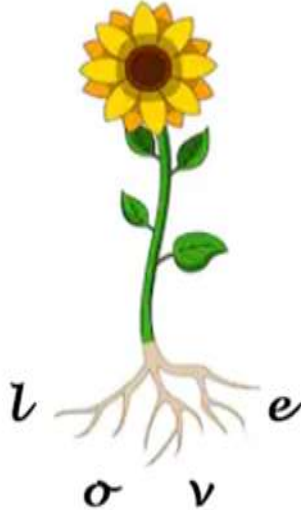


# North Stainley CE Primary School

*We are our school, we have our roots and foundation in love*



*Our school is us, we will grow, blossom and flourish.*

## **First Aid & Medicines Procedure**

**Policy agreed:** (14/10/20)

*Policy reviewed* (20/10/21)

*Policy reviewed* (28/9/2022)

**Headteacher:** *LE Wallen* **Louise Wallen**

**Chair of Governors:** *Nat Potts* **Nat Potts**

**Policy to be reviewed:** (28/9/2023)

# FIRST AID AND MEDICINES PROCEDURES

## North Stainley CE Primary School

### General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our pupils, our staff and any visitors to our premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

This procedure should be read in conjunction with the Health and Safety Policy and NYCC Guidance for Supporting Children and Young People with Medical Conditions in Schools.

### Legal Position

- Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. A First Aid Provision risk assessment is undertaken in order to determine what first aid facilities and personnel are necessary to meet the needs of our business and is reviewed periodically to ensure that the current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:
  - Size of the school.
  - Building layout.
  - Past history of accidents.
  - Proximity of business location to emergency medical services.
  - Needs of traveling and/or lone workers.
  - First aid cover in times of sickness or annual leave.

### Responsibilities of First Aid Personnel

**Giving First Aid:** If someone is injured, becomes unwell and needs help, the nearest first aider should be contacted, and asked to attend. The first aider will assess the situation, provide help, request assistance from other qualified persons if necessary, and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary. All coaches and minibuses are expected to carry a first aid kit with them at all times. They are responsible for its safe-keeping and to keep it adequately stocked.

**Medical support:** When a first aider thinks that a casualty needs urgent medical treatment, they will arrange for the casualty to be taken to the nearest hospital accident & emergency department – if they think it is necessary, an ambulance will be called. Employees should not use their private

car to transport a casualty to hospital if an ambulance is not required. Where appropriate next of kin will be contacted.

**Spillages of body fluids:** Spillages of blood, vomit, urine and excrement should be cleaned up promptly using a body fluids disposal kit or similar. The area should immediately be cleared and cordoned off and cleaned up. Protective gloves must be worn and the waste be cleared appropriately.

**Records:** An accident form should be completed every time a first aider provides assistance to a casualty, including when the problem was illness rather than accident. As well as the usual details of the accident (if appropriate) the name of the person giving first aid and summary details of the treatment given should be recorded.

**Looking after the first aid equipment:** Ensure that containers are re-stocked when necessary by **Carol Gray** of staff from the kitchen store first aid box. Inform *Rachel Stelling* if items are required.

**First Aid at Work trained staff are:-**

Jacqueline MacArthur  
Louise Wallen

**Paediatric First Aid trained staff are:-**

Carol Gray  
Laura-Mae Gregory  
Jacqueline MacArthur  
Sally Williamson  
Alison Holian  
Sarah Platts  
Elisa Wright

**Emergency First Aid trained staff are:-**

Louise Wallen  
Maggie Wilson

## Dealing with Visitors

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first- aider. If the visitor has had an accident Mrs Wallen is responsible for ensuring that an entry is made in the accident book/form and ensuring ARF1 forms are sent to County Hall.

## Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. This means that a first-aider will attend an approved Health & Safety Executive course and any appointed persons will attend a basic four-hour course.

Where necessary, all line managers will be expected to organise shifts and rosters to enable staff to attend. We will do our best to ensure that sufficient notice of both initial training courses and any refreshers are given to managers to assist with this planning.

All staff are required to follow DFE guidance with regards to the dispensing and storing of medication. This guidance can be found in the staff handbook given to each staff member as part of the school induction process. A copy of DFE guidance can be found in the school office or as an addendum to this policy.

- **Medication will be dispensed by:-**  
All staff

**Epi pen trained staff are: -**

Laura-Mae Gregory  
Jac MacArthur  
Sarah Platts  
Natasha Lewis  
Alison Holian

**Epilepsy training:-**

Maggie Wilson  
Carol Gray  
Laura-Mae Gregory  
Jac MacArthur  
Sarah Platts  
Sally Williamson  
Natasha Lewis  
Alison Holian  
Louise Wallen