



# First Aid policy

## Matlock & Dales Primary Partnership

Review: Annually

Version	Date	Narrative	Minute No.	Review Date
1	14.07.2020	NEW: adapted from DDAT	FGB/1920/140720/8	July 2020 In line with safeguarding policies (annually)
1	13.07.2021	No changes. Summer term policy review.	FGB/2021/130721/9	July 2022
1	12 <sup>th</sup> July 2022	Updated details of: <ul style="list-style-type: none"> <li>Trained Adult Mental Health First Aiders</li> <li>All staff with first aid training</li> </ul>	<a href="#">FGB/2122/120722/8</a>  <a href="#">FGB/2223/051022/15</a>  <a href="#">FGB/2223/130922/15</a>	July 2023
1	29 <sup>th</sup> August 2023  <a href="#">Bakewell CE Infants: 12.2.24</a>	Updated details of: <ul style="list-style-type: none"> <li>Lead First Aiders</li> <li>All staff with first aid training</li> </ul> <a href="#">Bakewell: replaces previous version dated 21.3.22</a>	RMC/2223/290823/1  <a href="#">FGB/2324/120224/07 &amp; FGB/2324/120224/13</a>	August 2024





## Statement of intent

All of the schools within the Matlock and Dales Primary Partnership (All Saints CE Infants, All Saints CE Junior, Bakewell CE Infants, Darley Churchtown and St. Giles) are 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. Details of such precautions are noted in the following policies:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits Policy
- Health and Safety Policy
- Lone Working Policy
- Medication Policy

Each school's administrative team has overall responsibility for ensuring that each school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

## Legal framework

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'
- DfE (2000) 'Guidance on First Aid for Schools'

## 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 premises at each school is expected to take reasonable care for their own and other's safety.

The aims of this policy are to:

- Ensure that each 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.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the appropriate school site.

To achieve the aims of this policy, **each school** will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves
- Equivalent or additional items are acceptable
- All first aid containers will be identified by a white cross on a green background

All mobile first aid kits will contain:

- First aid form and pen
- Assorted plasters
- Cleansing wipes
- Disposable gloves
- Bandage
- Microporous tape
- Non adhesive pads
- Disposable icepack

The Lead First Aider at **each** school is responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

The main first aid boxes are situated in the school offices. Mobile first aid kits are kept in:

- All classroom grab bags
- Designated MDS first aider rucksacks
- Trip rucksacks

### **First aiders**

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 **Partnership** Senior Operations Officer.

Lead first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies.

The current Paediatric first aid appointed person(s) are:

Employee Name	School	Emergency Paediatric First Aid (1 day)	Emergency First Aid at Work (1 day)	Paediatric First Aid (2 day)
Beth Lloyd	M&D	<a href="#">10/01/2022</a>	-	-
Naomi Middleton	M&D	-	-	<a href="#">26/09/2022</a>
Jane Leech	M&D	<a href="#">10/01/2022</a>	-	-
Sophie Seddon	ASI / ASJ	-	-	<a href="#">09/01/2023</a>
Isobelle James Justice	ASI	09/01/2023	-	-
Abigail Watkins	ASI	-	<a href="#">02/09/2021</a>	-
Emily Stewart	ASI	-	-	<a href="#">26/09/2022</a>
Shauna Bridges	ASI	-	<a href="#">02/09/2021</a>	-
Victoria Newton	ASI	<a href="#">04/01/2021</a>	-	-
Megan Parsons	ASI	-	<a href="#">02/09/2021</a>	-
Dawn Hutcheson	ASI	-	-	<a href="#">09/09/2021</a>
Charlotte Thompson	ASI	<a href="#">10/01/2022</a>	-	-
Emma Fox	ASI	<a href="#">04/01/2021</a>	-	-
Marjie Maestre	ASI	-	-	<a href="#">18/07/2023</a>
Marysha Kirk	ASI	-	-	<a href="#">09/01/2023</a>
Sarah Twyford	ASI	-	-	<a href="#">18/07/2023</a>
Diane Beech	ASI	<a href="#">04/01/2021</a>	-	-
Ann Beeson	ASI	-	-	-
Jack Nicholson	ASI	<a href="#">10/01/2022</a>	-	-
Jenny Fennah	ASI	<a href="#">09/01/2023</a>	-	-
Rachel Parker	ASI	-	-	<a href="#">09/01/2023</a>
Jo Wood	ASI	<a href="#">10/01/2022</a>	-	-
Tracy Mohammad Muxlow	ASI	-	-	<a href="#">24/04/2021</a>
Pauline Hutchinson	ASI	<a href="#">10/01/2022</a>	-	-
Diane Wass	ASI	<a href="#">10/01/2022</a>	-	-
Jenny Ainley	ASI	-	-	<a href="#">09/01/2023</a>
Hayley Bent	ASI	-	-	-
Edward Burrows	ASJ	<a href="#">18/07/2023</a>	-	-
Elaine Stone	ASJ	-	<a href="#">02/09/2021</a>	-
Holly Newbould	ASJ	<a href="#">09/01/2023</a>	-	-
Deborah Nettleship	ASJ	-	<a href="#">02/09/2021</a>	-
Jon Abbott	ASJ	-	<a href="#">02/09/2021</a>	-
Connor Green	ASJ	-	<a href="#">02/09/2021</a>	-
Stacy Deering	ASJ	-	<a href="#">02/09/2021</a>	-
Jenny Dean	ASJ	-	<a href="#">20/10/2022</a>	-
Rebecca Mangnall Ross	ASJ	<a href="#">04/01/2021</a>	-	<a href="#">09/09/2021</a>
Alexandra Southall	ASJ	<a href="#">04/01/2021</a>	-	-

Johanna Lowdes	ASJ	<a href="#">04/01/2021</a>	-	-
Karen Thomond	ASJ	-	-	<a href="#">22/01/2022</a>
Joanne Burton	ASJ	-	-	<a href="#">26/09/2022</a>
Kerry Hird	ASJ	-	-	<a href="#">09/01/2023</a>
Alyson Williams	ASJ	<a href="#">10/01/2022</a>	-	-
Julia Stanbrook	ASJ	<a href="#">10/01/2022</a>	-	-
Amanda Gratton	ASJ	<a href="#">10/01/2022</a>	-	-
Donna Fowles	ASJ	-	-	<a href="#">24/04/2021</a>
Sarah Wilding	ASJ ASI	<a href="#">09/01/2023</a>	-	-
Stefanie Perrott	ASJ / STG			<a href="#">18/07/2023</a>
Gemma Greatorex	ASJ	-	-	<a href="#">09/01/2023</a>
Tom Lloyd	DCT	-	-	<a href="#">19/03/2021</a>
Sophie Preston	DCT	-	-	<a href="#">30/09/2021</a>
Claire Donaldson	DCT	<a href="#">26/09/2022</a>	-	-
Jane Taylor	DCT	-	<a href="#">04/08/2022</a>	-
Mandy Whittaker	DCT	-	-	<a href="#">30/09/2021</a>
Mary Needham	DCT	<a href="#">29/09/2022</a>	-	-
Kerri Hutton	ASJ	<a href="#">04/01/2021</a>	-	-
Sara Firth	DCT	<a href="#">01/11/2023</a>	-	-
Katie Wileman	DCT	<a href="#">26/09/2022</a>	-	-
Stephanie Knowles	DCT	<a href="#">01/11/2023</a>	-	-
Kim Birds	DCT	-	-	<a href="#">18/07/2023</a>
Victoria Haymes	DCT	-	-	<a href="#">18/07/2023</a>
Bethany Simpson	STG	-	<a href="#">02/09/2021</a>	-
Peter Delafield	STG	<a href="#">09/01/2023</a>	-	-
Helen Rogers	STG			
Jo Taylor	STG	-	-	-
Leanne Doyle	STG	-	-	-
Megan Holanda	STG	-	<a href="#">02/11/2020</a>	-
Sarah Rodgers	STG	-	-	<a href="#">09/01/2023</a>
Sally Whithorn	STG	-	-	<a href="#">10/12/2021</a>
Paula Scully	STG	-	-	-
Alice Eyley-Jones	STG	-	-	<a href="#">19/07/2022</a>
Sally Bednall	STG			
Charlotte Hare	STG	-	-	<a href="#">10/12/2021</a>

The current Lead First Aider at work appointed person is:

ASI – Jenny Ainley

ASJ – Gemma Greatorex

DCT – Sara Firth

STG – Charlotte Hare & Stefanie Perrott

The current Adult Mental Health First Aiders **within the partnership** are: **Mrs. E Stone** and **Mrs. D Beech**

## **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, which may involve calling for an ambulance immediately or calling for a first aider.

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 a trained 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 after receiving a parent's clear instruction,
- 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 Headteacher or member of the Senior Leadership team in their absence.

## **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.
- Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.
- In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parents as soon as possible.
- A list of emergency contacts will be kept at the school office.

## **Offsite visits and 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. 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.

Remember:

- ✓ **What** medicine
- ✓ to **who, when, how** (orally / Inhaler).
- ✓ Signed and dated once administered

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 an Individual Health 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 is recorded in child's health notes and staff made aware.

## **Consent**

Parents will be asked to complete and sign a medical consent form when their child is admitted to **each school**, which includes two emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

## **Monitoring and review**

This policy is reviewed annually by the governing board, and any changes communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.