



FIRST AID POLICY

SANDON PRIMARY ACADEMY

Mrs R Beckett & Mrs L Kiddle (Co-Principals)

Review date: September 2026

Statement of Intent

Sandon Primary Academy is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following;

- *Health and Safety at Work etc. Act 1974*
- *The Health and Safety (First Aid) Regulations 1981*
- *The Management of Health and Safety at Work Regulations 1999*
- *DfE (2015) 'Supporting pupils at school with medical conditions'*

Aims

All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed. Staff will always use their best endeavours to secure the welfare of pupils. Anyone on the school premises is expected to take reasonable care for their own and other's safety.

The aims of this policy are to;

- *Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.*
- *Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.*
- *Ensure that medicines are only administered at the school when express permission has been granted for this and an Administration of Medication form has been completed.*
- *Ensure that all medicines are appropriately stored.*
- *Promote effective infection control.*

Provision

First aid stations are located across the site at the following locations;

- *Key Stage 1 corridor*
- *Key Stage 1 photocopier room*
- *Foyer outside SLT office*
- *Kitchen office*
- *Foundation building*
- *Swimming Pool*
- *Main School Office (Emergency Kit)*

Staff also have access to portable first aid kits for trips and visits. There is also an emergency first aid kit. First aid stations and kits are regularly checked and stocks are maintained by the office manager.

Plastic, disposable gloves are available and all staff are advised to use them when dealing with bleeding or other cases of bodily fluids.

First Aiders

The names of those with in-date first aid training are displayed across the site and near stations.

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Finance Officer.

Emergency Procedures

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action.

If this involves calling for an ambulance, in the first instance, a Senior Leader will be notified.

Sandon has a defibrillator which is sited at the swimming pool in the foyer that provides instructions on how to act. A video on how to use is shared with staff so they can familiarise themselves with it.

https://www.youtube.com/watch?v=QZR_3U5iESE

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken;

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate - take the victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.
- Once the above action has been taken, the incident will be reported promptly to the pupil's parents or carers.

Reporting to Parents

In the event of incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable.

Where a head injury has occurred staff will use their own judgement as to whether to contact the pupil's parents, after first aid has been given. If in doubt, staff will consult a first aider for further advice.

In the event of a serious injury or an incident requiring emergency medical treatment, a Senior Leader will telephone the pupil's parents as soon as possible.

A list of emergency contacts is kept at the school offices.

Offsite Visits & Events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

For more information about the school's educational visits requirements, please see the Educational Visits Policy.

Storage of Medication

Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

All medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that a Care Plan can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Illnesses

When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

Allergens

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy. These children will have a Care Plan in place, with copies saved in relevant locations – accessible by staff. Their allergy is also listed on the Permissions Lists so all staff can – at a glance – see medical information pertaining to children.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – parents are encouraged to update their child's records with any changes.

Under the Children Act 1989, teachers have a duty of care towards their pupils, traditionally referred to as 'in loco parentis'. Legally, while not bound by parental responsibility, teachers must behave as any reasonable parent would do in promoting the welfare and safety of children in their care.