First Aid Policy

Statement of policy intent
LCS is committed to ensuring that first aid is delivered in a timely and competent manner when required. This is the statement of general policy and arrangements for providing adequate and appropriate first aid equipment, facilities and trained staff in accordance with the Health and Safety (First Aid) Regulations 1981.

Responsibility for policy implementation
The overall and final responsibility for ensuring the implementation of this policy lies with the school Governors. Day to day responsibility for ensuring that this policy is put into practice is delegated to the Head Teacher, school office and staff trained in First Aid.

Training for staff

Staff and volunteers will be given this policy upon induction.

At least one qualified First Aider must be on-site at all times when pupils are present. In addition to this, There is always a Paediatric First Aider on the premises and available at all times when Early Years children are present and accompanies the children on outings. Whilst Early Years children are eating there will always be a Paediatric First Aider supervising the children.

The up to date list of staff trained in First Aid is kept in the school office. Wherever reasonably possible, first aid and/or prescribed medication will be administered by a qualified First Aider.

Practical arrangements
Responsibility delegated to the Head Teacher and school office
The school office is responsible for maintaining Accident Record Books, replenishing first aid supplies and arranging staff training, as needed.

<u>Access to appropriate equipment and facilities</u>

- A designated sick bay with a bed, basin and proximity to a toilet can be found on the ground floor next to the school office.
- First aid boxes (including minor incident carbon copy (MICC) books) are located in all classrooms as well as in the school office and on the rooftop playground.
- Staff supervising play duties should take a walkie talkie from the school office with them to contact other staff members if urgent help is required.
- Protective materials (e.g. gloves) will be worn when cleaning wounds and cuts, and after an incident involving body fluids. Necessary hygiene precautions will be taken to minimise exposure to staff and pupils. Materials and equipment for cleaning up after such incidents can be found in the sick bay and include disposable gloves, cloths, disposable sick bowls and biohazard waste bags.
- There are first aid boxes in the sick bay designated to be used on off-site trips. The trip leader is responsible for taking first aid supplies and any medication required by their pupils. In the event of illness/injury on the trip, the trip leader should liaise with the Head Teacher about further needs.

Record keeping and informing others

- Accident Record Books are used to record incidents requiring first aid or professional medical attention.
- MICC books are used to keep a record of minor incidents. The following details must be recorded for each incident:
  - Name of pupil and date
  - Location of incident
  - What happened (factual and with no other pupil named)
  - Description of injury/illness (e.g. colour, size, location on body)
  - How the injury/sickness was treated
  - What happened to the pupil directly after the incident (e.g. returned to class)
  - Signature of reporting adult
- Staff involved are responsible for ensuring that the office staff contact the parents as appropriate. The record books are kept for 3 years and a duplicate copy of the incident note should be sent home.
- Accidents that result in death, major injury or incapacity from work for 3 or more consecutive days will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor. All such incidents can be reported online but a telephone service is also provided for reporting fatal/specified incidents **only**. Call the Incident Contact Centre on 0345 300 9923. In the case of EYFS pupils, these accidents will be reported to local child protection agencies as well.

Assessing further needs and limiting exposure

- Should a pupil or staff member become unwell/get injured during the school day, they will be sent to the sick bay for an initial assessment/treatment by the school office and/or a qualified First Aider.
- Non-prescription medication can be administered to pupils if parents have signed an ad hoc medicine consent form and sent the medication to school with the pupil. All medication should be handed in at the school office and not left in the pupil's bag.
- The qualified First Aider has the training required to treat an adult.
- Should professional medical care be required, the Head Teacher or Deputy Head will make a decision on whether an ambulance needs to be called, or if the pupil needs to be taken to a medical centre. If neither is immediately available, any First Aider will make that decision. In the unlikely event that there is no First Aider available, any member of teaching or office staff may make that decision. Parents will be informed as soon as possible and arrangements will be made for a staff member or parents to accompany. In the event of serious injury/illness on a trip, the trip leader will decide if an ambulance needs to be called, and will contact the Head Teacher as soon as possible.
- An ambulance will always be called:
  - In the event of a serious injury
  - In the event of any significant head injury
  - In the event of a period of being unresponsive and not breathing
  - In the event of a convulsion/epileptic episode (if it is their first, is followed by multiple episodes, lasts longer than five minutes, or is unresponsive for more than 10 minutes)
  - In the event of administering an auto-injector (severe allergic reaction/anaphylaxis)
  - In the event of administering medication for Asthma and the condition has not improved
  - Whenever there is the possibility of a fracture or where this is suspected, where appropriate
  - Whenever the first aider is unsure of the severity of the injuries
  - Whenever the first aider is unsure of the correct treatment in the event of an accident involving a child
- The school office will liaise with the Head Teacher to assess non-urgent needs. Considering the nature and severity of the injury or illness as well as the medical history of the pupil and any other relevant factors, the pupil/staff member may be sent home as soon as is practically possible if considered too unwell to continue with the school day or is potentially contagious to others.

- If a pupil is unwell in the morning before arriving at school and could be contagious, parents should ensure that the pupil is kept at home for their own wellbeing as well as other pupils and staff. Pupils who have had diarrhoea and/or vomiting should not come into school until 48 hours after symptoms have cleared.
- Any pupil who is found in school with head lice will be sent home for treatment so as to reduce the spread to other pupils. If parents notice that their pupil has head lice they must ensure that it is treated as soon as possible and before the pupil comes back to school.

Pupils with specific medical conditions

- Parents should inform the school if their child has a specific medical condition (e.g. epilepsy, asthma, allergies) and complete a medical action plan giving full details of symptoms and treatment, as well as authorising the school to administer any necessary medication. They are responsible for advising of any changes in this condition and for replenishing 'in-date' medication.
- Medical action plans can be found in a folder in the office and on the school management information system. All first aiders should familiarise themselves with the current medical action plans.
- Medication is clearly named and kept in the sick bay or kitchen fridge if required.
- Should a pupil require ad-hoc administration of medicine (e.g. a course of antibiotics, painkillers), parents need to give full details/instructions, written consent and labelled medication to the school office. This is only for medication prescribed or recommended by a medical professional.
- Administration of any medication is recorded on the medical action plan/consent form for ad-hoc medication and parents should be informed.

Policy approved by the Health & Safety governor: September 2026
Review date: September 2027