



## First Aid Policy

### Policy Statement

The Governors and Head teacher of Langley Green Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981, Management of Health and Safety at Work Regulations 1999, following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfE and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

### Aims

- To identify the first aid needs of the school in line with the Health and Safety (First Aid) regulations 1981, Management of Health and Safety at Work Regulations 1999, following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfE .
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school arranged transport.

### Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents (via the prospectus) of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

### Duties and Responsibilities

The **Governing Body** is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and teachers, non-teaching staff, pupils and visitors (including contractors). The Governing body is responsible for approving, implementing and reviewing this policy.

The **Health and Safety Co-ordinator** will ensure that a risk assessment of the school is undertaken.

The **Bursar** will ensure that the appointments, training and resources for first aid arrangements are appropriate and in place. The Bursar will ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The **Headteacher** is responsible for putting the policy into practice and for developing detailed procedures. The Headteacher will ensure that the policy and information on the School's arrangements for first aid are communicated to all staff, parents, carers and other relevant parties. New staff are informed of procedures as part of their induction programme, the staff notice board has any important first aid details displayed in the staff room and staff training is given in response to need. Where appropriate the Headteacher will investigate accidents and implement new procedures as necessary.

**All staff** are expected to do all they can to secure the welfare of the pupils.

**The Appointed Person** need not be a First Aider but should have undertaken emergency first aid training. They will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

**The First Aider(s)** will have completed a training course approved by the HSE, and will be updated every three years. The main duty is to give immediate help to an injured person.

He/She will:

- Be contacted to give immediate help to casualties if required during lesson time or break times. Any pupil complaining of illness or who has been injured is sent to the school medical room either accompanied and/or with a red card for the Appointed Person / First Aider to inspect and, where appropriate, treat.
- Where possible constant supervision will be provided for poorly or injured children.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.

- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on pupil medical record) will be contacted as soon as possible so that the pupil can be collected and taken home.
- If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions

WSCC insurance covers any claims that may be made against first aiders as long as

- The treatment was given in good faith
- It was in the course of their work
- It was given to someone on WSCC premises, or to someone associated with WSCC.

### **Reporting**

- The Headteacher or most senior teacher on site will be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are recorded in the Accident Book kept in the Medical Room and Staff Shared drive. There is a folder within the Medical Folder entitled First Aid Daily accident log which can be accessed from any school computer. These logs will be printed termly and held securely following the guidelines of the Data Protection Act.
- Parents are to be informed of a head injury with the standard bumped head letter and a telephone call. Head Injury advice for Parent and Carers leaflet is also available.
- The relevant First Aider will complete the accident reporting form for employees if they sustain an injury at work.

Some incidents must be reported to the HSE following Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), such incidents will be reported to the Headteacher.

The following will be reported to the HSE following RIDDOR

#### **Incidents involving employees.**

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital

For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

Where a pupil has an accident it will be reported to the Local Authority (LA). All accidents to employees and non-employees (e.g.) visitors which result in injury will be reported to the LA.

### **Investigating and Monitoring Accidents**

Unless a minor accident where the cause is obvious, accidents and incidents need to be investigated. The main reason for the investigation is to find the cause of the accident to prevent it happening again. You should record any findings and recommendations.

**The investigator should be the person responsible for the area where the accident happened or the person in charge of the curriculum area if it happened in a lesson.** More serious accidents, where the injured person was taken to hospital, must be investigated by a senior manager.

### **Record Keeping**

The Headteacher or their nominated representative will ensure that a record is kept of any first aid treatment given. This will include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name of the first aider or person dealing with the incident

Accident and first aid treatment records are used to help the Health and Safety Committee to identify trends and areas for improvement. They also help to identify training or other needs and are used for insurance or investigative purposes when appropriate.

Records of all medicines administered are kept at the school until the pupil is 21. This includes medication administered during off-site activities. The Record Book is kept on top of the desk in the Medical room.

Governors are informed of all accidents reported to HSE.

### **Head bumps.**

The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, a 'Head bump' letter will be sent home to the child's parents or carers together with a Head Injury Advice for Parents and Carers leaflet.
- Head bump forms and leaflets are kept in the draws on the desk in the Medical room.

### **Transport to hospital or home.**

- The head teacher will determine what is reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents/carers for them to take over responsibility for the child.
- If the parents/carers cannot be contacted then the Head teacher may decide to transport the pupil to hospital

Where the Head teacher makes arrangements for transporting a child then the following points will be observed:

- only staff cars insured to cover such transportation will be used.
- No individual member of staff will be alone with a pupil in a vehicle.
- The second member of staff will be first aid qualified and present to provide supervision for the injured pupil.

The office staff will continue to attempt to make contact with the parent/carer

### **Administration of drugs and medicines**

The appointed person is the Member of Staff responsible for managing the administration of medicines in school and ensuring compliance with West Sussex County Council guidance.

Medicines should not normally be brought into school, but school staff will administer prescribed medication when it is essential for that medication to be taken during the school day, i.e. four doses per day. (This includes hayfever and travel sickness medication).

Prescribed medication must be brought into the office and also collected by an adult.

The medication must be accompanied by a signed parental consent form and must be supplied in its original pharmacist's container. If needed parent is to supply a measuring spoon or measuring cup. (See appendix for Request for School to Administer Medicine form). **No medication will be**

**accepted by the school without the parental consent form being completed and signed**

Non-prescribed medication is not administered by Staff and should not be brought into school.

**The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance. If a child has a serious condition requiring regular medication the parent or carer will complete a Health Care Plan (see appendix for the form) which clearly details medication required, dosage and storage.**

Individual care plans and requests to administer medicines are held with the child's medicine in the Medical room. The Medicine log is completed each time the pupil requests their medicine. Any changes to the child's medicine or health care plan are the responsibility of the parent or carer.

### **Self-Administration**

For some medical conditions such as asthma, pupils are encouraged to administer their own medication which is labelled and kept in the medical room. Parents are requested to complete an individual health care plan about the pupils asthma needs. If the plan is not completed a West Sussex follow up standard letter is sent.

### **Long-term or Complex Medical Needs**

The Headteacher or other appointed person will complete a Health Care Plan for all pupils who have long-term or complex medical needs with the Parent or carer with guidance from a relevant healthcare professional. (see appendix).

### **Staff Training**

Only those staff who are authorised by name to administer medication and who are familiar with the school's procedures shall administer medication. The Headteacher shall organise training for staff as appropriate, copies of staff training are kept in the Staff drive.

### **Storage and Access to Medicine**

All medication is kept in a locked cupboard, unless it is emergency medication (asthma inhalers, epipens etc) or requires refrigeration. All medication is kept in its original pharmacist's container. The keys for the locked medicine cupboard are kept in the Medical room. A spare key is kept in the key cupboard in the Bursar's office.

**First Aid boxes** are located in:

- The Medical Room
- The Hygiene Room

Contents of the First Aid Boxes will be checked and restocked by the First Aid Appointed person. (Caroline Padfield)

Bumbags/Travel bags, complete with first aid equipment, are located in the Hygiene room and Medical room for off site visits. All emergency details for school visits will be provided and placed in this bag for outings.

### **After school clubs**

A first aid kit and children with long term medical needs such as inhalers and epi pens are placed in the off-site bag and placed in the School office for collection by the first aid trained member of staff to collect, who then returns it at the end of the session.

### **First Aid Boxes contain**

- First aid information leaflet
- Contents leaflet
- Wrapped sterile adhesive dressings (assorted sizes)
- Alcohol free cleansing wipes
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Microporous tape
- Medium sized ( approximately 12cm x 12cm) and Large sized ( approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- Nitrile disposable gloves
- Eyewash
- Faceshield
- Clothing shears
- Emergency foil survival blanket
- Burn dressing
- Accident reporting form
- Medicine log

**No medicine/tablets are kept in the first aid boxes**

### **Offsite activities**

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication such as inhalers, epipens etc. **(2 epipens must be taken when the child goes out of school)**

A first aider will accompany all off site visits.

Individual Pupil medicines e.g. inhalers with copy of the completed Request for School to Administer Medicine or Individual Health Care Plans will be placed within their own individual zip up plastic bag within the offsite/after school club First Aid bag.

### **Accommodation**

There is a room for medical treatment, and care of pupils during school hours which has wash basin, drinking water and is located near to a lavatory.

A fully functional wet room, with shower, toilet, sink and hoist is provided for any children that require additional care at school.

**A copy of the West Sussex County Council Health & Safety Information for Educational Establishments is available to view on request from the school office.**



Stagelands,  
Langley Green,  
Crawley,  
West Sussex  
RH11 7PF

Tel: 01293 525675

Fax: 01293 538340

Email: [office@langleygreenprimary.w-sussex.sch.uk](mailto:office@langleygreenprimary.w-sussex.sch.uk)

Website: <http://www.langleygreenprimary.co.uk>

24 March 2021

Dear Parents / Guardians

**Request for School to Administer Medicine**

Please complete the questions below so that the school has the necessary information about your child's medicine. **Please return this form without delay.**

Child's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Condition or Illness: \_\_\_\_\_

Male / Female (Delete as appropriate)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Class name: \_\_\_\_\_ Class teacher: \_\_\_\_\_



Medication

Full Name of Medication:

\_\_\_\_\_

(as described on the container which **MUST** have the dispenser's sticky label on it showing your child's name)

For how long will your child take this medication: \_\_\_\_\_

Date dispensed: \_\_\_\_/\_\_\_\_/\_\_\_\_      Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Directions for Use

Dosage and method: \_\_\_\_\_

At what time: \_\_\_\_\_

Special Precautions: \_\_\_\_\_

Side Effects: \_\_\_\_\_

Can the child self-administer the medicine: Yes / No

Parent Contact Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Relationship to Pupil: \_\_\_\_\_

Procedures to take in an emergency:  
\_\_\_\_\_  
\_\_\_\_\_

I accept that whilst my child is in the care of the School, the School staff stand in the position of the parent and that the School staff may, therefore, need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

I understand that whilst school staff will use their best endeavours to carry out these arrangements, no legal liability can be accepted by the School staff, Governors or the Local Education Authority in the event of any failure to do so, or of any adverse reaction by my child to the administration of the drug.

I understand that medicines should be delivered and collected by me personally to the school office.

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing

This request will be reviewed: \_\_\_/\_\_\_/\_\_\_

Signed .....Parent / Guardian      Date .....



Stagelands,  
Langley Green,  
Crawley,  
West Sussex  
RH11 7PF

Tel: 01293 525675  
Fax: 01293 538340  
Email: [office@langleygreenprimary.w-sussex.sch.uk](mailto:office@langleygreenprimary.w-sussex.sch.uk)  
Website: <http://www.langleygreenprimary.co.uk>

24 March 2021

Dear Parents / Guardians

### Asthma Information Form

Please complete the questions below so that the school has the necessary information about your child's asthma. **Please return this form without delay.**

CHILD'S FULL NAME.....

Date of Birth..... Male/Female (Delete as appropriate)

Class: ..... Class teacher: .....

Does your child need an inhaler in school? Yes/No

Please provide information on your child's current treatment. (include the name, type of inhaler, the dose and how many puffs? Do they have a spacer?)

.....

Please provide information about inhalers or medication your child needs in school (include name of medicine, dose etc) (as described on the container which **MUST** have the dispenser's sticky label on it showing your child's name)

Medication

Full Name of Medication: \_\_\_\_\_

(as described on the container which **MUST** have the dispenser's sticky label on it showing your child's name)

For how long will your child take this medication: .....

Date dispensed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Directions for Use

Dosage and method: .....

At what time: .....

Special Precautions or side effects: .....

Can the child self-administer the medicine: Yes / No

.....

.....

.....

.....

1. What triggers your child's asthma?

.....

.....

It is advised to have a spare inhaler in school. Spare inhalers may be required in the event that the first inhaler runs out is lost or forgotten. Inhalers must be clearly labelled with your child's name and must be replaced before they reach their expiry date.

I agree to ensure that my child has in-date inhalers and a spacer (if prescribed) in school.

Signed: ..... Date: .....

I am the person with parental responsibility

Circle the appropriate statements

- My child carries their own inhaler
  - My child requires a spacer and I have provided this to the school office
  - My child does not require a spacer
  - I need to obtain an inhaler/spacer for school use and will supply this/these as soon as possible
2. Does your child need a blue inhaler before doing exercise/PE? If so, how many puffs?
- 

3. Do you give consent for the following treatment to be given to your child as recognised by Asthma Specialists in an emergency?

- Give 6 puffs of the blue inhaler via a spacer
- Reassess after 5 minutes
- If the child still feels wheezy or appears to be breathless they should have a further 4 puffs of the blue inhaler
- Reassess after 5 minutes
- If their symptoms are not relieved with 10 puffs of the blue inhaler then this should be viewed as a serious attack:
- CALL AN AMBULANCE and CALL PARENT
- While waiting for an ambulance continue to give 10 puffs of the reliever inhaler every few minutes

Yes/No

Signed: .....Date: .....

I am the person with parental responsibility

Please remember to inform the school if there are any changes in your child's treatment or condition.

Yours sincerely

Mrs A Wallis

Headteacher

**Parental Update** (only to be completed if your child no longer has asthma)

My child ..... no longer has asthma and therefore no longer requires an inhaler in school or on school visits.

Signed

Date

*I am the person with parental responsibility*

For office use:

	Provided by Parent (yes/no)	Location (delete as appropriate)	Expiry date	Date of phone Call Requesting Inhaler/spacer	Date of letter (attach copy)
1 <sup>st</sup> inhaler		With pupil/in medical room			
2 <sup>nd</sup> inhaler advised		In medical room			
Spacer (if required)					

Record any further follow up with the parent/carer:

## No inhaler in school letter



Langley Green Primary School  
Stagelands,  
Langley Green,  
Crawley,  
West Sussex  
RH11 7PF

Headteacher: Mrs A Wallis  
Tel: 01293 525675  
Fax: 01293 538340  
Email: [office@langleygreenprimary.w-sussex.sch.uk](mailto:office@langleygreenprimary.w-sussex.sch.uk)  
Website: <http://www.langleygreenprimary.co.uk>

24 March 2021

Dear [Name of Parent]

Following today's phone call regarding [Name of pupil]'s asthma inhaler, I am very concerned that an inhaler has not been provided.

You have stated on [name of pupil]'s Asthma Information Form that [name of pupil] requires an inhaler in school and you have agreed to provide an inhaler/and spacer. Please ensure that:

- An inhaler
- A spacer

are provided without delay.

If [name of pupil] no longer requires an inhaler, please request his/her Asthma Information Form from the school office and complete the parental update section.

Please be aware that in the absence of an inhaler, should [name of pupil] suffer an attack, staff will not be able to follow the usual Asthma Emergency Inhaler Procedures. They will be reliant on calling 999/112 and awaiting the Emergency Services.

Yours sincerely

Mrs A Wallis  
Headteacher