

# Lady Royd Primary School

## First Aid Policy



Issued: September 2024

Reviewed: June 2025

Next Review Due: June 2026

## AIMS

It is the aim of the school that, so far as is reasonable and practicable, every possible step will be taken to ensure that there are adequate and appropriate personnel, facilities and equipment for providing First Aid on the school premises and off the premises whilst pupils are on school visits.

## FIRST AID BOX CONTENTS

The minimum contents of the first aid boxes are:

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pad
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- 6 medium sized individually wrapped sterile unmedicated wound dressings
- 2 large sized individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves
- A pair of scissors

The contents of the first aid boxes will be checked and restocked by the staff with responsibility for each area.

First Aid boxes will be taken on all school trips and girls will be made aware of the member of staff responsible. At least one First Aid qualified member of staff will be on the school premises when pupils are present.

## PROCEDURES - ACCIDENTS

Anyone requiring First Aid should be taken where possible to **Lady Royd Reception to seek urgent attention.**

Alternatively, a list of staff with current First Aid qualifications is displayed alongside First Aid boxes and one of these should be brought to the individual in need.

The main duties of any First Aider are to give immediate help to casualties with common injuries/illnesses or those arising from hazards at school, and to ensure when necessary that an ambulance or other professional medical help is called. However, any accident involving **a head injury on any pupil** requires particular action to be taken including:

- completion of the Early Years Accident Log or being taken to Lady Royd Reception, as appropriate
  - inform parents/carers and advise them to remain vigilant for any signs of concussion
  - accompany an injured person when appropriate to the Accident and Emergency Reception at the Bradford Royal Infirmary.
  - ensure that Health Forms and/ or Health Questionnaires go to the hospital with the pupil
- Note: All pupils must be accompanied to hospital and remained with until a Parent/Carer arrives

## CALLING AN AMBULANCE

- trained First Aid staff make an informed judgement about the nature and seriousness of illness or injury

- staff are advised to err on the side of caution and to call an ambulance when concerned about illness or injury
- head injuries are always of particular concern and pupils are carefully monitored until a decision is made about the appropriate course of action for treatment
- when an ambulance is called for the School Reception is informed who in turn inform the Headteacher.

## ACCIDENT REPORTS

- **All reports are logged on 'Medical Tracker'**
- Pupils with injuries under clothing such as on legs under tights will be assessed with 2 members of staff present and with permission of the student to assess injury – details of this will be recorded on Medical Tracker.
- the Academy Business Leader will inform HSE and school insurers if appropriate.
- parents will be informed by telephone and a copy of the Accident Report form will be made available on request
- the school adheres to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) under which schools are required to report to the Health & Safety Executive (Tel. 0845 300 99 23)

## PROCEDURES - SICKNESS

- where a pupil is complaining of sickness such as: headaches, stomach upsets, earaches or toothaches they go to Lady Royd Reception
- the pupil will be monitored, and their attendance will be recorded
- the pupil is made comfortable and if no improvements are noted parents are contacted and the pupil may be collected

## TRAINING

- regular training will be provided for staff to keep qualifications up-to date and new staff to become qualified

## ADMINISTERING MEDICATION

- Requests for prescription medicine to be administered to Lady Royd pupils will be agreed in advance by the Headteacher or Designated Safeguarding Lead.

## SPECIFIC MEDICAL CONDITIONS

- Where pupils have particular medical conditions such as; asthma, epilepsy or diabetes their names are added to the school medical register on Medical Tracker and SIMs. This is updated at each data capture point **OR** upon request by parents
- Each Phase also maintains 2 x 'Blue' inhalers for emergency use
- Specific medication for individual pupils is named and stored in the Medical Room - which is kept locked - and parents should provide a Medical Care Plan

## CONCLUSION

Whilst it is not a condition of employment to give First Aid, 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 pupils in the same way Parents/Carers might reasonably be expected to. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. However, staff should not give First Aid treatment for which they have not been trained and should always try to summon assistance from a qualified First Aider.



## APPENDIX 1

### ADMINISTERING MEDICATION IN SCHOOL

The Governors and staff at LRPS wish to ensure that pupils with medical needs receive care and support in school. Pupils should not be denied access to any part of the curriculum because they are on medication and/or require medical support, nor should these pupils be denied access to extra-curricular visits or activities. Where the decision is taken to administer medicines in school the following should be adhered to:

- ☐ If a Parent/Carer wants the school to administer medication Parents/Carers must specifically **REQUEST IN WRITING** that the school administers it and give their permission.
- ☐ Parents/Carers must provide such medication to the school in a secure and medically labelled container also specifying at what times/intervals and what dose of the medicine is to be given.
- ☐ Lady Royd pupils will be reminded by staff when it is time to take their medicine(s).
- ☐ **The medicine, in the smallest practicable amount, should be brought to school by the Parent/Carer, not the child, and delivered personally to the Medical Co-ordinator in Lady Royd Reception. Medication will only be accepted where prescribed by a doctor or other medical professional.**
- ☐ Medicines should be clearly labelled with contents, the owner's name and dosage and must be kept in a locked cupboard in the Medical Room.
- ☐ Medicine should be self-administered, if possible, under adult supervision, and a written record kept of the dates and times of the administration.
- ☐ Lady Royd pupils receive a slip stating dose and time that medication was administered which is signed by the member of staff who administered the medication.
- ☐ Where some technical or medical knowledge or expertise is required, responsibility can only be taken if appropriate training has been undertaken e.g. eye / ear drops, Epipen, buccal midazolam etc.
- ☐ Students with anaphylaxis carry their own Epipen and their Care Plan and a spare Epipen is kept in the Medical Room.
- ☐ In cases where pupils suffer regularly from acute pain e.g. migraine Parents/Carers may request – but must supply their own – appropriate painkillers for their child's use i.e. Ibuprofen or Paracetamol and leave with the medical co-ordinator for storage in the medical room. **This must be agreed by the Headteacher in advance.**
- ☐ Aspirin or preparations containing aspirin are not permitted and will not be given to pupils.
- ☐ A member of staff trained in First Aid is normally available in Lady Royd Reception to take care of medicines although all staff in these areas are aware of the required procedures.
- ☐ Whilst all staff have a duty to take reasonable care with the health and safety of pupils in school, including the oversight and management of an up to date and timely pupil's Care Plan/Care Package, there is no contractual obligation for staff to administer medication. Where staff do agree to participate in this duty it should be recognised that these duties are voluntary.
- ☐ Given that staff have acted within school policies and procedures they will normally be covered by the school's insurance. These make it clear that only authorised and/or appropriately trained staff can administer medication to pupils or supervise self-administration of medicine by pupils.
- ☐ No pupil is excluded from school visits, but they will be expected to self-administer any medication. Trained staff can administer an Epipen in line with the Care Plan for an individual pupil.

## APPENDIX 4

### First Aid Needs Assessment

All First Aid Training provided by the school includes elements covering inhalers, Epi-pens and Auto Defibrillation Devices.

The School campus is situated within 5 minutes of the Bradford Royal Infirmary which has a 24hr Accident and Emergency Department.

The first-aid needs assessment indicates that the suggested requirements are:

First-aid personnel	Required Yes/no	Number needed
First-aider with a <b>First Aid at Work (FAW)</b> certificate	Yes	At least one on the school campus during a normal school day.
First-aider with an <b>Emergency First Aid at Work (EFAW)</b> certificate	Yes	At least 1 on duty at all times while people are at work
First-aider with specific training <b>Paediatric First Aid</b>	Yes	A minimum 4 of during the hours of normal school occupation.
Appointed person	Yes	1
First-aid equipment and facilities	Required Yes/no	Number needed
First-aid Kits / containers	Yes	At Least 2 kits.
Additional equipment (specify) (e.g. automated external defibrillator AED))	Yes	1
Mobile first-aid kits	Yes	As identified by individual Trip Risk Assessment.
First-aid/medical room	Yes	1