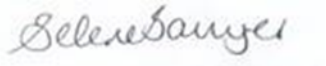
First Aid Policy

Signed  **on behalf of Inclusive Schools Trust**

Date: 07.10.25

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Statement of intent

Mousehold Infant and Nursery School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims 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. (Where possible, medicines should be administered by parents or carers outside of the school day).
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

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.

Legal framework

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
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2017) 'Statutory framework for the early years foundation stage'

The policy is implemented in conjunction with the following policies:

Trust Policies

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- GDPR Compliant Records Management Policy
- Safeguarding incorporating Child Protection Policy

School Level Policies

- Behaviour Policy
- Educational Visits and School Trips Policy

Roles and responsibilities

The Trust Board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring the relevant risk assessments of the first aid needs of the school have been conducted.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.

The Partnership Headteacher, Headteacher or Head of School is responsible for:

- The development and implementation of this policy and its related procedures.

- Ensuring that all staff and parents or carers are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.
- Ensuring that there is a sufficient number of appointed first aiders within the school.
- Ensuring appropriate and sufficient first aid training is provided and that all staff know the identities of the first aiders and how to contact them if necessary.
- Ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that adequate equipment and facilities are provided for the school site and that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Endeavouring at all times to secure the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as required by the school.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.

The Head of School is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
  - What to do in an emergency.
  - Cardiopulmonary resuscitation.
  - First aid for the unconscious casualty.
  - First aid for the wounded or bleeding.
  - Maintaining injury and illness records as required.

First aid provision

The school will routinely re-evaluate its first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

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

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine 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.

First aid boxes are in the following areas:

- The school office
- Sparrow/Skylark area (first aid post at break and lunchtimes)

- Children's personal inhalers/creams etc in classrooms
- Medicines in a locked fridge in the little kitchen

First aiders

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.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Head of School.

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

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils, staff, parents or carers know who they must contact in the event of illness or injury.

The school will ensure that there is always a sufficient number of first-aiders available on site at all times to provide adequate cover to all areas of the school.

In line with government guidance, and taking into account staff:child ratios, the EYFS setting within the school will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.

- Normal duties – a first aider must be able to leave to go immediately to an emergency.

Automated external defibrillators (AEDs)

The nearest defibrillator is held in the office at Mousehold Infant and Nursery School.

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

Emergency procedures

If an incident, 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.

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

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent or carer as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent or carer arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least **two** staff members – one of whom to drive the car, and one of whom, a first aider, to sit with

the pupil in the back seat and attend to their medical needs. The pupil's parent or carer is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent or carer arrives.

- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Partnership Headteacher, Headteacher or Head of School.
- The parent/carer of the victim(s).

Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent or carer will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parent or carer as soon as possible. Parents or carers 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.

A list of emergency contacts will be kept at the school office.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- Name and signature of the first aider or person dealing with the incident.

The Partnership Headteacher, Headteacher or Head of School will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the GDPR Compliant Records Management Policy.

Offsite visits and events

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.

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

Storage of medication

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

Medicine brought in by pupils will be returned to their parents or carers for safe disposal when they are no longer required or have expired.

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

Parents or carers will advise the school when a child has a chronic medical condition or severe allergy so that an 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 or carers in this regard.

Illnesses and allergies

When a pupil becomes ill during the school day, their parent or carer will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Consent

Parents or carers 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.

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.

Monitoring and review

This policy will be reviewed annually by the school and reviewed and approved by the Trust Board staff.

Appendix -1
First Aid Procedures During the Coronavirus (COVID-19) Pandemic

Statement of intent

The school aims to act in accordance with the First Aid Policy as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes social distancing and infection control guidelines during the coronavirus (COVID-19) pandemic. This appendix sets out what additional actions the school is taking.

The information in this appendix is under constant review and kept up-to-date to reflect any changes to national or local guidance.

1. Legal framework

This appendix has due regard to the relevant statutory guidance, including, but not limited to, the following:

- HSE (2020) 'First aid during the coronavirus (COVID-19) pandemic'
- DfE (2021) 'Schools coronavirus (COVID-19) operational guidance'
- DfE (2021) 'Early years foundation stage: coronavirus disapplications'

The policy is implemented in conjunction with the following school policies:

- Risk Assessment documentation
- Social Distancing Policy
- Administering Medication Policy Appendix V: Administering Medication During the Coronavirus (COVID-19) Pandemic

2. Enforcing new procedures

The school has carried out a risk assessment specific to the provision of first aid during the coronavirus pandemic, taking into account factors such as the needs of clinically vulnerable individuals. The school has also undertaken a needs assessment to inform any changes to first aid provision, including the number of first aiders needed on site.

These risk assessments are periodically reviewed and kept up-to-date in line with changes to government guidance.

The school ensures that additional first aid procedures are communicated effectively to all pupils. Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place. The school informs parents or carers of any changes to provision outlined in this policy.

The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in section 1 of the main body of this policy must be followed.

All first aiders shall be informed of the results of the risk assessment to ensure that they are confident with providing the right assistance, including knowing what equipment they can use to minimise the risk of infection transmission.

In line with temporary relaxation of certain legislative requirements due to the restrictions caused by the coronavirus pandemic, the school will use its 'reasonable endeavours' or 'best endeavours' to comply with any relevant relaxed requirements. The school will define these terms as follows:

- **Reasonable endeavours –** To identify and pursue a reasonable course of action in order to fulfil legislative obligations.
- **Best endeavours** – To identify and take all the steps possible within the school's power which could, if successful, ensure that full legislative obligations are met.

3. Social distancing and infection control measures

When administering first aid, the relevant staff are advised to:

- Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.
- Dispose of any waste in a suitable bin.
- Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
- Keep at least two metres away from others, where practicable.
- Interact side-by-side where administering first aid requires interaction within a two-metre range.
- Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
- Limit the number of people administering first aid in each incident.
- Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.
- Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.

Staff administering first aid are advised to wear a face covering where a distance of two metres cannot be maintained.

The school acknowledges that the use of PPE is not required to administer first aid in most circumstances, with the exception of instances in which:

- Pupils requiring first aid are displaying symptoms of coronavirus.
- It is necessary to perform aerosol generating procedures, e.g. chest compressions.

4. First aiders

The school ensures that there is a minimum of two trained first aiders on site during school hours and that there is a minimum of two trained first aiders on site for the duration of any wrap-around care provision, e.g. a breakfast club.

Where children aged 2 to 5 are on site, with no children aged below 24 months, the setting will use its best endeavours to have one person with a full PFA certificate on site at all times when children are present. If, after using, the setting cannot meet this requirement, a risk assessment will be conducted and the setting will ensure someone with a current First Aid at Work or emergency PFA certificate is on site at all times when children are present.

In Early Years Settings, new entrants, i.e. levels 2 and 3, will not be required to hold a PFA certificate within their first three months to be counted in staff:child ratios during any period of intervention related to coronavirus.

Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.

Where cover must be arranged, the school ensures that:

- Adequate cover is in place before the member of staff leaves the premises.
- In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
- Symptomatic individuals strictly do not administer first aid.
- Alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, e.g. high-risk activities are suspended.

The school ensures that the needs of first aiders who are clinically vulnerable have been taken into account as part of its risk assessments and that no clinically vulnerable first aider engages in close-contact first aid where they are not supported to do so safely by these risk assessments, or where there is another suitable trained staff member available to undertake the first aid instead.

5. First aid training

First aiders' training is kept up-to-date. The school will ensure that any first aider whose First Aid at Work or Emergency First Aid at Work certificate receives requalification before 31 March 2021.

Where a first aider is unable to complete refresher training due to the coronavirus pandemic, they are instructed to undertake any training that can be done online where face-to-face training is not required or available.

In Early Years settings, the extension on the validity of current PFA certificates ends on 31 March 2021 – the setting will ensure that first aiders receive requalification training as soon as possible to ensure it continues to meet relevant staff: child ratios after this extension periodends.

6. Administering and handling medication

When administering medication, staff will be expected to:

- Follow the procedures set out in the school's Administering Medication guidelines/policy.
- Adhere to the school's social distancing and infection control measures as much as possible.
- Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.
- Minimise face-to-face contact where side-by-side interaction is not practical.

The school acknowledges that the use of PPE is not required to administer medication in most circumstances, with the exception of instances in which pupils requiring medication are displaying symptoms of coronavirus.

When handling and storing medication, staff are advised to:

- Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
- Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
- Minimise the number of people handling medication.
- Ensure that medication or medical equipment brought in from home is safe to be taken home again.

7. Ill health and infection

Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:

- A suitably trained member of staff administers medication to help manage the individual's symptoms, where required, e.g. paracetamol to combat a high temperature.
- The individual is isolated in a cool, well-ventilated, designated area.
- They adhere to the school's social distancing and infection control measures.
- Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets.

In the event that a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff will follow the procedures in section 3 of this appendix. Staff will wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs.

If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately. In the event that a first aider develops coronavirus symptoms, they will be sent home immediately and the headteacher will ensure there remains a sufficient number of first aiders on the premises.

8. Emergencies

Accidents and emergencies are managed in line with section 6 of the main body of this policy.

When administering emergency first aid, social distancing restrictions do not apply; however, clinically vulnerable first aiders are offered PPE when administering close-contact emergency first aid.

A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk. Parents or carers who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

In the case that someone becomes seriously ill and CPR is required, the responding staff member should adhere to the following procedure:

- Call 999 immediately – tell the call handler if the patient is exhibiting any coronavirus symptoms
- If a portable defibrillator is available, ensure that it is used by someone who has been trained to operate it

- Before starting CPR, use a cloth or a towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- Use PPE, including a fluid-repellent face covering, disposable gloves, eye protection and an apron or other suitable covering
- Deliver CPR by using chest compressions and a defibrillator, if available and appropriate – do not use rescue breaths
- After delivering first aid, ensure that any disposable items are discarded, and reusable items are thoroughly cleaned
- Wash hands thoroughly with warm, soapy water

9. Monitoring and review

This appendix is reviewed by the Partnership Headteacher, Headteacher or Head of School in reaction to any new government advice.

Once the school resumes regular activity, and if deemed appropriate by the Partnership Headteacher, Headteacher or Head of School, all sections within this appendix will expire.