



Elloughton Primary School: Policies, Procedures, Codes & Guidance

First Aid Policy

Spring Term 2024

Introduction

Elloughton Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff and visitors and will make sure that procedures are in place to meet that responsibility. This policy complies with the school's Health and Safety policy and is reviewed annually.

Aims and Objectives

- Identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- Ensure that first aid provision is always available while people are on the school premises and also off the premises whilst on educational visits.
- Appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the school and to maintain a record of that training ^(Appendix A) and review annually.
- Provide relevant training and ensure monitoring of training needs.
- Provide sufficient and appropriate resources and facilities to administer first aid.
- Provide awareness of Health and Safety issues within the school and on educational visits, to prevent, where possible, potential dangers or accidents.
- Inform staff and parents of the school's first aid arrangements.
- Report, record and where appropriate investigate all accidents.
- Keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

First Aid Provision

First Aid kits are available at the following destinations: -

1. School Office
2. EYFS Activity area
3. Hall Kitchenette - for the Before and After School Club use
4. Year 1 area
5. Two boxes located in Key Stage two corridor
6. Teaching Kitchen/Staff Room
7. School Kitchen - for kitchen use
8. 10 portable first aid kits for playground/lunchtime first aiders. (Kept on first aid station points).
9. 4 portable first aid kits for sports outing/school trips use

It is the responsibility of staff to replenish stock as it is used/necessary.

The school office is designated as the First Aid area for treatment, sickness and the administration of first aid. Staff will have access to the Hygiene Suite when required e.g. if a child needs cleaning or requires a shower.

The admin staff will take charge of the First Aid arrangements.

All staff will ensure that they have read the school's First Aid Policy.

First Aid Training

Mrs Carole Fulstow (Head Teacher) is responsible for ensure that there is an adequate number of qualified First Aiders/Appointed Persons. Mrs Bridgitte Holmes will organise all training under the direction of Mrs Carole Fulstow.



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(Appendix A)

Staff will be regularly trained in the use and administration of an EpiPen and asthma inhalers.

Head Injuries

Accidents involving a pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

If the injury is minor, all head injuries should be monitored closely, and a message via Reach More Parents (RMP) will be sent to inform parents.

In the event of a serious head injury parents will be contacted and should always be referred for hospital treatment and a first aid slip will be completed to be given to parents. **(Appendix B)**. (please follow the section for Emergency Arrangements).

Emergency Arrangements

Where the injury is an emergency, an ambulance will be called **(Appendix C)** following which the parents/carers will be contacted.

Where hospital treatment is required but it is not an emergency, then a member of the admin team will contact the parents/carers for them to take over the responsibility of the child.

In the event that the parents/carers cannot be contacted a member of support staff will accompany the child to hospital and remain with them until the parents/carers can be contacted.

In Mrs Bridgitte Holmes' absence an appointed person will always call an ambulance on the following occasions:-

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Anaphylaxis shock
- Suspect fracture or break of a limb
- Ongoing seizure
- Asthma attack that cannot be controlled

Hygiene and Infection Control

Protective clothing available:

- Blue nitrile gloves
- Disposable aprons
- Disposable shoe covers
- Disposable face masks

Hands must be washed before and after giving first aid.

Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

Any soiled dressings etc must be put in a yellow clinical waste bag and disposed of in the waste dustbin outside.

The procedure for cleaning any body fluids is as follows:

- Caretaker is on site call for assistance. In their absence delegate to support staff
- Staff should wear protective clothing (apron and blue nitrile gloves)
- Sprinkle granules on the soiled area



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- Leave for a while to soak up where possible on carpets then sweep up using designated brush and dustpan (bucket containing cleaning items is located in the school office)
- Other hard area surfaces and outside areas can be cleaned immediately
- Place all items in a yellow waste bag and dispose of accordingly.
- Ensure area is scrubbed and cleaned as soon as possible.

Exposed cuts and abrasions on the person administering first aid should always be covered. This is to prevent cross infection. Staff are able to remove splinters if exposed and accessible to avoid possible infection.

Incident Reporting

All incidents/injuries that require first aid treatment are recorded electronically.

Parents are informed by telephone initially and the child is given a first aid slip for any serious injury sustained to the head. **(Appendix B)**

Admin staff will communicate with parents via the Reach More Parents App (RMP) if there are any concerns about an injury or will telephone a parent directly if a child needs to go home through illness.

Any significant injury requiring hospital treatment or admission into hospital as a result of their injury or due to a near miss incident needs to be reported via the East Riding Incident Report portal to Safety Services. Investigations and reporting will be completed by Mrs Bridgitte Holmes. Electronic reports are stored securely for future reference if required.

Safety services will make the decision as to whether the accident requires further action under the Report of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Any injuries sustained by staff, visitors or parents should be recorded in the same way via the portal.

Educational Visits

When children are out of school taking part in an educational visit, there should be at least one accompanying qualified first aider. If the main party divides, where possible, into separate sub-groups who will be operating at some distance from each other, there should normally be a first aider available for each group.

Staff will take a large first aid kit which also includes a bodily waste cleaning kit on each coach; this is left on the coach throughout the visit. Designated first aiders (as stated on Evolve) will carry individual smaller first aid bags when away from the coach, to enable first aid to be administered when and if necessary.

Sharing of Information

Mrs Cassie Dows will provide the relevant members of staff with a list of pupils who are known to have current medical problems.

The school office holds medical consent forms for educational visits that are readily available for the visit teacher.

Administering Medicines

Please see the separate Administering Medicines Policy.

- Appendix A: First Aid Training
- Appendix B: First Aid Slip
- Appendix C: How to call an ambulance
- Appendix A**



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Staff First Aid Training

Name	Working Area	Qualification	Expiry Date
Mrs G Wallis	Learning Support Assistant	First Aid at Work	07/10/2024
Mrs M Thompson	EYFS	Paediatric First Aid	29/11/2024
Mrs C Beardsley	Learning Support Assistant	Emergency First Aid for Schools	04/01/2025
Mrs L Dykes	Learning Support Assistant	Emergency First Aid for Schools	04/01/2025
Mrs L Massey	Learning Support Assistant	Emergency First Aid for Schools	04/01/2025
Mrs M Salt	Learning Support Assistant	Paediatric First Aid	27/01/2025
Mrs J Robbins	ELSA Office	Emergency First Aid at Work	25/05/2025
Mrs R Marriott	EYFS	Paediatric First Aid	15/06/2025
Mrs E Collingwood	Learning Support Assistant	Paediatric First Aid	04/07/2025
Miss S Gregory	School Business Manager	Emergency First Aid at Work	08/05/2025
Mrs J Relph	Learning Support Assistant, BASC	Paediatric First Aid	01/12/2025
Miss C Broomfield	Cook	Emergency First Aid Level 3	03/01/2026
Mr C Wallis	Premises Manager	Emergency First Aid Level 3	03/01/2026
Mrs D Roberts	Learning Support Assistant	Emergency First Aid Level 3	03/01/2026
Mrs E Audsley	Learning Support Assistant	Emergency First Aid Level 3	03/01/2026
Mr J Osborne	Lunchtime Supervisor	Emergency First Aid Level 3	03/01/2026
Mrs M Atherton	Lunchtime Supervisor	Emergency First Aid Level 3	03/01/2026
Mrs S Sutherland	Learning Support Assistant	Emergency First Aid Level 3	03/01/2026
Mrs C Dows	School Office	Paediatric First Aid	24/02/2026
Mrs G Shaw	EYFS	Paediatric First Aid	16/11/2026
Mrs E Bates	SEN Office	Emergency First Aid for Schools	08/01/2027
Mrs S Featherstone	Learning Support Assistant, BASC	Emergency First Aid for Schools	08/01/2027
Mrs R Cooper	Learning Support Assistant	Emergency First Aid for Schools	08/01/2027
Mrs D Norman	Learning Support Assistant	Emergency First Aid for Schools	08/01/2027
Mrs K Welton	Learning Support Assistant	Emergency First Aid for Schools	08/01/2027
Mrs L Rockett	Learning Support Assistant	Emergency First Aid for Schools	08/01/2027
Mrs F Kerr	Learning Support Assistant	Emergency First Aid for Schools	08/01/2027
Mrs Stubbins	Learning Support Assistant	Emergency First Aid for Schools	08/01/2027
Mrs L Ward	Learning Support Assistant	Emergency First Aid for Schools	08/01/2027
Miss A Deacon	Learning Support Assistant	Emergency First Aid for Schools	08/01/2027
Mrs A Lilley	School Office	Emergency First Aid for Schools	08/01/2027
Mrs M Sloan	Lunchtime Supervisor	Emergency First Aid for Schools	08/01/2027
Mrs B Holmes	School Office	Paediatric First Aid	15/03/2027

Appendix B First Aid Slip

FIRST AID SLIP			
DATE	TIME	CHILD'S NAME	CLASS TEACHER
Incident Information			
WHAT: DETAILS OF INJURY		WHERE: OPAL PLAY AREA	HOW: HOW THE INCIDENT HAPPENED
TREATMENT:			
SIGNED:			
<i>NB Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain, after returning home, please consult a doctor or local hospital and take this slip with you.</i>			
			Uploaded on spreadsheet



Appendix C

Request for Emergency Services
(Ambulance, Fire Brigade, Police)

Press 9 (for an outside line) then Dial 999, ask for the service you require and be ready with the following information:

1. The School's telephone number:

01482 666231

2. The address:

Elloughton Primary School
Stockbridge Road
Elloughton
Brough
HU15 1HN

3. Give the exact location in the school.
4. Your name.
5. If necessary, the name of the child/adult and a brief description of their symptoms/injury.
6. Inform the emergency service of the best entrance and state that the crew will be met and taken to the



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Adoption, Approval, Sign Off

Signed	Bridgitte Holmes
On behalf of	Headteacher
Date	Spring Term 2024

Document Control

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Statutory?	Yes
Notes	