



Heaton St. Barnabas' CE (VA) Primary School

Policy For

First Aid

This policy was approved by Curriculum Committee

On: 8th October 2024

Signed.....

Position: Chair of Curriculum Committee

Heaton St. Barnabas' CE (VA) Primary School

FIRST AID POLICY 2024/25

Our school has the following Qualified First Aiders:

Name	Date of last full First Aid training	Last Annual Update	Date of last full Paediatric First Aid Training
Patrick Clark (Outdoor FA & PFA)	09.10.2023 & 10.10.2023		09.10.23 10.10.23
Peter Collins (Outdoor FA & PFA)	29.06.2022 & 30.06.2022		29.06.2022 & 30.06.2022
Paula Fernandez	02.12.2022		02.12.2022
Zahida Naqvi	04.11.2022		04.11.2022
Hamaira Akhtar	04.11.2022		04.11.2022
Francis Leone	26.01.2024		26.01.2024
Elizabeth Hellmich	25.11.2021	27.01.24	25.11.2021
Diane Smith	03.12.2022		03.12.2022
Hetal Patel	16.01.2024		16.01.2024

Medical Responsibilities:

Diane Smith	Policy Updates <ul style="list-style-type: none"> • Organisation of First Aid staffing rotas
Paula Fernandez (DSL)	<ul style="list-style-type: none"> • CPD – Asthma training; Epipen updates; First Aid • Organisation of First Aid provision: <ul style="list-style-type: none"> • Rota • Supplies • Bum Bags • Allergies (severe) • Epipens
Sofia Ahmed (Administrator)	Allergies (mild) <ul style="list-style-type: none"> • Posters • Individual Pupil Healthcare Plans • Class lists of pupil medical needs • Medicine Administration
Rehana Ibrahim (DDSL)	Children with specific needs <ul style="list-style-type: none"> • Complex medical needs arising from SEND • Rotas for the care of specific children

Policy for First Aid

General Guidance

A rota for First Aid cover is displayed on the staffroom notice board, in the general office and at points around school.

Very minor First Aid situations may be dealt with by any member of staff. Any employee or any person volunteering to administer First Aid will be covered and indemnified under the school's Public Liability Insurance Policy. For this purpose, we define **very minor injuries** as those where there is no visible sign of broken skin, bruising or swelling and the injury does not involve the head. **All head bumps / head injuries must be referred to a qualified First Aider.**

All staff should be informed of First Aid arrangements and made aware of this policy as part of their induction into their roles if new staff; or, if existing staff, as part of staff briefings or training.

Persons administering First Aid should wear disposable gloves, if possible, where bodily fluids are involved. An adult witness should be present if tending an intimate part of the body.

Children who feel unwell should be monitored by their teachers in the first instance. The decision to send an unwell child home will be made by an appropriate member of staff. This person may be the child's teacher, a First Aider, or a member of the school's leadership team. Should a child need to be sent home due to illness, the appropriate member of staff should send the child to the school office with an adult or an accompanying note to explain the nature of the child's illness. School office staff will then contact parents/carers to arrange for them to collect the child.

Unwell children must be signed out when collected by a parent/carer. The child's name will automatically be removed from the fire register through InVentry.

Children with medical needs that impact their learning must be brought to the attention of the school's SENDCo, of teaching staff in Key Stage meetings, and of all supervisory staff and extended school staff. An individual pupil health care plan will be completed by school in liaison with parents, signed by parents, and stored in the school office. Medical information about children will be shared, as appropriate, in support staff and lunchtime supervisor meetings, and in meetings with extended school staff.

A register of **children with EpiPens** is kept in the **First Aid room** and there is a further copy in the school office. EpiPens will be kept in the **First Aid Room** with a detailed care plan attached. EpiPen training will be updated for all First Aiders annually by the school nurse. Photographs of all children with serious allergies are displayed on the wall of the First Aid Room and in the staff room. Photographs are also placed in each classroom on the back of stock cupboard doors. It is important that all temporary staff in school are made aware of these children at the start of their first day in school by the member of staff who accompanies them to their classroom.

A class list detailing the medical needs of children in each class is kept in the purple folder in classroom cupboards. A further copy is kept in a green file on the table in the First Aid Room.

Off-Site Activities

Trip leaders are responsible for ensuring that detailed and approved risk assessments are in place for all activities. First Aid kits must be taken on all off-site activities. Where possible, a qualified First Aider will accompany off-site visits. **Staff who are taking children off site must always carry with them a First Aid bag and any prescribed medication such as inhalers and EpiPens that belong to the children involved in the activity.**

Location of First Aid kits:

- In the First Aid Room adjacent to the staff room
- In the Year 1 corridor
- In the Year 2 corridor.
- In the Year 4/5 cloakroom area
- Staffroom for lunchtime staff

Basic First Aid kits will be provided in pouches for lunchtime supervisors to carry at all times. One member of staff will also carry a pouch at break times. First Aiders are responsible for checking the contents of pouches and First Aid kits, and replenishing them as necessary.

Accident Procedures

Very minor injuries (i.e. where there is no visible sign of broken skin, bruising or swelling and the injury does not involve the head)

During playtimes, children should be dealt with in the first instance by a member of staff on duty. If possible, this should be done in the playground using equipment in the pouches. The site of the injury should be cleaned using a wipe or wet cotton wool. The person dealing with the incident should complete a white 'very minor injury slip' and pass this to the child's teacher. The teacher should ensure that this note is passed to the parent at the end of the day. However, if upon further inspection, a very minor injury appears to require First Aid, the child should be sent to the General Office where staff will then ensure that a First Aider is called.

Minor injuries

All minor injuries which result in broken skin, bruising, swelling or any incident involving a head injury should be referred to a qualified First Aider. Children should be brought to the seats adjacent to the Reception classes by an adult, who should inform office staff of the nature of the injury. Office staff will then call a qualified First Aider to assess the injury and take any necessary action.

Reporting of injuries

All accidents or injuries which result in broken skin, bruising, swelling or any injury to the head must be reported in the accident book by the First Aider dealing with the incident. The accident book is located in the First Aid room.

The top copy of a green First Aid slip should be **given to the child's class teacher** by the First Aider. The class teacher should ensure that this slip is **given to the parent** at the end of the day. The child may also be given a sticker or wrist band to ensure that all adults are aware that First Aid has been administered.

Head injuries

Any head bump or head injury must be referred to a qualified First Aider, who must ensure that this is recorded in the accident book. A red 'head bump' notification slip must be completed by the First Aider and attached to the green First Aid slip (see 'Reporting of injuries' above.) Class teachers must ensure that both attached slips are **handed in person** to the adult who collects the child at the end of the school day. Where a child is travelling home by yellow bus, a parent must be informed of their

child's injury by telephone.

Serious or significant injuries

Where an injury is thought to be more serious, the individual should not be moved. A message should be sent to the school office and a First Aider will attend. A second First Aider may be called to assist.

If the First Aider believes that the injured person requires medical treatment, they will consult with the Headteacher, Deputy Headteacher (or nominated person), and:

- Arrange for the emergency services (999) to be called if necessary
- Arrange for parents to be informed, where a child has been injured
- Arrange for the child/adult to be transported to A&E by ambulance, by parents or two other staff members - one of whom must be First Aid-trained.
- If emergency services need to be contacted, the adult placing the call must fill in a 'Contacting Emergency Services' form from the Administration of Medicines policy (see Appendix 4).

If an ambulance is called and a child is taken to hospital, a member of staff will accompany the child if parents have not arrived before the ambulance leaves. The adult accompanying the child will take a copy of the child's personal details in order to share them with ambulance and medical staff.

The school's responsibility for First Aid ceases when the child/adult is entrusted to the care of NHS ambulance personnel.

Monitoring of arrangements and incidents

Injury/accident books should be monitored termly by a nominated person to identify recurring incidents which may be prevented or reduced if appropriate action is taken.

This policy should be read in conjunction with the policy for Administration of Medicines.

References

- "First aid in schools, early years and further education"
<https://www.gov.uk/government/publications/first-aid-in-schools>
- Health and Safety Executive – Schools and Education
<https://www.hse.gov.uk/education/index.htm>
- St John Ambulance: <https://www.sja.org.uk/>
- Royal Society for the Prevention of Accidents: <http://www.rospa.com>
- Maintained schools governance guide
<https://www.gov.uk/guidance/governance-in-maintained-schools>

1. Very Minor Injuries slip (for injuries dealt with by any member of school staff)

Child's Name..... Class

Your child had a very minor accident today and hurt his/her

The area was cleaned and there was no sign of broken skin, bleeding, bruising or swelling.

Name of person who dealt with incident:

Date:

Please pass this slip to the class teacher.

2. Green slip (for injuries dealt with, and recorded, by a First Aider)

First Aider - please pass this slip to the class teacher and make parent/carer aware.

3. Red Slip (for head bumps/injuries, in addition to green slip)

First Aider - please attach this slip to the green slip and pass it to the class teacher to make parent/carer aware.

4. Blue Slip (Asthma Inhaler slip, when a prescribed or emergency inhaler is taken)

All Staff – please pass to class teacher or to the pupil, and make parent/carer aware.