



First Aid Policy

	Name	Date
Reviewed		March 2023
Reviewed	Danielle Mead	November 2023
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Review		November 2025

Version Control

Date	Change
November 2023	No changes
March 2023	Amendment to Administration of drugs and medicines Addition of School Parental Agreement to Administer Non-Prescribed Medication Form
November 2024	Changed Medical form to IHCP (Individual Health Care Plan)

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It is Raglan Primary School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed annually.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at work Regulations 1999.
- To ensure that the provision is available at all times while people are on the school premise, off the premises whilst on school visits.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Duties and Responsibilities

The Trust Directors are responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and teachers, non-teaching staff, pupils and visitors (including contractors).

The Health and Safety Lead must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The Health and Safety Lead should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures. The Headteacher should ensure that the policy and information on the School's arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme, the First Aid Room notice board has any important first aid details displayed and staff training is given in response to need. Details can also be found in the classroom information given to class teachers.

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All staff are expected to do all they can to secure the welfare of pupils.

A member of the Office Team will:

- Take charge when someone is seriously injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

First Aiders receive regular training. They will:

- Be contacted to give immediate help to casualties if required throughout the school day. Minor ailments/ injuries should be treated where they occur and recorded. For more serious injuries the child should be accompanied to the school office or a first aider should be called.
- Midday Supervisors are responsible for initial first aid treatment during lunchtimes and TAs are responsible for initial first aid at break time.
- Breakfast and After School Clubs are responsible for their own first aid.
- All accidents are to be recorded in the Accident Book or Minor incident Book, as appropriate.
- Where possible constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over health and welfare of a pupil, parents or carers (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home.
- If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at school a member of staff will accompany the child to hospital parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions.

Reporting

- The Headteacher or most senior teacher on site will be informed of any serious injury occurring in a day. Accidents must be reported to the Headteacher within 24 hours.
- All incidents, injuries, head injuries and treatments are to be reported in the Accident Book in the office.
- Parents are to be informed of a head injury with a slip. Parents are contacted by telephone for children who bump a hard surface.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR) some accidents must be reported to the HSE.

1. Involving employees or self employed people working on the premises.
2. Involving pupils and visitors

The Headteacher is responsible for ensuring this happens.

Record Keeping

The Headteacher or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of the first aider or person dealing with the incident

Accident and first aid treatment records can be used to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

Governor's with responsibility for Health and Safety, are informed of all accidents reported to HSE.

Administration of drugs and medicines

Prescription and non-prescription medicines will only be administered at school:

When it would be detrimental to the pupil's health or school attendance not to do so and where we have parents' written consent.

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The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept medicines that are:

- In-date
- Labelled (in English)
- Provided in the original container, as dispensed by the pharmacist, and includes clear instructions for administration, dosage and storage
- The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

The school cannot take responsibility for giving medicines which are dangerous and where timing is of a vital importance. If a child has a serious condition requiring regular medication the pupil will have an Individual Health Care Plan which clearly details medication required, dosage and storage.

First Aid Boxes

First Aid Boxes are located in:

- The Office
- The Kitchen
- The Gym
- The Studio
- The Classrooms (basic supplies)

Bumbags and a large first aid box with first aid equipment are located in the office for off site visits. All emergency details for school visits will be provided and placed in this bag for outings.

First Aid Boxes should contain

- Wrapped sterile adhesive dressings (assorted sizes)
- Individually wrapped triangular bandages
- Safety pins
- Sterile eye wash
- Microporous tape

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- Disposable gloves
- Disposable masks
- Moist wipes
- Plasters
- Sick bags
- Tooth envelopes

Basic first aid boxes are also supplied to all class teachers and kept in their classrooms containing: moist wipes, plasters, sterile eye wash, tooth envelopes and disposable gloves.

Any children with individual medication such as Epipens/Asthma pumps in named bags will also be taken on school visits. No medicine/tablets are to be kept in the first aid boxes.

Accommodation: There is a room for medical treatment, and care of pupils during school hours which is close to a wash basin and lavatory.

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Appendix 1



**PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER
NON-PRESCRIPTION MEDICINE**

The school will not give your child medicine unless you complete and sign this form. The school reserves the right to refuse to give non-prescribed medication if there is no apparent medical need. The school will not give non-prescribed medicine on a long-term basis; requests will be reviewed weekly.

Date form filled in:			
Name of School:	Raglan Primary School & Nursery	Class:	
Name of Child:			
Medical condition or illness:			
Name and strength of medicine (Medicines must be in their original container):			
Expiry Date:			
When was last dose given at home?			
Dosage and method to be given:		Long term medicine Y/N?	
When to be given:			
Duration:			
Are there any side effects or instructions that the school need to know about?			
Number of tablets/quantity given to school:			
Self administration?	Yes/no (delete as appropriate).		
Procedures to take in an emergency:			
Parent's telephone no:			
Name and phone no. of GP:			
Agreed review date:			

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency or if the medication is stopped.

Name: Signature:

Relationship to the child Date:

If more than one medicine is to be given a separate form should be completed for each one.

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Appendix 2



**PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER
PRESCRIBED MEDICINE**

The school will not give your child medicine unless you complete and sign this form. The school has a policy that staff can administer medicine. Medicine prescribed 3 times a day should be administered at home (before school, after school and at bedtime)

Date form filled in:			
Name of School:	Raglan Primary School & Nursery	Class:	
Name of Child:			
Medical condition or illness:			
Medicine			
Name/type of medicine (as described on the container)			
Date dispensed:		Expiry date:	
Dosage and method:	Long term medicine Y/N?		
When to be given:			
Are there any side effects that the school need to know about?			
Self administration?	Yes/no (delete as appropriate).		
Procedures to take in an emergency:			
Is there a "Care Plan" in place?	Yes/no (delete as appropriate)		
Contact Details			
Daytime telephone no:			
Name and phone no. of GP:			
Agreed review date to be initiated by name of member of staff			

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency or if the medication is stopped.

Name: Signature:

Relationship to the child Date: