



HORRBRIDGE PRIMARY and NURSERY SCHOOL

Policies & Procedures

TITLE: First Aid Policy

DOCUMENT MANAGEMENT

This document constitutes version 7 of the **First Aid Policy** and was reviewed **by the FGB** in **July 2025**.

The document is subject to **review in Summer 2027**.

The school conducted an Equality Impact Assessment on this policy in **July 2025**.

First Aider for School – Mandy Parkes

1. Establishment Responsibilities

Under the Health and Safety (First Aid) Regulations 1981 an employer must ensure first aid for its employees and anyone else on its premises. In our school this includes;

- Teaching staff
- Support staff
- Pupils
- Visitors
- Contractors
- The employer for our school is the Local Authority

Provision in our school includes;

- Staff in school with paediatric and emergency first aid qualifications
- One day First Aid training for most staff members (3 years)
- Training and re-qualifying training as required
- Sufficient first aid kits and equipment in the workplace
- Awareness amongst all staff and pupils in terms of how and where to get first aid treatment

2. First Aid Kits

First aid kits are easily accessible and clearly identified by a white cross on a green background. First aid kits are located in the following places;

- School office
- KS2 cloakroom
- KS1 cloakroom
- Nursery classroom
- Reception classroom
- Years 1 & 2 team
- Years 3 & 4 team
- Years 5 & 6 team
- After school/Breakfast Club area
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There is a travel first aid kit for use on visits and trips.

Each first aid box has a contents list that is based on the Health and Safety Guidance. The First Aider is responsible for re-stocking these boxes and checking expiry dates on a regular basis. As a minimum this should be done on a half-termly basis.

3. Reporting Incidents and Accidents

In the school office, there is a folder that is used as the accident book. There are two types of form for reporting first aid incidents.

Incident Form

This minor incident form must be completed when anyone receives a head injury or a more serious injury. The minor incident form is emailed to parents/carers for all accidents. The body map document must be completed by school staff. Parents are requested to email the school office to confirm receipt and acknowledge the incident. A record is kept of parents' replies.

A sample form is given at Appendix 1

3.1 Accident Report

This form must be completed for any accident or injury that requires;

- Additional treatment or referral and notification to Health & Safety Executive
- School action due to the fact that the accident/injury was the result of a Health and Safety issue

A sample accident form is given at Appendix 2.

4. Administration of Medicines

Administration of medication to any pupil by a First Aider or any member of staff remains at the discretion of the school. Parents are encouraged as far as possible to time doses so that medication is not necessary within school hours.

Medication necessary during school hours must be provided to the school by the parents/carers who are responsible for checking the expiry date. Medication should be collected from the school office as soon as it is no longer needed by the pupil at school. Any medication left in school must be collected at the end of each term. The school maintains the right to destroy any medication left in school at the end of the term.

Parents/carers must complete, sign and present to school an Administration of Medicine in School form (ED1S 94) if their child is taking a course of medication requiring administration/application during school hours. Such medication is kept in an area accessible to adults only. A sample form is given at Appendix 3.

If medicine is given to a child in school, in accordance with the foregoing paragraphs, then the member of staff administering the medicine should complete the form shown in Appendix 1 confirming the dose and the time given.

5. Asthma

Children suffering from asthma are requested to have an inhaler in school at all times. This is stored in their classroom and is easily accessible to them.

Children are asked to advise the teacher, TA or MTA if they need to use the inhaler. Children should be able to use these without assistance as far as is possible, though if necessary, they may ask for help. Parents are requested to complete a School Asthma Card for their child and hand this into the office for the school records.

6. Medical Conditions

Parent/carers are asked to inform the school of any medical conditions that their child suffers from and a list for each class is issued to the class teacher and the First Aider. Any support staff in each class are informed of these conditions.

7. First Aid Treatment

The school is permitted to treat injuries with the equipment available in the first aid kits. Cuts and grazes are cleaned with sterile non-alcohol wipes or water and are dressed if appropriate. Children are always asked if they wear plasters at home. Bumps are treated with an ice pack. Any head injuries are monitored carefully.

The school is not permitted to use antiseptic cream, burn cream or eye drops.

The school is not required to treat injuries received out of school.

8. Parent/Carer Contact

Parents/carers will be asked to collect their child from school if s/he is suffering from;

- Sickness or diarrhoea
- Sickness and/or headaches following a bump to the head
- Pain/discomfort from a sprain

Parents/carers will also be asked to collect their child if the First Aider considers that medical treatment is advisable or that the child's condition is infectious.

9. Referral

In emergencies, the school will make a 999 call and will inform parents/carers immediately. A member of staff accompanies the child in the ambulance if a family member cannot get to school in time.

If the child requires medical treatment but does not need an ambulance (e.g. for an X-ray or stitches) then the parent/carers is asked to take their child to hospital. If this is not possible, the school will seek the parent/carers' verbal permission for a member of staff to take the child to hospital.

In an emergency, the school is permitted to transport a child to hospital without complying with legislation regarding height restrictions and the use of booster seats **providing** the vehicle has road tax, MOT (if appropriate) and insurance documentation checked by the school.

10. Role of the Governing Body

The Governing Body will;

- Ensure that there is a qualified First Aider in school.
- Provide all requisite training.
- Ensure that funds are available for first aid equipment purchases, as necessary.
- Check and monitor the Accident Reports.
- Monitor and advise on all new legislation in respect of first aid and Health and Safety applicable to the school.

Appendix 1

Incident Form

(Available only in hard copy versions of the policy)

Appendix 2

Accident Form

(Available only in hard copy versions of the policy)

Appendix 3

Administration of Medicines in School Form (ED1S 94)
(Available only in hard copy versions of the policy)