

# First Aid Policy

Haslingfield Endowed Primary School

<b>Approved By</b>	
<b>Date Approved</b>	
<b>Last Review</b>	September 2024
<b>Next Review Due By</b>	September 2025
<b>Responsible Officer</b>	Donna Peck

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility. This policy should be read in conjunction with the DfE Guidance on First Aid for Schools.

The policy is reviewed annually.

## 1. Aims

To identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.

To ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981.

## 2. Objectives

To appoint the appropriate number of suitably trained people as Appointed Persons (see Appendix A) and First Aiders (See Appendix A) to meet the needs of the school.

- To provide relevant training and ensure monitoring of training needs is reviewed yearly.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents/carers informed of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.
- To undertake a risk assessment of the first aid requirements of the school.

## 3. Personnel

The School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

- The School Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.
- The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.
- The Headteacher should ensure that the policy for first aid is available to all staff and parents/carers.
- In the event of a medical emergency and the school being unable to contact the parents/carers, the Headteacher will act in 'Locum Parentis'
- A list of First Aiders and Appointed Persons are kept with this policy (see [Annex A](#))

### Duties of an Appointed Person (Guidance on First Aid DfEE 1998)

- Takes charge when someone is injured or becomes ill.
- Looks after the first-aid equipment e.g. restocking the first aid container, ordering equipment.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- In addition to the above, First Aiders are required to follow the procedures outlined in this policy.

\*Although Appointed Persons do not have to be first aiders, it is the policy of Haslingfield Endowed Primary School that Appointed Persons have completed Paediatric First Aid Training or Emergency First Aid Training.

### **Main Duties of a First Aider (Guidance on First Aid DfEE 1998)**

- To 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.
- In addition to the above, First Aiders are required to follow the procedures outlined in this policy.

## **4. First Aid Equipment and Facilities**

The Appointed Persons, directed by the Headteacher, will ensure that the appropriate number of first-aid containers is available and restocked when necessary. Audit forms of restocking to be maintained in the First Aid Audit file.

All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents. (see DfE Guidance on First Aid for Schools).

- First aid boxes and equipment are taken on all school educational and sporting visits.
- Basic hygiene procedures must be followed by staff administering first aid treatment.
- Single-use disposable gloves MUST be worn when treatment involves blood or other body fluids.
- A list of the location of First Aid boxes is kept with this policy (Appendix B) in and signposted within school.

## **5. Information on First Aid arrangements**

The Headteacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in first Aid.
- The location of First Aid kits.

In addition the Headteacher will ensure that signs are displayed throughout the school providing the following information:

- names of employees with first aid qualifications.
- location of first aid boxes.

All members of staff will be made aware of the school's first aid policy.

## **6. How to deal with blood and body fluids**

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimise the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages.

## 7. Staff Contact

Site Manager/Cleaning Company Staff to be contacted initially so that arrangements can be made to clean the area.

The initial clean-up of the situation should be carried out by the person(s) who is at the scene of the incident and follow the '**Initial Clean-Up Procedure**'.

In the event of a member of cleaning staff not being available gloves, powdered cleaner and cleaning equipment can be found in the First Aid storage unit behind the door of the ladies cleaning cupboard. Additional resources can be found in the cleaning storage cupboard located next to Apple Tree classroom (keys in the main office).

## 8. Initial Clean Up Procedure

- Wear disposable gloves from the nearest First Aid kit.
- Place absorbent towels or absorbent granules over the affected area and allow the spill to absorb. Wipe up the spill using these and then place in a bin (which has a bin liner). Bin available in the Medical Room.
- Put more absorbent towels over the affected area and then contact the Site Manager/Cleaning Staff for further help.
- The bin liner with the soiled absorbent towels should be tied securely, double bagged and put in the clinical waste bin (yellow) in the Medical Room. This will be emptied regularly.
- Any article of clothing that has been contaminated with the spill should be wiped clean and then put in a plastic bag and tied up for the parents/carers to take home.
- The area then needs to be cordoned off with a yellow triangle until cleaned.
- Staff should contact SLT (senior leadership team) for advice or the Site Manager, especially if more urgent care of the child and/or care of the wider school community (in terms of H&S) is required.

## 9. Procedure for Blood and Other Body fluid Spillage

- Gloves to be worn at ALL times
- Any soiled wipes, tissues, plasters, dressings, etc., must ideally be disposed of in the clinical waste bin (yellow bag). If not available then the glove being used needs to be taken off inside out so that the soiled item is contained within and placed in a bin which is regularly emptied.
- When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area so absorbing the spill.
- Contaminated paper towels need to be placed in a bin with a bin liner, tied up and ideally put in a yellow bin or put in another bin liner and put in an outside bin.
- The area must be cleaned with disinfectant following the manufacturer's instructions.
- A yellow 'Wet Floor Hazard' sign then needs to be put by the affected area.
- The area should then be ventilated well and left to dry.
- All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer's instructions.
- Wash hands thoroughly.
- All yellow bags to be disposed of in yellow bins as the school could potentially be fined if not adhered to.
- Wash hands again and use anti-bacterial hand gel (found in medical resources in group room)
- If dealing with a nose bleed, please retain tissues etc to give to the parent so they can see the amount of blood lost.

## 10. Management of Accidental Exposure to Blood

Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury e.g. from needles, significant bites that break the skin.
- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth.

## 11. Action To Take

- If broken skin encourage bleeding of the wound by applying pressure
- Wash thoroughly under running water.
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth
- Rinse out mouth several times.
- Report the incident to SLT (senior leadership team)
- If necessary take further advice from NHS Direct.
- An accident form will need to be completed and it may need to be reported to RIDDOR.

## 12. Pupil accidents involving their head

Children often fall and injure themselves. Thankfully most bumps to the head are harmless events and can be dealt with by the supervising adult by applying a cold compress.

Parents/carers will be contacted if the child has a significant or a visible bump/graze to the head. All head bumps must be recorded into the accident book and a letter sent home informing parents of possible symptoms to look for. An email will also be sent to the parents/carers.

It is the responsibility of the first aider dealing with the head bump to inform the class teacher who then has the ultimate responsibility of ensuring the message of the injury is passed onto the parents at the end of the day. The first aider is also responsible for notifying the Office so that an email can be sent to parents/carers. This may be from the class teacher themselves, or the Learning Coach who dealt with the incident.

## 13. Record Keeping and Reporting Accidents

- All minor injuries and First Aid treatments given are recorded in the accident record books kept in the First aid resources and documents folder in the medical area in the ladies lavatory. A separate log for minor first aid incidents in Early Years First is held in the display labeled first aid area in the Cherry Tree classroom.
- Parents/carers are notified by a note home if any First Aid has been administered for head bumps (see Annex B). A copy of the information sent home is kept in the accident record book.
- Parents/carers are contacted by telephone with a follow-up note if a child has received a significant bump to the head or one leaving a red mark or swelling, a wasp or bee sting or a significant incident.
- For more serious injuries and those that have required further medical assistance/treatment, a Cambridgeshire County Council Local Authority Accident Form is completed
- In the event of a medical emergency and the School is unable to contact parents/carers then the Headteacher acts in 'Locum Parentis'.

## 14. Statutory requirements for Accident Reporting

The Governing body will implement the LA's procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression.
- The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.
- An accident that involves an employee being incapacitated from work for more than seven consecutive days (not including the day the accident has occurred) (changes made from 6 April 2012 from 3 to seven days)
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.
- For non-employees and pupils an accident will only be reported under RIDDOR:
- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital.
- For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

See additional guidance attached to this policy

**Reporting Accidents and Incidents at Work April 2012** <http://www.hse.gov.uk/pubns/indg453.pdf>

## 15. Transport to hospital or home

In the event of a serious injury, the First Aider will make the decision to call an ambulance and will send notification to the Headteacher or next member of staff in seniority.

Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents/carers for them to take over responsibility for the child.

If the parents cannot be contacted, then the Headteacher may decide to transport the pupil to hospital. Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

## 16. Children with Medical Needs

- Children with medical needs have the same rights of admission to a school as other children.
- Most children with medical needs can attend school and take part in normal activities, sometimes with support.
- Parents/carers have the prime responsibility for their child's health and should provide school's with information about their child's medical condition.
- An Individual Health Care Plan will be put in place to help staff identify the necessary safety measures and medical support needed to care for children with long term medical needs and ensure that they, and others, are not put at risk. These will be drawn up together with parent/carers and an Appointed Person or class First Aider.
- All children with significant medical needs will have their photograph and a brief description of their needs

included in the Health Care Plan file in the staff room. The first aid certificates of staff will be displayed in the Medical Room or included in the Staff Training/Certificates file in the staff room.

## 17.Administering medicines in school

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

**If a child is taking a prescribed medicine it is the parent's/carer's responsibility to ensure the administration of the medicine.**

In exceptional circumstances, e.g. if antibiotic medicine has to be taken four times a day, a First Aider will administer prescribed medicine providing that a 'Parental Agreement' form has been completed and signed. The relevant forms are stored electronically in the folder First Aid/forms. Printed copies are also held in school office medical file.

All prescribed medicines that are due to be administered must be kept in the child's classroom in the class green First Aid Rucksack (except medicines that must be stored in a fridge – these should be stored in the fridge in staff room). All medical forms and key information sheets for specific medical conditions are to be kept in the class First Aid file for reading and administration of any medicines.

- It is the child's responsibility to come to the school office for the medicine to be given, the school does not accept responsibility if the child forgets.
- Records will be kept of all prescribed medicines administered and a slip will be sent home so parents/carers know when medicine has been administered.

### Non Prescribed Medicines

- Non prescribed medicines are not allowed in school and cannot be administered by school staff. (Please see also Administering Medicine Policy).
- In exceptional circumstances, non-prescribed medicines may be given by staff to give pain relief from a significant injury. For example, Calpol may be given to aid comfort to a child that has broken their arm. For the school to administer, parents must complete the administering medicines form to give consent, noting the dosage and times agreed. Please note that school does not provide Calpol (or other pain relief medicines).
- Staff **will not** administer non-prescribed medicines to children who are generally feeling "unwell".

### Asthma Treatment and Inhalers

- Asthma sufferers are permitted to bring their own treatments (inhalers and spacers) to school. Parents/carers will need to complete Prescribed Inhaler Consent form which will be stored in the class First Aid file. The inhalers and spacers will be stored in the class Green First Aid Rucksack (in a labelled plastic wallet) which will be taken out for PE and on school trips.
- A list of asthma sufferers is kept in the staff room medical folder and a photograph is on the Health Care Plan kept for each relevant child in the class First Aid file.
- Asthma treatments are to be administered by the pupil if of an age to do this otherwise the adult First Aider will support giving the necessary dose. After a treatment has been administered, the First Aider will record the dosage given and key details on the Prescribed Asthma Inhaler Consent form held in the class First Aid file.
- Asthma treatments are taken on Educational Visits and 'off site' sporting activities.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them. The school first aid leader will check inhaler expiry dates termly, and will send reminders to parents for medicine that has expired.

### Epipens and Anaphylaxis Shock Training

- A photograph is on the Health Care Plan kept for each relevant child in the Health Care Plan file in the Medical folder and copies are held in each class First Aid file.
- Epipens, for anaphylaxis sufferers, are kept in the School Office.

- Epipens can only be administered by members of staff who have received Paediatric First Aid training.
- Any specific procedure to be followed for a specific child who is an anaphylaxis suffer will be detailed on the relevant child's Health Care Plan.
- **Epipens** and a Paediatric First Aid trained member of staff are taken on Educational Visits and off site sporting activities.
- Parents/carers are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

### **Administering First Aid Off Site**

- First Aid provision must be available at all times including off site on school visits. The level of first aid provision for an off-site visit or activity will be based on risk assessment.
- A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid box or bag.
- The First Aider must be aware of the contents of the First Aid box and its location at all times throughout the visit.
- All adults present on the visit should be made aware of the arrangements for First Aid.
- If any First Aid treatment is given the Group Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents/carers can be informed.
- If a pupil is taking a prescribed medicine, a 'Parental Agreement' form will have been completed: see Administering Medicines In School section above. A copy of the Parental Agreement form will be taken along with the relevant medication on the visit together with copies of the Health Care Plans for any child attending the trip. The medication will be kept in the First Aid box, with a cool pack if necessary, and will be administered by the First Aider at the necessary time and recorded.



## Appendix A – Staff Trained to Administer First Aid

Name of First Aider	Job title	Qualification	Expiry date of qualification	Special training (epipen)
Hayley Chadwick	LC	Paediatric First Aid	20/01/2026	
Jane Siddall	HLTA	Paediatric First Aid	30/11/2026	
Chloe Pink	LC	Emergency First Aid at Work	25/02/2028*	
Tiffany Lovegrove	LC	Emergency First Aid at Work	11/10/2025	
Paula Dopadlik	LC	Emergency First Aid at Work	06/03/2027	
Lucinda Baker	LC	Emergency First Aid at Work	19/02/2026	
Ella Pope	LC	Emergency First Aid at Work	17/12/2026	
Naomi Cunniffe	LC	Emergency First Aid at Work	17/12/2026	
Solveig Symmons	Forest School HLTA	Emergency First Aid at Work	17/12/2026	
Julie Coxall	Midday	Emergency First Aid at Work	5/11/2027*	
Corinne Easy	Midday	Emergency First Aid at Work	17/12/2026	
Donna Peck	Headteacher	Emergency First Aid at Work	12/11/2025	
Andy Gilmore	Assistant Headteacher	Emergency First Aid at Work	**	
Christine Kimberley	Teacher	Emergency First Aid at Work	17/12/2026	
Natalie Williams	Teacher	Emergency First Aid at Work	17/12/2026	
Elanor Mayo	Teacher	Emergency First Aid at Work	**	
Ashley Brown	Teacher	Emergency First Aid at Work	17/12/2026	
Elizabeth Noble	Teacher	Emergency First Aid at Work	17/12/2026	
Sarah Smyth	Teacher	Emergency First Aid at Work	**	

\* Refresher training booked

\*\* Training being booked

## Appendix B: List of areas where first aid bags are found:

Each First Aider has a first aid bumbag
A first aid kit is kept in the lobby outside Beech class
A large playground first aid kit is kept in the staff room
A large first aid kit is kept in the Reception classroom.
A large first aid kit is kept in the staff room together with spare bumbags.
Storage for First Aid resources is located in a cupboard inside the entrance to the ladies toilet.

## Appendix C: Parent Communication

First Aid Sticker will be given to children:

I received first aid today.
Name
Date
Time

### Example of email sent home:

Your child has received first aid today [for a bumped head]. If your child shows signs of undue sleepiness or complains of nausea or a headache, you should be aware that they might require further attention.

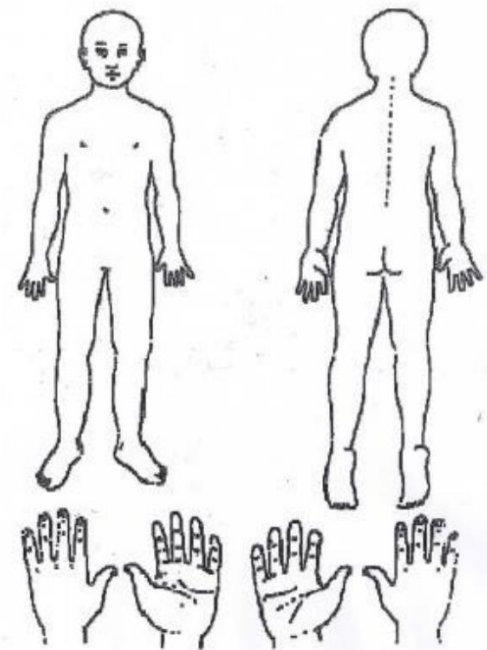
Your child has been given their inhaler today by a member of our first aid team at XXX [time] by XXX [FA Name].

Appendix D: First Aid Incident details for External Professionals

**First Aid Incident Details for External Professionals**

<b>Date:</b>	<b>Time of Incident:</b>	<b>Time of Recording:</b>
<b>First Adult Involved:</b>		<b>First Aid Administered by and Time:</b>

**Injury Body Map**



**Details of Injury**

*(how the injury occurred, please provide clear details)*

<b>Parents Called at :</b>	<b>Parents Picked up at:</b>
<b>Class Teacher Contact:</b>	<b>Senior Leader Contact:</b>

Signed

Role