



FIRST AID POLICY

Governors Approved: 

Chair of Governors: June 2024

Review date: June 2025

First Aid Policy

1. Rationale

First Aid can save lives and prevent minor injuries becoming major ones. 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 the pupils at the school (including off-site activities). In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. The aim of this Policy is to set out guidelines for all staff in school in the administering of First Aid. It is Causeway Green Primary School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed annually.

2. Aims

The aims of our first aid policy are to:

- Ensure that the school has adequate, safe and effective first aid provision in order to ensure the health and safety of all staff, pupils and visitors in the event of any illness, accident or emergency; no matter how major or minor.
- Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- 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.
- Ensure that all medicines are appropriately stored.
- Ensure that medicines are only administered in school when express permission has been granted for this in line with the schools Supporting Pupils with Medical Conditions policy.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

3. Legislation and Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

4. Roles and Responsibilities

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times. Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature

of employees' work, the number of staff, and the layout and location of the school. The appointed person does not need to be a trained first aider.

The Governing Committee

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

The Headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of Senior First Aiders and/or trained First Aid Staff are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

Staff

School staff are responsible for:

- Ensuring that they do all they can to secure the welfare of the pupils.
- Ensuring they follow first aid procedures
- Ensuring they know who the Senior First Aiders and First Aider in school are
- Completing accident reports for all incidents they attend to
- Informing the headteacher or their manager of any specific health conditions or first aid needs

New staff will be informed of this policy and all procedures during their induction programme.

A list of first aiders (first name only) and their qualifications will be displayed in the staff room.

Key People

- Health and Safety Lead – **Mrs Amanda Crump**
- First Aid Lead - **Mrs Lynda Cole**. They will:
 - ✓ Have completed a full paediatric training course approved by the HSE, and will be updated every three years.
 - ✓ 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
- Senior First Aiders - **Mrs Lynda Cole, Mr Alex Foreshaw, Mrs Ratchel Bensley, Mrs Louise Whitehouse and Mrs Rachel Stewart**

They will:

- ✓ Have completed a full paediatric training course approved by the HSE, and will be updated every three years.
- ✓ Be contacted to give immediate help to casualties if required during the school day.
- ✓ Attend to any pupil complaining of illness
- ✓ Attend to any pupil who has sustained a serious injury. The Senior First Aider will inspect and, where appropriate, treat
- ✓ Attend to a pupil when a second opinion is required

- ✓ At lunchtime attend to any pupil complaining of illness or who has sustained a serious injury the lunchtime assistants will call for a Senior First Aider immediately and who will lead the car.

5. Procedures

In school

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on the scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted by phone and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of staff will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.
- If a child complains of feeling ill, the Lunchtime Supervisor will speak with the class teacher to establish how the child was presenting before lunch.
- All incidents are to be recorded either in the Accident Book located at all First Aid Stations in
 - ✓ KS1 corridor
 - ✓ KS2 corridor
 - ✓ Nursery
 - ✓ Reception kitchen
- Where possible, constant supervision will be provided for poorly or injured children.
- Parents or carers (as stated on the pupil's medical record) will be contacted via a phone call and a message will be sent via School Spider if the injury or illness requires a parent to be contacted. This might be to inform the parent, ask them to come into school to check their child's illness or injury or to request that they be taken home.
- **If a child's illness or injury is serious then a phone call home will be made immediately by the first aider.**
- If a child has either a head injury or an injury to a place that can't be checked (underwear area) The parent is to be telephoned straight away.
- If there is any doubt over the health and welfare of a pupil, parents or carers (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home if needed.
- If a child is injured in any way and later repeatedly complains of pain, seems distressed or cries with pain the parents or carers will be contacted immediately.

- 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 Senior First Aider or member of SLT 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 including having a second member of staff accompanying them.

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 to be reported in the Accident Books located at all First Aid Stations located in
 - ✓ KS1 corridor
 - ✓ KS2 corridor
 - ✓ Nursery
 - ✓ Reception kitchen
- Parents are to be informed of a head injury with the standard head bump letter and notified via School Spider immediately. If the child has sustained a serious bump then a phone call home will be made immediately.
- If a child is sent straight to hospital an incident report form must be completed immediately and handed to the school office.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

The Head is responsible for ensuring this happens.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit including, at minimum:
 - ✓ A leaflet giving general advice on first aid
 - ✓ 6 individually wrapped sterile adhesive dressings
 - ✓ 1 large sterile unmedicated dressing
 - ✓ 2 triangular bandages – individually wrapped and preferably sterile
 - ✓ 2 safety pins
 - ✓ Individually wrapped moist cleansing wipes
 - ✓ 2 pairs of disposable gloves
 - ✓ Information about the specific medical needs of pupils
 - ✓ Parents' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- ✓ 10 antiseptic wipes, foil packed
- ✓ 1 conforming disposable bandage (not less than 7.5cm wide)
- ✓ 2 triangular bandages
- ✓ 1 packet of 24 assorted adhesive dressings
- ✓ 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- ✓ 2 sterile eye pads, with attachments
- ✓ 12 assorted safety pins
- ✓ 1 pair of rustproof blunt-ended scissors

- Risk assessments will be completed by the Visit Leader prior to any educational visit that necessitates taking pupils off school premises.

- There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
- There will always be at least 1 first aider on school trips and visits.

First Aid Equipment

- ✓ A typical first aid kit in our school will include the following:
- ✓ A leaflet giving general advice on first aid
- ✓ 20 individually wrapped sterile adhesive dressings (assorted sizes)
- ✓ 2 sterile eye pads
- ✓ 2 individually wrapped triangular bandages (preferably sterile)
- ✓ 6 safety pins
- ✓ 6 medium-sized individually wrapped sterile unmedicated wound dressings
- ✓ 2 large sterile individually wrapped unmedicated wound dressings
- ✓ 3 pairs of disposable gloves

No medication should be kept in first aid kits.

First aid kits are stored at the first aid stations located at:

- ✓ KS1 corridor
- ✓ KS2 corridor
- ✓ Nursery
- ✓ Reception kitchen

Defibrillator

Causeway's defibrillator is located by the school office. It is clearly marked with a standard sign for AEDs (Automated External Defibrillators).

Although AEDs are designed to be used by someone without any specific training and by following step by step instructions on the AED at the time of use, a number of staff have been trained in the safe use of the AED. The staff trained to use it are Louise Whitehouse, Lynda Cole and Pippa Fincher.

Modern AEDs undertake regular self-tests and, if a problem is detected, will indicate this by means of a warning sign or light on the machine. Our lead first Aider, Mrs Lynda Cole will check the AED every month for warning indicators. The AED is kept with a number of accessories/consumables to ensure that it is always ready for use. Where necessary, these will be replaced after every incident. Please see Appendix 6 for further information.

Body Fluids Procedure

- No person must treat a child who is bleeding, without protective gloves.
- Protective gloves are stored in the First Aid Kits.
- All body fluid spillage's (Vomit, Diarrhoea and Blood) must be cleaned immediately using one of the schools Bodily Fluids Kit found at each first aid station. Disposable gloves and an apron should be worn. They must be kept for this purpose only. Following use, gloves, mask and apron must be carefully discarded.
- Absorbent granules should be dispersed over the spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush is available for body spillages and is kept in with all Bodily Fluids Kit. Wash the affected area with warm water and detergent and dry. Once spillages have been put into newspaper, put into a black bin liner and dispose of in the external bin.
- Hands must be washed and dried after removal of protective gloves.

Bleed Control Kit

Causeway's Bleed Kit is located next to the Defibrillator by the school office.

- It is considered to be a vital piece of equipment that every setting/organisation should have
- There are only 4 items in the kit:
 - ✓ Haemostatic Dressing- this is medical grade and is designed to pack out the wound to aid clotting
 - ✓ Trauma dressing- Medical grade to stem the blood flow
 - ✓ Tourniquet- to apply above the wound to stem the blood flow
 - ✓ High pressure dressing - Able to absorb 10 times its weight in fluid
- This is only to be used in an emergency when a person has a puncture wound or extensive trauma/ blood loss.

Accommodation

There is no designated room for medical treatment, and care of pupils during school hours should be close to a wash basin and lavatory.

6. Record Keeping and Reporting

First aid and accident record book

- An accident will be logged in the accident book by the first aider on the same day or as soon as possible after an incident resulting in an injury. All sections in the book should be completed.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of after 7 years.

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

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

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Provisions Governors Committee, who hold the Governor's responsibility for Health and Safety, are informed of all accidents reported to HSE.

7. Administration of drugs and medicines

Medicines should not normally be brought into school, but if necessary, the prescribed medicine (preferably only the daily dose) can be brought to the school office by a parent. It must be clearly labelled with the child's name. A form detailing the dosage and times when the medicine should be taken, must be completed by the parent/carer and signed and dated. The medicine will be stored in the medical fridge located in the staff room. No medicine/tablets are to be kept in the first aid boxes.

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 pupil will have a medical support plan which clearly details medication required, dosage and storage.

8. Reporting to the HSE

The Health and Safety Lead will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Health and Safety Lead will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Health and Safety Lead will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and where the person is taken directly from the scene of the accident to hospital for treatment

*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

<http://www.hse.gov.uk/riddor/report.htm>

9. Reporting to Ofsted and child protection agencies (early years only)

The Health and Safety Lead will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the school’s care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Health and Safety Lead will also notify Sandwell Children’s Trust of any serious accident or injury to, or the death of, a pupil while in the school’s care.

10. Training

All school support and site staff will undertake first aid training.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until. The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

The Early Years Foundation Stage Frameworks states that:

3.29 At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings. The certificate must be for a full course and be renewed every three years. consistent with the criteria set out in Annex A. PFA training must be renewed every three years and be relevant for people caring for young children.

3.31 All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early year setting. To continue to be included in the ratio requirement the certificate must be renewed every 3 years.

11. Monitoring arrangements

This policy will be reviewed by the Deputy Headteacher annually as recommended by the DfE.

At every review, the policy will be approved by the governing body.

12. Links with other policies

This first aid policy is linked to the:

- ✓ Health and safety policy
- ✓ Risk assessment policy
- ✓ Policy on supporting pupils with medical conditions

APPENDIX 1

Role	Name	Qualifications	Expiry Date
Health and Safety Lead	Mrs Amanda Crump		
Headteacher	Mrs Tracey Flanagan		
Deputy Headteacher	Miss Helen Jones		
Site Manager	Mrs David Flanagan		
Lead First Aider	Mrs Lynda Cole	Paediatric First Aid & Emergency First Aid at Work	02/04/2026
Senior First Aider	Mr Alex Foreshaw	Paediatric First Aid & Emergency First Aid at Work	02/04/2026
Senior First Aider	Mrs Ratchel Bensley	Paediatric First Aid & Emergency First Aid at Work	02/04/2026
Senior First Aider	Mrs Louise Whitehouse	Paediatric First Aid & Emergency First Aid at Work	27/03/2026
Senior First Aider	Mrs Rachel Stewart	Paediatric First Aid & Emergency First Aid at Work	03/04/2026
Senior First Aider	Mrs Sarah Hartland	Paediatric First Aid & Emergency First Aid at Work	02/04/2026
Supply Staff	Mrs Inderpal Karir	Paediatric First Aid	10/2026
Lunchtime Supervisor	Mrs Katy Greenway	Paediatric First Aid	20/06/2026
Support Staff	Miss Andrea Cunningham	Paediatric First Aid	20/05/2027
Support Staff	Mrs Sherrie Tozer	Paediatric First Aid	10/2026
Support Staff	Mrs Laura Abbotts	Paediatric First Aid	06/2026
Support Staff	Miss Aneesa Bibi	Paediatric First Aid	06/2026
Support Staff	Ms S Looker	Paediatric First Aid	20/05/2027
Support Staff	Miss Tiffany Ahman	Paediatric First Aid	20/05/2027
Support Staff	Mrs Ushma Akhtar	Paediatric First Aid	20/05/2027
Support Staff	Miss Gurpreet Assi	Paediatric First Aid	20/05/2027
Support Staff	Mrs Amina Begum	Paediatric First Aid	20/05/2027
Support Staff	Mrs Teena Binsley	Paediatric First Aid	20/05/2027

Support Staff	Miss S Clewley	Paediatric First Aid	20/05/2027
Support Staff	Mr Alex Cole	Paediatric First Aid	20/05/2027
Support Staff	Miss S Hawkins	Paediatric First Aid	20/05/2027
Lunchtime Supervisor	Miss N Heer	Paediatric First Aid	20/05/2027
Support Staff	Mrs E Hems	Paediatric First Aid	20/05/2027
Support Staff	Mrs S Hodgetts	Paediatric First Aid	20/05/2027
Support Staff	Mrs Lisa Lowe	Paediatric First Aid	20/05/2027
Support Staff	Mrs K McCartney	Paediatric First Aid	20/05/2027
Lunchtime Supervisor	Miss L Morris	Paediatric First Aid	20/05/2027
Support Staff	Ms H Rahman	Paediatric First Aid	20/05/2027
Support Staff	Mr Chris Stokes	Paediatric First Aid	20/05/2027
Lunchtime Supervisor	Mrs D Willetts	Paediatric First Aid	20/05/2027
Support Staff	Miss E Willetts	Paediatric First Aid	20/05/2027
Support Staff	Mrs R Wilson	Paediatric First Aid	20/05/2027
Support Staff	Miss Alicia Dachy	Paediatric First Aid	20/05/2027
Lunchtime Supervisor	Mrs Rebecca Stanton	Paediatric First Aid	20/05/2027

APPENDIX 2

Appointed person to contact Emergency Services: Office Staff or Senior First Aider (or if necessary any adult in school)

Office staff to record details of 999 call on office notice board.

APPENDIX 3

Bumped Head/Injury Letter



NAME _____ **CLASS** _____ **DATE** _____

Area of body/head injured _____

Injury (please circle)

BRUISE	LUMP	RED MARK	GRAZE	NON-VISIBLE
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Additional Information (EG: How the child is feeling, any swelling)

Treatment

STAFF MEMBER

Appendix 4

Accident Book Record Sheet

PLEASE MARK THE PLAYGROUND LOCATION BY AREA NUMBER i.e. 1,2,3,4 or 5 FOR ANALYSIS PURPOSES. SEE GRID ON THE INSIDE COVER

RECORD OF MINOR INCIDENTS TO PUPILS -e.g. graze from a fall.

Major incidents (eg fractures, except fingers, thumbs or toes) to be recorded on SCW012 & sent to LA & a copy filed in the office. See map of the playground for marking the area of accident.

EACH BOX MUST BE FILLED IN, BE ACCURATE AND IN PEN.

<u>DATE/TIME</u>	<u>NAME OF PUPIL</u>	<u>DETAILS OF INJURY (PLEASE BE AS ACCURATE AS POSSIBLE)</u>	<u>LOCATION OF ACCIDENT</u>	<u>DETAILS OF FIRST AID ADMINSTERED</u>	<u>CAUSE OF ACCIDENT</u>	<u>NAME OF FIRST AIDER</u>

APPENDIX 5

Procedures

Minor cuts, grazes, bruises and illness can be treated by any member of staff who holds a valid EFAW (Emergency First Aid at Work) OR PAEDIATRIC QUALIFICATION

A Senior First Aider must be called if:

A child has a significant head bump resulting in excess swelling, bruising, bleeding or indentation.

A child has a suspected broken bone or deep laceration

A child or adult has a reduced level of consciousness or is unconscious

A child is having an allergic reaction or is fitting

First Aid in the Classroom

If there is a member of the support staff in the classroom, as a trained First Aid person, they will deal with the incident.

If necessary, the Senior First Aider must be contacted to give a second opinion.

If it is necessary for the child to be sent home, approval must be sort from SLT.

The First Aider must remain with the child until he/she is collected by parents.

The First Aider must record the child leaving school on the form located in the office.

If the class teacher does not have any support staff in their class, the teacher will ring the Office or another class, to ask for help from a First Aider.

The First Aider will then follow the above procedures.

First Aid at Break-time.

If the person on duty needs help, they should ask the office staff to contact the Senior First Aider directly or get the necessary support.

The First Aider will then follow the procedures for reporting to the Class Teacher / Office or another First.

First Aid at Lunch-time

If the Lunchtime Supervisor on duty requires assistance a Senior First Aider must be called for.

If a child needs to be sent home the First Aider must get authorisation from a member of SLT or a Senior First Aider.

If a child is to be sent home following an incident at lunch-time, the First Aider must inform the class teacher.

A First Aider must remain with the child until the child is collected.

A record must be made of the child going home in the book located in the Office.

First Aid during After School Clubs

One of the First Aid trained staff running the club should deal with the incident.

First Aid during Off-Site Activities

A qualified paediatric first aider must be present on all offsite trips.

The Visit Leader, FAAW and Paediatric First Aiders must be two separate members of staff.

Mobile phones should be taken on all off-site activities

Should First Aid need to be administered during school trips or swimming sessions etc, the First Aid procedures of the relevant establishment should be followed. The EVOLVE trained adult in charge should ring the school, so that office staff can notify parents if necessary.

Office Staff

When contacting parents, staff should state that SLT have requested that the child should be collected as he/she has been sick, has a serious head bump, serious injury or is feeling unwell. Any further information will be provided by the First Aider when the parent arrives at the school.

If after 20 minutes staff have not been able to contact parents, then HEAD OR DEPUTY are to be informed.

If an ambulance is required a member of office staff will open the drive gate and wait at the bottom of the drive to signal the school entrance.

Appendix 6

Automated External Defibrillators (AEDs)

An AED is a machine used to give an electric shock when a person is in cardiac arrest, i.e. when the heart stops beating normally. Cardiac arrest can affect people of any age and without warning. If this happens, swift action in the form of early

cardiopulmonary resuscitation (CPR) and prompt defibrillation can help save a person's life.

Overall survival rates vary across the country, but range between 2% and 12%. However, survival rates as high as 75% have been reported where CPR and defibrillation are delivered promptly. This is why the statutory guidance on supporting pupils at school with medical conditions advises schools to consider purchasing an AED as part of their first-aid equipment.

The chain of survival 'In the event of a cardiac arrest, defibrillation can help save lives, but to be effective, it should be delivered as part of the chain of survival.

There are four stages to the chain of survival, and these should happen in order. When carried out quickly, they can drastically increase the likelihood of a person surviving a cardiac arrest.

They are:

1. Early recognition and call for help. Dial 999 to alert the emergency services. The emergency services operator can stay on the line and advise on giving CPR and using an AED.
2. Early CPR – to create an artificial circulation. Chest compressions push blood around the heart and to vital organs like the brain. If a person is unwilling or unable to perform mouth-to-mouth resuscitation, he or she may still perform compression only CPR.
3. Early defibrillation – to attempt to restore a normal heart rhythm and hence blood and oxygen circulation around the body. Some people experiencing a cardiac arrest will have a 'non-shockable rhythm'. In this case, continuing CPR until the emergency services arrive is paramount.
4. Early post-resuscitation care – to stabilise the patient.

Anyone is capable of delivering stages 1 to 3 at the scene of the incident. However, it is important to emphasise that life-saving interventions such as CPR and defibrillation (stages 2 and 3) are only intended to help buy time until the emergency services arrive, which is why dialling 999 is the first step in the chain of survival. Unless the emergency services have been notified promptly, the person will not receive the post-resuscitation care that they need to stabilise their condition and restore their quality of life (stage 4).

The chain as a whole is only as strong as its weakest link. Defibrillation is a vital link in the chain and, the sooner it can be administered, the greater the chance of survival.' (Automatic external defibrillators (AEDs) a guide for schools DfE Publications April 2016)

Automated External Defibrillators (AEDs)

