



# Woodbridge Primary School

## First Aid Policy

	Signed	Date
Approved by	Matthew Gowen Chair of Governors	July 2022
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Signed by: MATTHEW GOWEN



Chair of Governors

Signed by: KATE DALY



Headteacher

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### 1. Introduction

This handbook is a guide for first aiders to the school for providing first aid. It is not intended as a guide to the treatment of casualties.

### 2. Role of First Aiders

The school relies on the goodwill of volunteers to become trained first aiders. First aiders have a vital role in the school for the provision of medical treatment to staff, students and visitors to the school. This treatment may be either to preserve life and minimise injury until assistance from the emergency services arrives or to treat minor injuries, which do not need the attention of a medical practitioner or nurse.

### 3. Level of First Aid provision

Access to first aid must be such that if a person becomes ill or injured they can be given first aid within a reasonable time.

### 4. Training

Training for first aiders and appointed persons is resourced through accredited trainers. First aiders undertake a Paediatrics 1st Aid course (one day duration) every three years which is arranged by the School Business Manager. Appointed persons undertake this first aid course and at the end of the training will be qualified to attend to Paediatrics (children under the age of 18), to administer basic first aid skills, and knowledge. Some staff are also trained in dealing with first aid for adults (Emergency First Aid at Work) and also children/adults with anaphylaxis, epilepsy and asthma. (three in one training provided by the School Nursing team).

## **5. Location of First Aiders**

A complete up to date list of first aiders is kept in the office, accessible toilet and various locations around the school. Signs directing people to first aiders should be displayed on notice boards throughout the building.

## **6. First Aid materials**

Each first aider must have access to a first aid box. New or replacement materials are available from the Office. School first aiders should make requests for first aid supplies.

## **7. Individual care plans**

Each child who needs one, will have an Individual Care Plan. These should be written by the practitioner who has prescribed the medication and reviewed annually. The Care Plans are in the Office, in the MDSA's First Aid Box and within the classroom and in the kitchen area. Triggers for an attack should also be noted on the plan.

## **8. Auto adrenaline injectors/inhalers**

All staff should be aware of where these are kept. An ambulance must be called if an Injector is administered. The child must not be moved and should remain lying down and First Aiders must follow the Ambulance Crew instructions.

Links: [NHS Anaphylaxis Treatment](#) and [Anaphylaxis Campaign](#)

Children's inhalers are usually kept within the classroom and are readily available to that child. A spare inhaler is kept in the office for emergency use only. All inhalers must be used with a "spacer" and this spacer should be sterilised after use unless it is a disposable spacer. The school should report to parents if used in lower school or there is an increase of use in Years 5 and 6.

Links: [Asthma Resources](#)

## **9. Emergency procedure**

In an emergency situation, the School Identification Badge should be sent to the office stating the type of emergency be it a "behavioural" or a "medical" emergency. In the event of a medical emergency, the responder will bring a mobile phone to the first aider to enable them to be in contact with the Emergency Services.

## **10. First Aid on school visits**

Each lead person should ensure a Risk Assessment is in place and all necessary medications, clearly labelled, are carried. A first aid kit should be taken, and restocked by staff, if used. Please let Office staff know if stock is low. A list of contents is on the wall in the First Aid area. An unopened bottle of water must also be taken in case of the need for minor first aid treatment.

## **11. Disposal of First Aid waste materials**

Dressings, plasters or other such items, which have been contaminated with blood or other bodily fluids: either place in the bin in the first aid room or place in a sanitary towel disposal bin in the w.c.

- **Pharmaceuticals:** Contaminated or out of date products should be returned to the parents. They should replace these as necessary, any procured by the school should be disposed of responsibly.
- **Treated waste:** where bodily fluids have been treated and rendered safe by use of a spill kit, or change of toiletry items, they can be disposed of via the normal black bag route. However, please bear in mind that these wastes may be offensive to other staff and it is vital to deposit them in an external waste bin.

## **12. Transporting casualties**

Casualties needing to attend hospital for treatment should be transported by ambulance. First aiders or other staff intending to use their own private vehicle to transport an injured person should inform their motor insurer. Insurers require that drivers do not act as first aiders whilst driving, so in practice this means that a driver and a first aider must be present in a private vehicle transporting an injured person.

## **13. Reporting accidents**

First aiders are respectfully requested to remind seriously injured adults that they should report accidents at the first available opportunity, likewise, seriously injured children should have a report filled in for them. Incident report forms for serious injuries are available from the School Business Manager.

Minor first aid should be reported on forms kept outside the office on the noticeboard and should only be used when first aid is given. Bumped head forms should be completed and given to the child to inform parents.

## **14. Insurance and personal liability**

First aiders and appointed persons acting for the school in the course of their employment are insured under the school's policy.

Examples of insured activities are treatment of staff, students and visitors (this includes members of the public) who are on school premises or business.

First aiders are insured to provide treatment to persons on school business outside the school's premises. First aiders are not insured to provide treatment to members of the public not on school business injured outside premises controlled by the school, for example, a member of the public injured on the public highway.

In the event of a first aider injuring a casualty it is unlikely that the police would pursue the matter unless the first aider has been reckless or grossly negligent.

Website Links providing additional information for School Staff following attendance at an Area Based Training Session.

## **General**

[Supporting pupils with medical conditions at school](#)

## **Allergy Awareness & Anaphylaxis**

[Anaphylaxis Campaign.org](#)

[Epipen](#)

[Text](#)

[BSACI Paediatrics Resources](#)

[Using emergency adrenaline auto-injectors in schools](#)

## **Asthma**

[Asthma and your child](#)

[Asthma resources for schools](#)

[The e-Asthma programme](#)

[Emergency asthma inhalers for use in schools](#)

## **Epilepsy**

[Young Epilepsy](#)

[Epilepsy Action](#)

[Joint Epilepsy Council](#)

[Matthews Friends](#)

[Epilepsy Action: training for schools](#)

[Seizure recording sheet](#)

[Epilepsy Society](#)

[Epilepsy self monitoring app for adults](#)