

Mercia Primary Academy Trust



First Aid and Medical Policy

Policy Status and Review

Date:	June 2025
Review Date:	September 2027
Signed by Director:	Garry Hirons
Date Signed:	25/06/2025

Policy Statement

The Directors of Mercia Primary Academy Trust fully understand and accept their responsibilities under the Health and Safety at Work Act to provide a safe and healthy working environment for our employees, so far as is reasonably practicable.

All employees should note that failure to discharge the obligations placed on them by this policy and associated procedures, or by any relevant statutory provision may lead to:

- i) Prosecution by the Health and Safety Executive, and/or
- ii) Disciplinary action under the school's disciplinary rules.

Designated Responsibilities

The **Directors** carries ultimate responsibility for ensuring that a Health and Safety at Work (First Aid) Policy, which complies with current legal requirements, is in place, and is regularly reviewed and implemented through efficient and effective procedures.

The Head Teacher is responsible for implementing the Health and Safety at Work (First Aid) Regulations 1992 Policy and for all matters relating to health and safety in the establishment and is accountable to the Governors for these responsibilities. The Head Teacher may decide to delegate these responsibilities (but **not** the ultimate accountability) to the member of the Senior Leadership Team or to other appointed persons.

The Headteacher will take charge of overall first aid arrangements for the school. Designated First Aiders or First Aid Appointed Persons will provide day to day provision of first aid in the school.

The minimum first Aid Provision under this policy is:

- Suitably stocked first aid containers
- Information for employees on first aid arrangements
- A risk assessment to determine any additional provision reviewed at least annually
- First aid must be available at all times while people are on school premises, and also off the premises whilst on school visits

- Suitable insurance arrangements are in place to provide full cover for claims arising from actions of staff acting within the scope of their employment.

First Aider's Main Duties

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Always wear gloves when any loss of blood or body fluid is evident, and ensuring any spillages are promptly cleaned up using appropriate spill kits.

The term First Aider refers to those members of staff who have attended a HSE approved First Aid at Work course within the last three years.

The term “appointed person” will refer to those members of staff who have received training in basic first aid skills of instruction of a minimum 4 Hours by a HSE approved instructor.

Paediatric First Aid

For children in Preschool and Reception setting additional training will be provided to ensure that the trust provides the necessary number of Paediatric first aiders.

The term Pediatric first aiders refers to those members of staff who have attended a HSE approved Pediatric Aid at Work course within the last three years.

Pediatric first aiders Main Duties

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Always wear gloves when any loss of blood or body fluid is evident, and ensuring any spillages are promptly cleaned up using appropriate spill kits.

Information

Clear and easily understood notices shall be situated in the staffroom, classrooms, offices and cooking areas. In addition, these notices will be placed in the main entrance to each building.

Details of first aid provision will be provided in induction programmes to help ensure new staff and pupils are told about first aid arrangements.

Accident reporting and statistics

Statutory accident records and school's central records are combined and stored. These records must be kept for a period of at least 3 years. These records contain the following information.

- The date, time and place of the incident
- The name and class of the injured or ill person
- Details of the injury/illness and what first aid was given
- What happened to the person immediately afterwards (eg hospital or returned to lesson)?
- Name of the first aider or person dealing with the incident

Where a more serious accident has occurred or the incident is a result of a physical hazard i.e. a trip hazard or physical assault an accident form is to be completed and passed to the Head Teacher for action. If the incident is reportable under RIDDOR then the Headteacher or Office Manager will contact the HSE via online reporting or telephone.

The Headteacher will be responsible for presenting a report to the Governors.

First Aid Accommodation

The Education (School Premises) Regulations 1996 requires every school to have a suitable room that can be used for medical or dental treatment. The area must contain a washbasin and be closely located to a toilet and be available throughout the school day.

Dealing with Sick Pupils

If a teacher feels that a child is not well enough to continue working the child may be assessed in class by the teacher or a first aid member of staff. They will either return to their work after a predetermined time or parents will be contacted to collect their child. If a child is sent home it will need to be recorded. If a pupil feels ill before school, during breaks or after school they must report to a first aid appointed person, a designated First Aider or to their teacher.

Dealing with accidents

Following an accident, where any injury occurs, a text message to the first priority contact will be sent. For head injuries or more serious incidents a telephone call will be made. The incident is logged in the Incident Book held in the school office.

Serious Incidents

For serious incidents pupils should be sent to hospital and escorted by a member of staff in the absence of parents or guardians and act in loco parentis, the names and contact numbers of the parents must be provided to the ambulance crew in this situation. Before a pupil leaves in an ambulance the name of the hospital they are being taken to must be obtained.

Pupils **must** always be sent to hospital if they have received any of the following

- Serious head injuries
- wounds requiring stitches
- suspected fractures
- any amount of unconsciousness no matter how brief
- an electric shock

Staff should never take a child to hospital in their own car. When emergency treatment is required, an ambulance should be called immediately.

Acts of violence

When a pupil has been involved in an act of violence then it is advisable that the pupil is escorted to the medical room for an assessment especially if blows have been exchanged and all relevant information to the incident reported.

Prescription and non-prescription medicines

Any prescription medicines which pupils need to take throughout the school day should be handed to their class teacher or Office Manager by the parent for administration to the pupil at the prescribed times. A "Parental Agreement to Administer Medicines" Form must be completed by the parent regarding the administration of any medication.

No over the counter medication will be allowed to be administered by school unless special permission is given by the Headteacher after a discussion with the family. This may result in a parent or guardian coming into school to administer their child with the un-prescribed medication.

References

- DCSF Guidance on First Aid for Schools

Bodily Fluids

Blood and body fluid precautions involve the use of protective barriers such as gloves, gowns, masks, and eye protection. These reduce the risk of exposing the skin or mucous membranes to potentially infectious fluids. Health care workers should always use protective barriers to protect themselves from exposure to another person's blood or body fluids. Gloves protect you whenever you touch blood; body fluids; mucous membranes; or broken, burned, or scraped skin. The use of gloves also decreases the risk of disease transmission if you are pricked with a needle.

- Always wear gloves for handling items or surfaces soiled with blood or body fluids.
- Wear gloves if you have scraped, cut, or chapped skin on your hands.
- Change your gloves after each use.
- Wash your hands immediately after removing your gloves.
- Wash your hands and other skin surfaces immediately after they come in contact with blood or body fluids.

Use and disposal of needles

Discarded sharps can present a risk of needle stick injury. The extent of infection from such an injury is largely dependent on how the needle has been used and by whom.

Who is at risk?

Sharps have been found left on playing fields, playgrounds, in entrance porches and on footpaths around schools.

Any staff whose job involves site maintenance/cleaning activities are most likely to be at risk. Litter picking, emptying litter bins and general grounds maintenance work are all tasks where discarded syringes may be discovered. Staff should take precautions to reduce the risk of accidentally coming into contact with discarded sharps.

Occasionally, pupils or other members of the public may find a needle that has been discarded on or off school site.

What action should I take if I find a discarded needle or one is reported to me?

If you discover a needle or syringe:

- Do not touch it with your bare hands,
- Use a dustpan and brush or other suitable implement to place it in a suitable container.
- Children must be kept away from the affected area until the sharp has been removed.
- Pupils must be told to report any such findings to a member of staff and discouraged from interfering with the item.

What is the correct method of storing needles and syringes?

Used syringes and needles must be stored in an approved sharps box.

Suitable sharps containers are manufactured from a puncture proof material and have the appropriate hazard warning labels attached. They also have a sealed lid to prevent sharps from being removed. A range of suitable containers is available on the Staffordshire Purchasing contract (PHS Group Ltd, 02920- 809128). Keep the sharps box in an area which is only accessible to staff.

How do we dispose of sharps boxes?

The school should make arrangements for the box to be collected. The County's supplier of sharps boxes will dispose of the same for a small fee. Alternatively, your local district council's waste management department may have a collection facility.

Boxes are designed for incineration. Under no circumstances must they be emptied and returned for reuse in school.

Monitoring, evaluation and review

The school will review this policy annually and assess its implementation and effectiveness and to ensure that it does not disadvantage particular sections of our Community. The policy will be promoted and implemented throughout the school.

Adopted for and on behalf of the Governing Body

This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Directorate HR Unit.

A signed version of this document is available from the school office.

Version Control

Version	Date Approved	Changes	Reasons for Alterations
2	February 2016	None	
2	July 2018	None	
2	Oct 2020	Included information on pandemic illness	
2	Dec 2020	Changed Nursery to Preschool Removed accommodation about both schools. Removed office administrator Added serious to head injuries	Updated language Policy for 3 schools Can be anyone not just office administrator Not all head injuries require hospitalisation. M Booth
	March 2021	Added a range of different formats.	Accessibility
	November 2022	Removed information on pandemic illness	No longer required
	July 2023	Added sentence about headteacher being able to give special permission for OTC medicines	Hayfever medication no longer prescribed by GP's.
	June 2025	No changes	