





# HANNAH MORE

## PRIMARY SCHOOL

**Policy Title:** First Aid Policy

**Date Drafted:** April 2025

**Date Ratified by Governors:** April 25

**Effective From:** April 25

**Date for Renewal:** April 26

The First Aid Policy is one of a group of documents that come under the umbrella title of 'Safeguarding at Hannah More'. The other documents in this group should be read in conjunction with this policy to give the full picture of safeguarding arrangements at Hannah More. These are:

- Anti Bullying Policy
- Child Protection Policy, Procedures and Guidelines
- E- Safety Policy
- Educational Visits Policy
- Behaviour Policy
- Guidance on Safer Working practice
- Health and Safety Annual Audit

- Health, Safety and Wellbeing Policy
- Annual Safeguarding Audit
- Single Central Record Policy

First Aid can save lives and prevent minor injuries becoming major ones. This policy addresses responsibilities, procedures and provides information related to First Aid.

### **Responsibilities in Brief**

The governors are responsible for the health and safety of employees and of all those who come onto the school premises.

The school must arrange adequate and appropriate training and guidance for staff who volunteer to be First Aiders/Appointed Persons.

The school should ensure the minimum provision for First Aid:

- A suitably stocked first-aid container;
- An appointed person to take charge of first-aid arrangements;
- Information for employees on first-aid

The head teacher is responsible for putting this policy into practice and for developing detailed procedures. The head teacher should also make sure that parents are aware of the school's health and safety policy, including arrangements for first aid.

The head teacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes. Previous incidents, logbooks and consultation with staff should inform the monitoring and review process.

The head teacher must ensure that First Aid notices are suitably displayed in Staffrooms providing information on: location of equipment, facilities, personnel, monitoring and reviewing procedures.

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

### **First Aiders**

The Head Teacher in conjunction with the senior leadership team will ensure that First Aider/s are available on-site during school day, for after school clubs and holiday clubs.

All First Aiders must complete a training course approved by the Health and Safety Executive (HSE).

The main duties of First Aiders are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- When necessary, ensure that an ambulance or other professional medical help is called.
- ensure detailed information is recorded after dealing with any first aid issue

**The First Aiders at Hannah More with a First Aid (at Work) qualification are:**

- See Appendix 1

## **Appointed Person**

**The appointed people at Hannah More are:**

**Bob Rocca:** ensuring records and information of first aiders and paediatric first aiders are up-to-date

**Kati Ferguson:** maintaining the first aid equipment which complies with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599-1:2011

## **Paediatric first aider**

- Take charge when someone is injured or becomes ill
- Request the assistance of a full first aider if required
- Ensure that an ambulance or other professional medical help is summoned when appropriate
- All paediatric first aiders will ensure detailed information is recorded after dealing with any first aid issue

## **Records**

Any reportable injury, disease or dangerous occurrence must be recorded by the relevant member of staff in the incidents logbook, kept in the first aid room. This must include:

- the date
- the time
- the place of the event
- personal details of those involved
- brief description of the nature of the event or disease

Bristol City Council has a statutory duty to report all serious accidents, dangerous occurrences and instances of occupational ill health to the Health and Safety Executive; it also requires to be informed of all other accidents both for statistical purposes and to ensure that all necessary remedial action is taken where incidents do occur.

## **Accident books**

The school has an accident book located in the Admin office; that is utilised as required. All serious accidents must be recorded on the same day on a 'Form 1: Health and Safety Incident / Violence Reporting Form', and then handed to the School Premises Manager to pass onto Bristol City Council. All staff and volunteers know where they are kept and how to complete them.

All accident books are reviewed every term by the Premises Manager to identify any potential or actual hazards.

Our accident books keep a record of any first-aid treatment given by first aiders and other members of staff. These accident books **MUST** be written in pen, completed on the same day of the incident, and include:

*The date, time and place of the incident.*

*The name of the injured or ill person.*

*Details of the injury or illness and first-aid given.*

*What happened to the person immediately afterwards (for example, whether they went home, went back to class, or went to hospital).*

The information in the accident book can:

*Help the school identify accident trends and possible areas for improvement in the control of health and safety risks;*

*Be used for reference in future first-aid need assessments;*

*Be helpful for insurance and investigative purposes.*

The Admin office are in charge of archiving the accident books for reference in future.

## **Equipment**

The school has a first aid room situated on the playground which is accessible via staff fob.

The First Aid Room has:

- KS1 Inhaler Cupboard
- KS2 Inhaler Cupboard
- Fridge for ice packs
- Sink
- Phone
- Asthma record folder
- Medication Folder
- First Aid Information Folder
- Information posters
- First Aid supplies

There are three full first aid offsite kits which include a contents list in the First Aid Room, as well as three small offsite bum-bags. The lunchtime staff First Aid kits are stored in a labelled box in the First Aid Room. These should be kept up-to-date by the lunchtime staff.

Each class, office and intervention room have a basic first aid box and it is the responsibility of the class LSA or office user to re-stock when supplies are low. The Community Room, More4Kids Room, Staffroom, Site Office, Kitchen and Main Office all have First Aid kits.

The nearest Defibrillators are situated at:

**Ashfords LLP**, Tower Wharf, Cheese Lane, Bristol, BS2 0JJ

**Wates**, 3 Glass Wharf, Avon Street, Bristol, BS2 0QT

The AED is 0.3 miles from Hannah More Primary School and accessible Monday – Friday, 08:00 – 17.15

## **Procedure**

All members of staff should be aware of the importance of recognising when a pupil is ill, as some pupils will be unable to communicate this due to breathlessness, choking, headache, unconsciousness, bleeding and others, if in doubt immediately call for a first aider or send them to the office with a responsible person.

If the first-aid requirement is minor, e.g.: application of a plaster - this can be administered by teachers and/or LSA's. If there is a concern that the injury maybe serious then support from the relevant first-aider should be sought. The paediatric first aider or first aider will take charge and then administer first-aid if appropriate; the First Aid room or School Office will be used when required.

The levels of injury to be treated on site are those the First Aider has been trained for.

The first aider will decide whether the emergency services are to be called, in which case this will then be done.

The person reporting the incident should ensure that information about the incident is reported to the first aider who will record the incident in the first-aid logbook.

## **Reporting to parents**

If the incident involves a pupil, a letter will go home to parents explaining that first aid has been administered, why and by whom. The admin office create these letters using the first aid book. If of a more serious nature, a text and/or call will be made.

In the event of an injury to the head, parents are informed by telephone and the relevant bodies informed if necessary (see 'Guidance on First Aid for Schools', DfES publication).

In the event of any injury to the head where the pupil is going to remain in school, the pupil will return to class with a head-bump sticker indicating they have had a head injury. Each class has a poster displayed indicating the type of symptoms the pupil with a head injury may display.

## **Summoning assistance and communications with parents**

Good communication ensures that accident reporting, risk identification, reduction and elimination is effective. Good communication is also essential to promoting healthy and safe working/learning environments and avoiding misunderstandings.

Serious accidents require immediate medical attention and an ambulance must be called, particularly if the accident includes shock or loss of consciousness, however brief.

If pupils sustain an injury where there is a risk of tetanus infection/blood contamination, parents should also be advised in writing so that they may seek the advice of their GP.

## Major Injuries

Major injuries are defined as:-

- Any fracture, other than to fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent)
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- An injury resulting from an electrical shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than twenty four hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment or loss of consciousness that has resulted from the absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

## Administration of Medicines

The school will only dispense medicine prescribed by a doctor/dentist and if a consent form has been signed by a parent/carer.

Medicines will only be administered by a member of staff who has had training to do so.

Medicines must:

- Be clearly labelled with the child's name and D.O.B
- Be clearly labelled with dosage instructions – what is to be given and how often

The school will store all medicines in a cool dry place in the admin office.

Only members of staff who have completed administration of medicines course which is currently in date, will help or administer medication.

## Treatment of injuries

Following an accident, the First Aider is to take charge of the first aid administration/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 there is a requirement to call an ambulance.

The First Aider should call an ambulance on the following occasions:

*In the event of a significant injury or head injury*

*If bleeding cannot be controlled*

*In the event of a period of unconsciousness*



*Whenever a fracture or break is suspected*

*Whenever the first aider is unsure of the severity of the injuries*

### **Treatment of head injuries to children**

Children often fall and bang themselves, and thankfully most bangs to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress (wet tissue or cloth) for the child's own comfort. Parents/Carers must be contacted if the child has a visible or grazed bump to the head. All head bumps must be recorded into the accident book and a letter sent home informing parents of possible symptoms to look out for. It is the responsibility of the first aider dealing with the head bump to contact the parent and also inform the class teacher. Head bump letters will be texted to parents electronically so the school can be sure the parent receives the information. The bottom section of the letter must also be completed and retained by the school.

Emergency First Aiders should be sought if the child:

- I. becomes unconscious;
- II. is vomiting or shows signs of drowsiness;
- III. has a persistent headache;
- IV. complains of blurred or double vision;
- V. is bleeding from the nose or ear; and/or
- VI. has pale yellow fluid from the nose or ear.

If any of the above symptoms occurs in a child who has had a bang to the head, urgent medical attention is needed. Parents should be contacted and the emergency services too.

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found (even if this is in the toilets or playground) so long as it is safe to do so and the emergency first aider must be called immediately to assess the situation.

### **Treatment of suspected breaks/fractures**

The seven things to look for are:

1. Swelling
  2. Difficulty moving
  3. Movement in an unnatural direction
  4. A limb that looks shorter, twisted or bent
  5. A grating noise or feeling
  6. Loss of strength
  7. Shock
- If it is an open fracture, cover the wound with a sterile dressing and secure it with a bandage. Apply pressure around the wound to control any bleeding.
  - Support the injured body part to stop it from moving. This should ease any pain and prevent any further damage.

- Once you've done this, call 999 or 112 for medical help. While waiting for help to arrive, don't move the injured person unless they're in immediate danger.

Keep checking the casualty for signs of shock.

First Aid training states that clothing should only be removed if absolutely necessary. Where clothing needs to be removed which could cause a safeguarding issue then two members of staff should be present. Only one needs to be first aid trained. However, if waiting for a second member of staff puts a child's life in danger then the first aider should not withhold treatment.

### **Guidance on Spillage of blood or body fluids**

A risk assessment, as required by COSHH should be carried out on any waste that is generated. Certain waste is classified as clinical waste and its disposal is subject to strict controls. Clinical waste includes waste consisting wholly or partly of blood or other body fluids, swabs or dressings, syringes, needles or other sharps, which unless made safe may be hazardous to any person coming into contact with it.

### **Splinters**

Splinters can be removed if they are small and you can see the angle it went in but not if they are embedded or in a joint. They must be extracted in the same direction they went in.

### **Ice Packs**

Instant ice packs are single-use only and for the treatment of sprains, strains and bruises and must be kept out of children's reach. These are stored in the main office cupboard.

Guidance on the use of ice packs: Ideally an ice pack should be applied within 5 -10 minutes of the injury occurring. The pack must be wrapped in a cloth to prevent cold burns and applied to the injured area for 20 - 30 minutes and repeated every 2 to 3 hours for the next 24 – 48 hours. Emergency first aiders must check the colour of the skin after 5 minutes of applying the pack. If the skin is bright red or pink, remove the pack.

With injuries older than 48 hours, a heat source can be applied to bring more blood to the injured area to stimulate the healing process.

### **Precautions when using ice and heat**

DO NOT USE ICE OR HEAT

*If the casualty is diabetic*

*Over areas of skin that are in poor condition*

*Over areas of skin with poor sensation to heat or cold*

*Areas with known poor circulation*

*In the presence of visible or known infection(s)*

### **Asthma**

All pumps are labelled and kept in the First Aid room. In the event of an attack, the inhaler must be taken to the child.

All inhalers should accompany children when they are off the school grounds e.g. on a trip, swimming, visiting another school, etc. Children on the asthma register who have parental consent for the use of

the emergency inhaler are clearly indicated. An emergency inhaler can be used if the child's prescribed inhaler is not available (for example, because it is broken, or empty).

ALWAYS SEEK THE ADVICE/ATTENTION OF A QUALIFIED FIRST AIDER IN THE EVENT OF AN ASTHMA ATTACK

### **Information for Staff**

All information about pupils medical conditions are held in a folder in the admin office.

All staff are advised to be familiar with pupils and their medical needs.

### **School Trips**

Staff who take small groups or a class on a trip will need to take with them, a full class list containing the medical needs of all the pupils and will also need to take with them all medication required for those children as well as a first aid box / bag. The class list and medical information can be obtained from the admin office. A first aider or paediatric first aider should accompany all school trips.

### **Training**

A central record of all training related to first aid is held by the Admin Office and reviewed annually to ensure that certificates are renewed within timescales.

**APPENDIX 1: First Aiders at Hannah More with a Paediatric first aid qualification:**

<b>Surname</b>	<b>Forename</b>	<b>Expiry Date</b>
Ba	Fatoumata	10/03/2027
Cashley	Roy	20/04/2026
Cottle	Chloe	10/03/2027
Ferguson	Kati	20/04/2026
Hancock	Amy	20/04/2026
Lewis	Vicki	20/04/2026
Penders	Andy	20/04/2026
Rodriquez	Raquel	20/04/2026
Wright	Tangna	20/04/2026

