



First Aid Policy

This policy is applicable to all pupils including those in EYFS.

Provision of First Aid

The School's designated trained First Aiders:

Mrs J Thompson, Mrs N Dawson, Mr M Jessop

Paediatric (EYFS) First Aid trained staff:

Mrs C Atkins, Mrs J Ives, Mrs J Whinney, Miss Belasova, Mrs Evison

All members of staff are provided with Paediatric Emergency First Aid training

It is school policy to ensure that there will always be an adequate number of first-aiders in school on the premises and out on school visits.

A First Aid Box is provided in Crèche and the Dining Room in the new building. In the main building a first aid box is provided in EYFS, staff room/kitchen, disabled toilet and there is a bag outside Class 3. These boxes contain first aid requisites. A first aid guide is situated in crèche.

1 EYFS/Infants First Aid Policy – Including on site sports activities

(Accident folder located in Reception Class)

- Parents must complete an "Existing Injury Form" if they bring a child into school who has a pre-existing injury. Completed forms are numbered and placed in the accident folder.

1.2 Minor Accidents

- For all minor accidents/injuries the "Mr Bump" form must be completed and a copy of the form sent home. Records must be kept in the EYFS/Infants accident folder
- For any child, who has wet/soiled, which requires adult support there must be 2 members of staff available to sign the register. Records must be kept in the EYFS/Infants accident folder.

1.3 Serious Accidents

- Any head injuries/serious injuries must be entered into the EYFS/Infants accident book as soon as possible. Details of the accident must be recorded and a body map form attached.
- Parents are informed via phone of head injuries. A head bump advice letter and a copy of the accident report sheet are sent home to parents. All serious accidents are reported to parents.
- Serious accidents, injuries or the death of a child while in the care of EYFS are reported to HSE/RIDDOR (if it is a reportable requirement)

2.1 Junior First Aid Policy – Including on site sports activities

- Accidents are recorded in the accident book in the staffroom/kitchen by the member of staff who witnessed the accident

- Member of staff who witnessed the accident to report the event to the Class Teacher who will speak to parents
- Copy of accident report to be given to parents

2.2 Sports Activities Policy – offsite

- All PE staff are trained in emergency Paediatric First Aid
- Electronic parental permission for matches off site is obtained with emergency contact details for that specific day/time
- Personal medication for each child is taken, if required. Staff are aware of any medical conditions. Emergency inhaler permission forms are completed.
- First aid kit for off-site to be taken. This includes an emergency contact list
- Emergency procedures are understood and followed as below (4)
- In case of incident, accident form will be completed and copy sent home to parents

3. Storage and Administration of Medicines

Please refer to Procedure for administering medicines in the Policy file which is located in the School Office.

Special Circumstances:

1. **Asthma:** Pupils may keep an inhaler in school if they are asthmatic. Records of such pupils are kept by each member of staff (Medical Information document). Emergency inhalers are kept in school; permission is given by parents for their child to be given the emergency inhaler.
2. **Diabetes:** Any child who is diabetic may keep a special “sugar” box in school. The box is stored in the classroom where a child is a pupil.
3. **Allergies:** Pupils with allergies, including nut allergies (anaphylaxia) are listed in the Medical Information document (held in the staff room, dining room kitchen and classrooms). We hold extra emergency Epi-pens which are kept in school office.

Each class has a Medical Information list of children affected by any allergies.

4. Emergency Procedures

If anyone should become ill or suffer injury as a result of an accident, the procedure below should be followed:

- a. First aid should be rendered, but only as far as knowledge and skill admits. Advice should be sought from a qualified First-Aider.
- b. All first aid is carried out in the first instance by a qualified First-Aider. Injury must be reported to the Headteacher. The staff will liaise with him to ensure that the patient receives proper attention. In the case of a pupil, every effort is made to contact the parents or other nominated adult immediately. All EYFS incidents and accidents must be reported to parents and the first aid which was applied.

Transport to Hospital:

- If an ambulance is required the emergency "999" service should be used and a member of staff should accompany any child to hospital
- If an ambulance is not necessary and if parents cannot be contacted, it may be appropriate to transport a pupil to a casualty department or doctor's surgery using a Teacher's car. The school has an insurance policy which covers teachers using their own cars for such school purposes. It is preferable to wait for parents to collect child from school where possible.
These cases will be of a less severe nature than those requiring an ambulance. A member of staff, who will remain with the child until the parents arrive, will always accompany a child when necessary.
- Cases of injury or accident must be entered in the Accident/Incident book as soon as possible. If necessary, the accident should be fully and accurately reported as soon as possible on the appropriate accident form and, where possible, detailed statements should be obtained from witnesses. Once completed accident forms are filed in the school office Accident forms are kept in the staff room/kitchen, if further action is required following an accident the accident form is given to the Headteacher.
- If required, accidents are reported to RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013, under which schools are required to report to the Health & Safety Executive www.hse.gov.uk.

5 Educational Visits

When taking children on a visit, the teacher in charge must take a suitable first aid kit with them. This is stored in the kitchen. They should also be aware of any medical conditions children may have i.e. asthma, epilepsy, etc. and the emergency treatment if necessary. Staff are provided with a School Visit report which contains contact details for parents and medical information. Staff visits to proposed venue and full risk assessment are to be carried out prior to each visit.

- Allergies are recorded on Risk Assessments
- Electronic Parental permission
- Take essential records and equipment. e.g. contact telephone numbers for parents (school visit report), first aid kit, a mobile phone.
- School mini buses or coaches should be used for visits.
- Parents may transport their child in their own car.

6. Training

Trained First Aiders will update their training at least every three years.
All staff, whether in school or on visits with all children have Paediatric emergency training.

7. Hygiene procedures

Blood – Any small products used such as tissues, plasters, wipes etc. are disposed of in the grey bin in the ladies cloakroom.

Vomit etc. is covered with Biomans 999 NC. When it has turned to gel it is swept up and placed in the yellow disposable medical bags and put either in the grey bin or in the large bins outside. The area is then washed and disinfected. Gloves are to be used.

Date	Reviewed by
10.9.25	MW/JI/HA

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