

EYNESBURY CHURCH OF ENGLAND PRIMARY SCHOOL

First Aid Policy



Policy date	September 2025
Review date	As necessary

First Aid Policy

To be read in conjunction with Supporting Pupils at School with Medical Conditions and Procedures for Sick Children

Purpose:

To ensure that the welfare and well-being of pupils is maintained at all times.

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

The policy is revised annually.

Aims

- To identify the first aid needs of the school in accordance with the Health and Safety at Work regulations 1974 (revised 2019) and the Management of Health and Safety at Work regulations (1999)
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits
- To ensure staff receive appropriate training to provide first aid whilst maintaining the highest level of safety

Objectives

- To appoint the appropriate number of suitably trained people as Lead First Aiders and Emergency First Aiders to meet the needs of the school, including paediatric training
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate first aid resources and facilities
- To keep staff and parents informed of the School's First Aid arrangements
- To keep accident records and to report and return the online reporting form <https://www.reportincident.co.uk/cambridgeshire> to Cambridgeshire County Council where incidents require referral to a doctor or hospital
- To give clear structures and guidelines to all staff regarding first aid and medicines whilst maintaining the highest level of safety at all times
- To ensure the safe use, administration and storage of medicines in school and on educational visits and residential

Who was consulted?

Staff and Governors have been consulted in the development of this policy.

Relationship to other policies

This policy should be read in conjunction with the school's policy on health and safety and the local authority policy relating to educational visits and with the policy *Supporting pupils at school with medical conditions and Procedures for Sick Children*.

Roles and Responsibilities

The Headteacher is responsible for implementing the policy, identifying responsible staff members for managing first aid and the administration of medicines, and ensuring that appropriate resources and staff training are available in line with current health and safety legislation. The Headteacher should ensure that the policy and information on the school's arrangements for first aid are made available to parents via the school website.

In selecting first aiders, the Headteacher should consider the person's:

- Reliability and communication skills
- Work with high awareness to safety, safeguarding and respect and dignity
- Aptitude and ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency procedures
- Normal duties. A first aider must be able to leave to go immediately to an emergency when appropriate.

All staff are responsible for keeping themselves up to date with basic first aid, understanding the importance of risk assessment, and recognising the health needs of pupils for whom they have responsibility.

All staff should refer people requiring first aid to relevant staff promptly in order that an assessment of need can be made.

The function of first aiders is to preserve life and minimise the consequences of illness in an emergency until further help is obtained. If a first aider is not available and immediate first aid treatment is required, the necessary action should be taken by a responsible person that is available at the time.

Appointed Person

The appointed person will be a lead first aider. They will take responsibility to :

- look after the First aid room, first aid supplies and order new stock
- provide induction for new staff on First aid policy and procedures
- maintain a first aid notice board in the medical room and staff room, to include information on the medical needs/ management of high medical need pupils/staff
- give all staff information on the location of equipment, facilities and first aid personnel
- liaise with the Deputy Headteacher to monitor the number of first aiders and arrange training

The Lead First Aiders

The school will identify a person or persons to be the 'Appointed Person/s'.

They should have undertaken the HSE approved 3 day First aid in the Work place and paediatric first aid training (FULL FIRST AID TRAINING). Refresher training will be arranged every 3 years.

They will:

- take charge when someone is injured or becomes ill
- ensure that an instruction is given to call an ambulance when appropriate
- ensure that relatives are informed of a serious accident /incident

Emergency First Aiders

Emergency First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years. This is a voluntary post, however all teaching staff and class based support staff will be encouraged to undertake this basic first aid course every three years.

Emergency First Aiders will:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- when necessary, ensure that an ambulance or other professional medical help is called.
- seek the advice of a Lead First Aider for a more serious illness or injury.
- replenish the contents of First aid kits after use.

First aiders on playground duty will undertake first aid at the casualty site or in most cases in the medical room.

There should always be a named first aid trained staff on any school trips - identified in the EVOLVE risk assessment. A travelling first aid bag and individual medical bags should be taken.

Individual Care Plans

In order to meet the requirement of children's individual care plans appropriate numbers of first aid personnel will be included in any training organised in school to cover children's individual care to ensure emergency aid can be provided.

Records of training will be kept and notices placed in the medical room advising of the personnel who can be called to address particular illnesses/reactions, for example diabetic training, managing children with Epi-pens etc.

First Aid materials, equipment and facilities

First Aid Boxes

There are numerous first aid boxes which are green with a white cross. One is located in the medical room, one in the school office (taken out when fire alarm sounds or in an emergency) one is in the Nursery adult toilet and one in the Reception classroom.

Classrooms have first aid bum bags and there are spare bum bags in the First Aid room and staffroom.

First Aid Room

Accommodation

A first aid room next door to the staffroom is available for administration of first aid treatment. It contains a sink and is close to a lavatory. It holds a stock of all necessary First aid equipment (see appendix one). The administering of First Aid for Nursery and Reception aged children may be most appropriate within their familiar environment, however this is at the discretion of the first aider.

Travelling First Aid bags (see appendix 1 for contents)

The school has travelling first aid bags which are kept in the first aid room.

Procedures for Sick Children

If a child becomes unwell at school the school office will contact the parents/carers to make arrangements to take them home.

Staff and Other Adults

Members of staff or other adults who are taken ill at school, should liaise with the Headteacher to either seek medical attention or permission to go home, accompanied if appropriate. In an emergency, an ambulance will be called, and for staff members, the next of kin contacted. Details, if supplied, of staff member's medical needs are filed in personnel folders and priority next of kin contact is stored on SIMS/ Staff contact file above the Admin Officer's desk.

Accident / Minor Injury Procedure

Superficial injuries such as small bumps, scratches and grazes can occur regularly with children as part of normal play.

All first aiders have the responsibility to make a judgement at the time of the incident as to whether the minor injury requires more intensive medical attention. They are advised to act in loco parentis and decide, if it were their child, would they apply first aid or comfort and distract them from the incident.

Where the child is treated /cleaned up and judged to require no further attention, they will return to class and the First Aid Book completed, stickers given and letter home given.

For all children receiving first aid, or reviewed by a first aider, a record will be made within the First Aid Book. (First Aid Books are located in the First Aid Room, Reception classroom and Nursery. These are legal documents and should accurately reflect a log of first aid given.)

Safeguarding and Administering First Aid

In general, one first aider is appropriate for the administering of first aid with another adult present to ensure all Safeguarding procedures are adhered to. It is recognised that first aid requires a staff member entering people's personal space for the purpose of emergency first aid. Awareness of the school's Safeguarding and Child Protection Policy is essential, in order to maintain safety and ensure first aid is managed with respect and dignity.

For the purpose of this policy, intimate/private space is defined as any area which would normally be covered by a swimming costume. Where an injury impacts a child in an intimate place, the child's parent will be called to provide a visual check.

The first aid log must reflect the staff full name and signature who completed the first aid treatment.

Cuts and grazes

Small cuts and grazes should be cleaned with a sterile gauze and covered with a sterile adhesive dressing. More significant cuts or grazes should be cleaned with drinking water and gauze and covered with a sterile dressing.

Head Injury

If a child has sustained any injury to the head a bumped head letter is completed and given to the child. The class teacher will be informed and the child will wear a sticker/ bracelet to highlight to their parents that there was a minor incident and a wristband.

Where the injury is substantial, the matter will be referred to the Lead First Aider and the parents will be contacted by phone to warn them that their child has been in an accident and any treatment given. A record of this communication is included in the log made.

Emergency Procedure

Where an accident is judged to be of a serious nature, first aid will be provided and the child comforted whilst the parent/carer is contacted and/or the emergency services called. A staff member with first aid qualification may need to accompany the child to hospital with emergency service personnel in an ambulance if the parent/carer is not available.

Hygiene/Infection control

- Hand washing at appropriate times cannot be over emphasised for both children and staff.
- Any personal wounds, scrapes or sores should be covered with a water proof dressing.
- A supply of gloves and aprons are available for staff who administer first aid.
- First Aiders should always wear two gloves when dealing with blood or any other bodily fluids including vomit, urine or faeces.
- Remember that gloves are disposable and must not be used more than once and each pair should not be used for more than one incident / procedure.
- Gloves, aprons, masks, soiled dressings and used swabs should be disposed of in the labelled bin in the First Aid room.

Mouth to mouth resuscitation

A protective resuscitation aid should be kept in all first aid kits / packs and should be used in situations where mouth to mouth resuscitation is necessary.

Cleaning of Contaminated Surfaces

Disposable gloves and an apron should be worn when cleaning up any spillages of body fluids. Contaminated surfaces should be cleaned with disinfectant.

Where a large spillage of bodily fluids has occurred absorbent granules should be applied to the affected area. When the waste is fully absorbed the granules may be cleared away with a dustpan and brush and placed in a waste bag, placed directly in the outside bin. The area should then be cleaned with disinfectant.

Accidents involving the first aider being in contact with blood or bodily fluids

Splashes to:

Skin - wash immediately with running cold water

Eyes - wash immediately with cold water

Mouth - rinse quickly and thoroughly with cold water

Bites, scratches and needlestick injuries

Wash the wound with clean running water. Cover with a waterproof dressing.

Advise to seek medical advice if concerned.

First Aid Book - record keeping

A record should be kept of any First aid treatment given. The record should include:

- The date, time and place of incident
- The name (first name and surname) and class of the injured or ill person
- Details of their injury/illness and what first aid was given
- Whether bumped head letter/sticker given
- Whether parent was contacted
- Whether child was collected from school
- What happened to the person immediately afterwards
- Full name and signature of the first aider dealing with the incident.

Accident records, written or electronic, must be kept for a minimum of three years. Old records will be archived annually.

Reporting accidents

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Headteacher is responsible for ensuring this happens.

The Appointed Person or First Aider must complete the online reporting form

<https://www.reportincident.co.uk/cambridgeshire>

A copy of the IRF96 will be held on the child's person file and also held in the risk assessment file for reference purposes. The parent/carer will be informed that the online reporting system has been completed and a copy kept on the child's personnel file.

Monitoring

The Headteacher will monitor accident records to note trends and areas for improvement.

The records will also be reviewed by the Health and Safety Governor as part of a termly visit.

Monitoring also could help to identify training or other needs and may be useful for insurance or investigation purposes.

Administration of Medication to pupils

For children suffering from chronic medical conditions please refer to the Supporting Children with Medical Needs Policy.

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

Staff must not undertake health care procedures or administer emergency medication e.g. epipen without appropriate training.

Parents are responsible for the provision of medicines in school.

If pupils are able to self-administer medication, parents must complete the required paperwork.

Where medication is required on a permanent basis e.g. asthma inhaler, this may be brought into school by the parent/carer in the original packaging, with the dispensing label and in date along with the prescribers protocol. A self-administration of medication consent form should be completed and signed by the parent/carer.

If pupils are able to self-administer medication, two members of staff will observe and record the medication taken.

The school will only administer medicines prescribed by a medical practitioner when it is essential that the medicines are administered at school. A member of staff and a witness will administer the prescribed medicine providing that a 'temporary/ongoing' medical form is completed and signed. Any medication administered will be recorded on the appropriate form.

Where children are prescribed a course of antibiotics to be administered 3 times a day, such medication should be given before and after school and in the evening and not brought into school. In exceptional circumstances if the antibiotic medicine has to be taken four times a day the school will administer this.

All prescribed medicines that are due to be administered must be kept in the child's named medical box in the school office, classroom or in the fridge.

Parents should advise the school on whether medication should be stored in the fridge.

Under no circumstances must children be given medication to look after during the school day. All medication must be handed into the school office.

Children's medication is kept in individual named boxes in the school office or classroom unless otherwise agreed by the Headteacher.

Children with significant medical conditions will have their image displayed in the First Aid room and brief details of their medical condition and treatment required and in the individual child's classroom.

Any medication held in a child's named medical box will be taken on school trips.

Out of date medication cannot be disposed of by school, it is the parents/carers responsibility to collect and dispose of such medication safely.

Asthma Treatment and Inhalers

- Asthma treatments for pupils (inhalers etc.) are kept in the child's classroom in a labelled medical box with the child's name and a photograph.
- Asthma treatments are to be administered by the pupil. After a treatment has been administered, the staff member records the date and time on an asthma form.
- All medication including Asthma treatments will be taken on school trips and 'off site' sporting activities, including swimming.
- Parents are responsible for checking that inhalers are still within their 'Use by dates' and for replenishing them.

Epipens and Anaphylaxis

- Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment and Epipen trained staff are aware of the procedure.
- A list and photograph of anaphylaxis sufferers is displayed in the First Aid room and relevant classroom.
- Epipens are kept in a locked cupboard in the child's classroom.
- Epipens can only be administered by members of staff who have received Epipen training.
- All medication including Epipens is taken on school trips and an Epipen trained member of staff will accompany the relevant child, detailed on the EVOLVE risk assessment.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Midazolam and Epilepsy

- Any child who suffers from epilepsy or similar conditions who requires Midazolam will have an individual protocol to follow and Midazolam trained staff will be aware of the procedure.
- Their photograph will be displayed in the staff room, medical room and relevant classroom.
- Midazolam can only be administered by members of staff who have been trained to do so.
- All medication including Midazolam is taken on school trips and member of staff trained to administer Midazolam will accompany the relevant child.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Food Allergies and Intolerances

Children with known food allergies /intolerances will have their photograph and details on their allergy/intolerance displayed in the staffroom/ medical room and kitchen.

Storage of Medication in school

Medication will only be stored in school where it is necessary for the child to have access to medication during the school day.

A central record of all medication stored in school is held in the First Aid room. This is reviewed half termly and parents are contacted where medication is close to expiry date. A further check is made. It remains the parent's responsibility to provide medication for the child which is in date.

Signed.....

Date.....

Appendix 1

Emergency First Aid Kit Contents

Guidance leaflet 1
Individually wrapped sterile adhesive plasters 20
Eye pads with bandage 2
Triangular bandages 2
Safety pins 6
Sterile dressings (assorted sizes) 8
Saline cleansing wipes 6
Disposable gloves (pair) 6
Additional Item – Resuscitation Aid 1
Emergency foil blanket 1
Hydrogel burn dressing 1
Tough cut shears 1
Conforming Bandage 2
Finger Sterile dressing 2
Adhesive tape 1

Travelling First Aid Bags

Guidance leaflet 1
Individually wrapped sterile adhesive plasters 10
Sterile dressing 1
Triangular bandages 2
Safety pins 6
Moist wipes 4
Disposable gloves (pair) 3
Eye wash pods 2
Resuscitation Face Shield/Masks 1
Yellow Sick bag 1
Packet of gauze 2
Emergency ice pack 1
Bumped head stickers 6

First Aid Room

First Aid Policy and Procedures for Sick Children
Resuscitation Aids
Individually wrapped non-allergenic plasters
Sterile Eye pads with bandage
Triangular bandages
Non absorbent dressing
Micropore
Safety pins
Gauze
Sterile dressings (assorted sizes)
Box of non latex disposable gloves
Ice packs
Covers for ice packs
Sick buckets
Sick bags
Yellow bags (for disposal of clinical waste e.g. soiled dressings)
Aprons
Plastic cups and straws
Scissors
Foil Emergency Blankets
Blanket
Disinfectant (music cupboard)
Absorbent granules (Music cupboard)
Strip thermometers
Clingfilm