



ADMINISTERING FIRST AID IN SCHOOL POLICY (to be read in conjunction with the Covid-19 Policy)

Formally adopted by the Governing Body of All Angels' Federation	
On:	October 2020
Chair of Governors:	Rosemary Games
Review:	October 2022

AIMS

The Aim of this Policy is to set out guidelines for all Staff in school in the administering of first aid. This is in line with the latest [Guidance for safer working practice for those working with children and young people in education settings.](#)

STAFFING

Across the federation, four members of staff have completed the 4 day 'First Aid at Work' course, two who have completed the Pediatric First Aid Course and most Teaching Assistants and Midday Supervisors have completed an Emergency First Aid at Work Course.

Any of these members of staff are able to deal with first aid in school but all members of staff have a duty of care to all children.

FIRST AID

In the event of an injury, the First-Aider will carry out an informed assessment and the appropriate treatment given.

Should the injury require medical assistance (i.e. Parent called into school / hospital visit / ambulance), the Head Teacher/ Deputy Head Teacher/ Senior Leader will be informed and the relevant action taken.

Incidents during the day should be treated as follows:

- **DURING LESSON TIMES:** where possible the Teaching Assistant should administer first aid.
- **BREAK: A first-aider will be on duty and the school office will be advised as necessary.**
- **LUNCHTIMES:** Midday Supervisory Assistants are responsible for first aid and may contact other First-Aiders for support.

All injuries and first aid given needs to be logged in the First Aid Log Book.

In the event of a head injury, parents must be informed.

A First-Aider will carry out an assessment of other injuries make the decision about informing parents. A letter home or sticker to inform parent of injuries. It is important that head injuries are reported quickly to parents so that they can continue to monitor the child at home. The School Office will send a text message to alert the parent of the injury if it is a head injury or make a telephone call if more serious.

Should the child be feeling unwell or have been sick in school, a decision will be made about sending the child home.

EPIPENS

There are at times pupils in school requiring 'Epipens'. The **administering of epipens must be carried out by the nearest member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether Piriton has been administered first**. Staff have had training on the use of epipens and/or symptoms of anaphylactic shock.

INHALERS

Pupils at St. Michael's who are competent will be encouraged to take responsibility for their own inhalers. For those children at Clover Hill and those who are not competent at St. Michael's, the class staff will assume this responsibility on behalf of the child.

In the event of an asthma attack and a child's own inhaler cannot be located, use the school's inhaler.

DEFIBRILLATOR

The school's defibrillator is situated in the Medical Room and therefore easily accessible. Staff have had training on its use should the need arise.

PUPILS WITH SPECIFIC NEED

Details of pupils with specific need i.e. diabetic/severe allergies/epipens etc. may be found at the front of each register. Please take time to familiarise yourself with the pupils concerned and their individual potential need.

INCIDENT REPORTING

All incidents requiring first aid (whether minor or major) must be recorded in the school First-Aid Log Book. This is situated in the Medical Room. Where an injury has resulted in hospitalisation, this will be recorded on an additional form by the First-Aider to be transferred by a trained member of staff onto Norfolk County Council's OSHENS register.

TREATMENT

School has a ready supply of minor first aid equipment. Staff will familiarise themselves with the location of first aid boxes.

CLASS MEDICAL LIST

Every Class register must have a Class Medical List and a list of pupils with specific dietary requirements and other medical conditions, such as asthma. It should be made clear whether these pupils have medication in school for their medical needs. The child must be aware that they need to report to their class teacher, MSA or First-Aider should they be feeling ill.

The kitchen staff and MSAs also need to be informed if a child has a food allergy or requires medication.

PUPILS WITH SPECIFIC DIETRY REQUIREMENTS

Pupils must be fully risk-assessed when food-tasting activities take part at school.

See also the Administration of Medication Policy.

Approved by Governors: October 2020