First Aid Policy
Harvington C of E First and Nursery School

Written by A Whillock
Updated 6.25
Review date 6.26
Governors Responsibility: Safeguarding

1. Aims

The aims of our first aid policy:

- Ensure the health and safety of all pupils, staff and visitors
- Ensure that pupils, staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Roles and responsibilities

2.1 First aiders

The school currently has trained first aiders. They are responsible for:

- Taking responsibility when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary, ensuring that a member of the SLT is aware of the incident.
- Recording on Medical Tracker at the time of treatment
- Names of first aiders will also be displayed prominently around the school on First Aid boxes and First Aid cabinets.

Senior First Aider is responsible for:

- Updating medical records and informing staff of the children's medical needs within school, this includes dietary needs. This is stored in a central location.
- Updating all care plans annually in September. These will be stored in the silver drawers in the staffroom, grab bags and a copy given to the CT and parents/carers.
- Creating new care plans at any other time during the year, where a medical condition has been newly diagnosed, or a new pupil starts school.
- Informing first aiders of any changes received from a registered trainer recommended by the LA
- Checking dates on all medicines and medical supplies
- Ordering first aid supplies for the whole school.

2.2 In-school First Aid procedures

In the event of an accident resulting in injury:

- The closest first aider present will assess the injury and 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 scene until help arrives
- If any items of clothing prevent the assessment, timely intervention and treatment of an injured party the first aider will seek support from a second first aider and/or member of staff and obtain permission from the injured party for the removal of clothes to ensure appropriate medical assistance is given
- If a child has been hurt or injured on/near their 'private parts' we will seek parental permission to check for injury. In the case of an emergency we will administer any first aid as required always accompanied by a second first aider. If the injured child remains in school their CT will inform parents face to face or by phone.
- In the event of a head injury a head bump letter with a wrist band will be sent to the parents, the letter is sent electronically through Medical Tracker. An alert will also be sent to the members of staff in that child's classroom.
- If it is a severe injury then the parents will be contacted by phone and advised to seek further treatment.
- A notification from Medical Tracker with the injury information will be sent to all staff in that child's classroom including French teachers, TA's etc.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and advised of their child's illness/injury
- If emergency services are called, the Headteacher, deputy Headteacher, or a member of the SLT will contact parents immediately
- All first aid procedures will be recorded on Medical Tracker for children in Years N – 5
- Details; who, what, where, when and treatment given also signed by the first aider present
- If a child receives a serious injury whether it is in or outside of school, a risk assessment must be put into place before the child can return to school, i.e. broken leg.

Individual children

If an individual child has suffered an injury e.g. a fractured or broken bone then a risk assessment is to be put in place for that child. This is the class teacher's responsibility and the class teacher should seek help from lead first aid if support is needed.

Any child who has broken or fractured a bone is not to go outside at playtimes or lunchtimes and is to stay inside with a friend to do activities. It is the class teacher's responsibility to organise supervision of that child.

If a child is asthmatic / needs an inhaler then a care plan will be written. No emergency inhaler should be given to any child without seeking medical information if an emergency inhaler is not on a care plan.

EYFS

All first aid administered to children in the Early Years Foundation Stage (EYFS) must be reported to parents or carers.

This is a statutory requirement under the EYFS Framework, which sets the standards for the learning, development, and care of children from birth to age five.

Key Points:

- EYFS Statutory Framework (2024) (Section 3: Safeguarding and Welfare Requirements) states:

"Providers must keep a written record of accidents or injuries and first aid treatment. Parents and/or carers must be informed of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable."

- This includes any first aid treatment, even for minor injuries like grazes or bumps.
- Medical Tracker to record incidents and share them with parents.

Why this is important:

- Ensures transparency and accountability.
- Keeps parents informed about any potential concerns.

- Supports safeguarding by providing a clear record of incidents.

Exceptions?

There are no exceptions within EYFS for omitting to inform parents about first aid. Even very minor incidents (e.g. a cold compress for a bump) must be communicated.

Staff, volunteers, students or any adult in school

If a member of staff, volunteer or student is injured during school hours they must seek treatment and advice from a first aider and inform the Headteacher, deputy Headteacher or member of SLT.

If a staff member needs medication to be kept in school, then this is to be their responsibility and should be locked in the staff room first aid cupboard. On educational visits the staff member must carry their own medication in their own bag. The visit leader is to add this to the risk assessment.

All sharps should be locked in the staff room cupboard.

No non first aiders can administer first aid treatment.

2.3 Playtime and Lunchtime procedures

- During playtime and lunchtimes at least one first aider will be on duty, if a first aider is not available, the child may be sent to the School Office and a first aider will be located to offer the support required.
- All first aiders must carry their first aid pouches and administer first aid outside. During morning and afternoon play. If no first aiders are on duty, children with injuries will be sent to the School Office and a first aider will be located.
- Any child who has fractured / broken a bone should not be allowed to be play outside and needs to remain inside the school building. The class teacher's responsibility is to sort out supervision for that child.

2.4 Off-site procedures

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

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils and their relevant medication, inhalers, prescribed medication. This does not include epi pens unless a child has a care plan for one to be administered. The child's individual epi pens should then be taken off site.
- Access to parents' contact details
- Healthcare plans
- Full risk assessment

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits.

Within educational visits within a close proximity and where first aid is available, such as the leisure centre, a first aider is not always needed to be present on the transport. This will be added to the trip risk assessment with what to do if a first aider was needed.

2.5 The Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel 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 staff 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 (see section 6)

2.6 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Ensuring children's individual Health Care Plans are followed. Health Care Plans are stored in the silver drawers located in the staffroom and a copy in the child's classroom grab bag with any necessary medication
- Informing the Headteacher of any specific health conditions or first aid needs
- For writing individual risk assessments for children in their class

First aid kits are stored in:

- The main office and every classroom have a Grab Bag (all bags have an inhaler (Salbutamol) and a chamber in case of emergency/evacuation
- Every classroom
- School hall
- Medical supplies can be found in the silver drawers and cupboards in the staffroom
- All medicines, emergency inhalers and EpiPens are stored in the medicine cabinet located in the staffroom, salbutamol inhalers are also kept in class grab bags and the school Office emergency grab bag. Antibiotics are kept in the fridge in the small room next to the main office and returned to parents/carers at the end of each day.
- No medication is kept in first aid kit

4. Training

All first aiders must complete a training course with a registered trainer recommended by the LA and hold a valid certificate of competence to show this. The school will keep a register of all those trained in first aid, what training they have received and when this is valid until.

At all times, at least 1 staff member will have a current first aid certificate.

5. Medication

All medication given to a child needs to be prescribed by a doctor.

In the event of long term pain relief, e.g. a broken arm, then the school will administer the pain relief such as calpol. The parent needs to sign this into the office with the exact dosage and time. Two first aiders to administer the pain relief and to complete Medical Tracker to inform parents. This information will be stated in the child's risk assessment.

If a parent is unable to give their child pain relief e.g. school trip, then the school will follow the plan from the risk assessment.

For school staff to administer any medication it needs to be

1) Prescribed by a Dr/medical professional
2) Medication needs to be signed in at the school office, in its original packaging, with child's name on and dosage. This includes hayfever medication
3) We can administer anti-biotics if prescribed 4 times a day (3 times if attending our Wrappers after school care)
4) For travel sickness tablets the school understands that it is not possible for parents to give to their child for the return journey. Staff are able to give travel sickness medication that is not prescribed by a doctor or health care professional in this instance. However, travel sickness medication needs to be signed into the school office.

There is a trauma kit in the office. This has been supplied by Worcestershire County Council and will only be used in an emergency or as instructed by medical professionals.

7. Defibrillator

There is a community defibrillator situated at the front of the school. The code for this is in the school office. The ambulance service / other emergency services would also give the code to a member of the community so they can access this.

In the office there is a defibrillator which can also be accessed by members of the community during school opening hours. All first aiders in school have had training to use the defibrillator