

Lady Katherine Leveson CE Primary School

'To learn, love and live with joy'

First Aid Policy

Date April 2025

Approved by LAB: April 2025

Next review due: April 2027

1. Vision

‘Learning, loving and living with joy’

We work for:

- Joy and fulfilment in aspirational learning for everyone
- Joy in loving one another as God loves us.
- Joy filled lives where everyone is included and celebrated for who they are.
- Joyful worship, celebrating God’s goodness and inspiration in us.
- We look to the Gospel of John 15:11 (NIV) to guide our school’s work:

2. Values

Compassion	Reconciliation	Friendship	Joy	Community	Stewardship	Respect
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We value all of our children for who they are and for the talents and interests they bring with them. Our school values are the cornerstones for our vision, helping us to nurture and develop our pupils as lifelong learners and good citizens, who will contribute to making strong communities and a better world.

3. Introduction

First Aid can save lives and prevent minor injuries becoming major ones. Under Health & Safety legislations employers must ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. The Local Academy Board of Lady Katherine Leveson CE Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all pupils, employees and visitors to the school. Responsibility for first aid provision is held by the Head Teacher who is the responsible manager. This is delegated to the Appointed Persons and other nominated staff. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

4. Aims and Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid needs assessment to determine the first aid provision requirements for our premises
- Ensuring that there are sufficient number of trained first aiders available for the number and categories of people and risk on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable facilities and equipment available to administer First Aid in accordance with the needs assessment
- Ensuring the above provisions are clear and shared with all who may require them

5. First Aid Training

The responsible manager will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed and that they have the appropriate level of training. The arrangements in school are:

Appointed Person: Mr Neil Kitching – Head Teacher. The ‘Appointed person’ is in place to take charge of first aid arrangements and emergency situations including calling emergency services. Appointed Persons are not necessarily First Aiders and should not provide any first aid for which they have not been trained.

Qualified First Aiders (First aid at work) See office record

Paediatric First Aiders - These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger. See office record

Emergency first aiders See office record

Our First Aid Needs

Assessment has identified the following first aid kit requirements

School Office – Classrooms – Kit for lunchtime

It is the responsibility of the qualified first aiders to ensure the contents of all first aid kits every half term and restock as necessary. The school office and medical room are designated as the first aid rooms for treatment, sickness and the administering of first aid

6. Emergency Procedures

When an emergency occurs the adult present should send immediately for an appointed person and a first aider. Upon being summoned in the event of an accident, the appointed person is to take charge of the situation and ensure that first aid administration/emergency treatment is commensurate by an appropriately trained person. Following their assessment of the injured person, the first aider is to administer appropriate first aid and together with an appointed person make a considered judgement as to whether there is a requirement to call an ambulance. The first aider/appointed person will always call an ambulance in the following circumstances:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected and the casualty should not be moved
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment. If an ambulance is called, the caller must speak to the emergency services operator and give the following information:
 1. State what has happened
 2. The child's name
 3. The age of the child
 4. Whether the casualty is breathing and/or unconscious
 5. The location of the school, postcode and telephone number

Important information is located on The Emergency Information (Appendix A) and is displayed in the school office.

The appointed person will arrange for someone to wait for the ambulance and guide them into school to the casualty and also ensure that the First Aider is advised that the ambulance has been called. An emergency situation/critical incident will be managed by one member of the senior team (an appointed person or the most senior member of staff in school at the time) and one first aider (unless there is medical necessity for more such as more than one injured person). This person will take overall responsibility for gathering information about how the accident happened, the extent of the injury, arranging for an ambulance if necessary, and for communicating, recording and reporting the incident to parents, next of kin, paramedics and the Local Authority as necessary. This person will be responsible for directing other persons to do what is necessary to ensure the well-being of the injured person and of others e.g. taking children in from the playground or out of a classroom. Following an emergency situation there will be a debriefing meeting between the person who managed the situation and another senior member of staff as soon as is practicable. In the event of an accident involving a child, it is our policy to always notify parents of their child's accident:

- When an injury is considered to be serious
- When attendance at hospital is required
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- Whenever a child is very distressed by their injury/condition.

In addition a 'bumped head' letter is sent to parents on the day of the incident for all injuries to the head however minor. Our procedures for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parent can be contacted and arrive in school. In the event that the child requires urgent hospital treatment and the parents can not be contacted the qualified first aider/appointed person will accompany the child to hospital and remain with them until the parents arrive.

7. Records

All minor accidents requiring first aid treatment are to be recorded on evolve with the following information:

- Name of the injured person
- Date/time of the accident
- Nature of accident (e.g. bumped head, grazed knee)
- Treatment provided and action taken

8. Treatment

Minor injuries such as bumps and scrapes can be treated by any member of staff. The following treatments may be appropriate:

- TLC
- Cleaning and covering a wound (protective gloves must be worn)
- Applying a wet pad or ice pack. In school we do not use any creams or lotions.

More serious injuries such as those involving heavy bleeding, loss of mobility or consciousness, severe bruising, suspected fractures must be referred to a first aider and treatment may include, depending on level of training :

- Pressure and elevation to stop or slow bleeding
- Immobilising a damaged limb
- Placing in recovery position if consciousness lost
- CPR if breathing is stopped
- Referral for medical advice or calling of paramedics.

9. Monitoring and Reporting Accidents

The headteacher/deputy headteacher is responsible for reporting accidents resulting in attendance at hospital. The headteacher will monitor the number of accidents, their frequency, type and cause each term. This information will be shared with staff and governors each term and will be used to inform improvements/changes to systems and procedures where necessary. In the case of incidents requiring hospital attendance or medical intervention the member of staff managing the incident will complete a 'Report on serious or potentially serious injury or medical emergency'.

10. First aid on visits

First aid kits must be taken on all visits and first aid provision considered in risk assessments. Teachers organising visits should be aware of the first aid provisions at the venue they are visiting. Where possible a member of staff with paediatric training should be included in the staffing of all trips but this is compulsory for children 5 and under. In the case of hazardous activities such as sailing, rock climbing team leaders must ensure that instructors have appropriate first aid training. In the event of children needing first aid on school trips:

- All staff have first aid packs and mobile phones with them.
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/Carers are also informed by the school office.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought.
- Gloves are ALWAYS worn when treating ANY injury.
- Any accident or incident is reported back at school and recorded in the accident book. A note on the incident is made at the scene.

- No medication may be given to a child unless prescribed by a doctor and with a signed and dated 'Administration of medication in school' form. NO other medication MUST be given by anyone except a paramedic
- Epi-pens and inhalers will be taken on visits and administered as they would be in school.
- For any head injuries the school and the parents are informed immediately by telephone and a 'Head bump' e-mail with details of treatment sent via the evolve system.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called
- One pre-determined member of staff will accompany the child in the ambulance, whilst the school contacts the Parents/Carers and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned from school.

11. First aid for users of the school building

External users of the school building must have their own first aid policy, procedures and provisions.

12. Hygiene infection control

When providing first aid protective gloves must be worn if there are any bodily fluids evident, and hands washed thoroughly before and after giving treatment and gloves and any soiled dressings disposed of appropriately.

13. Equipment Organisation

Our First Aid Needs Assessment has identified the following first aid kit requirements: 1 kit in the school office; 1 kit for the playground; 1 kit in each classroom.

It is the responsibility of the First Aiders at work to check the contents of all first aid kits every half term and to ensure that they are replenished.

This policy will be reviewed every two years or when legislation or guidance is changed or following a significant incident.

Appendix 1 - Emergency Information

School Name:	Lady Katherine Primary School
School Address:	Fen End Road West, Temple Balsall, Knowle, Solihull B93 0AN
Postcode:	B93 0AN
Telephone:	01564 772374

FIRST AIDERS / HELPER INFORMATION

[illegible]

FIRST AID EQUIPMENT AND FACILITIES

Item	Location
Defibrillator	In the school office. Additional Defibrillator on the opposite side of top gate (public use) in locked cupboard with a number to call to be released.
First Aid Room	Use of foyer in school with first aid kit located in school office, or the meeting

	room.
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ACCESS ROUTES	
For Ambulance	Through main gates on playground. Padlocked with code
From Pitch to Ambulance	Silver gate along fence line with a padlocked gate

OTHER INFORMATION	
Nearest A&E / Trauma Hospital:	Heartlands Hospital (8.8 miles away); University Hospital (Coventry) (11.2 miles);
Fastest Route to A&E / Trauma Hospital:	Heartlands Hospital -Kenilworth Road and Coventry Road. University Hospital (Coventry) – Coventry Eastern Bypass/A46;
Distance & Journey Time:	Warwick Hospital – 20 minutes; University Hospital (Coventry) – 34 minutes; Heartlands Hospital – 32 minutes