Written records will be kept of all medicines administered to children in school. Parents will be informed if their child has been unwell in school. Only prescribed medication can be administered and parents will be informed.

Date of review: Summer 2024

Date Ratified by Governing Body: Summer 2024

Signed by Chair of Governors:



Signed by Headteacher:

Next review date: Summer 2025

Member of staff responsible: Headteacher

Governing Body or Governor(s) /
Committee(s) responsible: Governing Body

The plan is also available in the following formats, on request to the Headteacher:
e-mail; enlarged print version

Linked Policies –
Single Equality Policy
Safeguarding Policy