

# First Aid Policy 2025

## Lindridge St Lawrence CE Primary School



*'Discovering life in all its fullness.'*  
● *Hesed* ● *Hamdah* ● *Honesty* ● *Horizons* ●

The aim of First Aid is to reduce the effects of injury or illness suffered. It is important that people receive immediate attention and that an ambulance is called where necessary. First Aid can save lives and prevent minor injuries becoming major ones.

First Aid provision must be adequate and appropriate in all circumstances. This means that sufficient First Aid personnel and facilities should be available:-

- To give immediate assistance to casualties with common injuries or illness;
- To summon an ambulance or other professional help.

### **DEFINITION**

First Aid means, as far as the regulations are concerned:-

- Cases where a person will need help from a medical practitioner, treatment for the purpose of preserving life and minimising the consequences of injury or illness are given until such help is obtained.
- Treatment of minor injuries, which would otherwise receive no treatment or which do not need treatment by a medical practitioner.

### **POLICY STATEMENT**

The School is committed to providing sufficient numbers of First Aid personnel to deal with accidents and injuries occurring.

The School will provide information, instruction and training to specific employees to ensure that statutory requirements and the needs of the School are met.

### **FIRST AID ARRANGEMENTS**

#### **Personnel**

First Aid personnel are members of staff who have volunteered for the role or are designated First Aiders and who have been assessed as being suitable.

The identities of First Aid personnel are displayed on First Aid notices identified by a white cross on a green background located at positions around the School.

In the case of visits, excursions and events, risk assessment is carried out to take account of the First Aid requirements.

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All First Aiders **must** hold a valid certificate issued by an organisation approved by the Health and Safety Executive.

First Aid certificates are valid for three years, and refresher training must be arranged before the certificate expires.

Most staff have been trained in the use of an Epipen, with yearly up dates of training.

### **Materials**

First Aid boxes are provided by the School to ensure that there are adequate supplies for the nature of the accidents occurred.

First Aid personnel are responsible for their contents and maintenance. The School will replenish stocks as required if items have been used or their expiry dates have passed.

### **RECORDING ACCIDENTS**

All accidents need to be recorded, however minor. A School Accident Report must be completed as soon as possible after the injury has occurred and signed.

The online serious accident log on Common Staff should be completed and an accident / incident form filled in on myCority on the WCC Childrens Services Portal for pupils whenever injuries occur involving:-

- Assault by another person
- Fractures or suspected fractures
- Medical/hospital treatment
- Head injuries giving rise to concern (eg. Concussion or unconsciousness)
- Defects in equipment, furnishings or premises.

This form should be sent to the LA through the CSP within **2 Days** of the accident.

Accidents involving death or very serious injury should be reported to the LA's Health and Safety Co-ordinator **immediately** by telephone.

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### TRANSPORTATION OF CASUALTIES

First Aid personnel are not expected to accompany a casualty to hospital or transport them anywhere. If a situation arises where hospital treatment is required an ambulance is called and the Parent/Carer is contacted.

If a hospital recommendation is made by the First Aider (but not an emergency) Parent or Carers are contacted and it is their responsibility to transport their child.

### ADMINISTRATING MEDICATION TO PUPILS [see also Medical Conditions Policy]

First Aiders and staff are not contractually obliged to give medication to or supervise a pupil taking it. It is therefore a voluntary activity.

Prescribed medication (ie. Inhalers, Insulin, Epipens) will be given, and this must be accompanied by a completed medical consent form. Other medication which parents/carers request school to administer (e.g. paracetamol, Piriton) will be given only when accompanied by a completed medical consent form.

In cases where Ritalin or similar medication is prescribed, 2 members of staff will administer and sign to say medication was given. This medication must be handed into the office where it will be stored in a locked container. It is parents/carers responsibility to ensure the medication is within the expiry date.

School reserves the right to refuse admittance to school if a child's (known to school) medication is not on the premises and in date.

### PARENT/CARER RESPONSIBILITY

Prime responsibility for pupil's health rests with parents and carers. In order that medication can be administered parents/carers must complete a medical consent form.

In cases where Ritalin or similar medication is prescribed this medication must be handed into the office where it will be stored in a locked container.

It is parents/carers responsibility to ensure medication is in date and there is an adequate supply in school.

**Approved by:** Amanda Greenow-Langford **Date:** 30.05.2025

**Last reviewed on:** 30.05.2025

**Next review due by:** 30.05.2026