



# **First Aid Policy**

**Reviewed November 2023  
Next Review date November 2026**

## **AIMS:**

The Aim of this Policy is to set out guidelines for all Staff in school in the administering of First Aid, and to determine whether or not the child is in need of 'First-Aid' or merely 'Pastoral Care'.

## **CLASSIFICATION & STAFFING:**

All members of staff with designated responsibility for First Aid have been trained on the three day 'First Aid at Work' and the 'Paediatric First Aid' Course. Additionally, other members of staff will undertake periodically the shorter 'Emergency First Aid Course.' All staff will undertake what we deem to be 'Pastoral Care' and consult with a First Aider should they feel the illness/injury is more serious. First Aiders names are located in the Medical Room, staff room, office, hall and corridors around school. Nicky Morris, School First Aid Leader, is responsible for ensuring the ongoing training of staff in First Aid.

A second trained member of Staff and the Headteacher /SLT/ TLT **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain a **major injury** or injury of the following nature:

- Cut or serious knock to head
- Suspect sprain or break
- Burns
- Fit
- Back injury
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction).

In addition, members of Staff **MUST BE CONSULTED** to treat pupils who are known to have a specific illness i.e. diabetics / pupils known to have allergic reactions/pupils with auto injectors in school – irrespective of the type of illness or injury sustained. **On NO ACCOUNT must these pupils be left/sent to self-administer their own treatment.** Staff receive training by the school nurse on how to administer an auto injector.

Classification for incidents such as these is **'FIRST AID'**

Consultation from a second member of First-Aid staff **should not be sought** in the event of **minor incidents** which may be treated with Pastoral care.

Examples of these are:

- Minor cuts or grazes
- Pupils who feel – or who are actually – sick
- Pupils who have felt unwell during the morning eg with earache, headache
- Minor bumps to the head – i.e. pupils colliding in the playground.
- Minor bumps/marks to the body (bruises), skipping rope burns etc
- Soiled clothing/mud on clothes etc

Classification for incidents such as these is **'PASTORAL CARE'**.

## **FIRST-AID:**

In the event of **major injury**, a second member of staff should be sent for immediately. This should be the Head Teacher or member of the SLT / TLT Team in their absence or, in the case of both absences, the Office Administrator. An informed assessment will be carried out and the appropriate treatment given.

Should the injury require medical assistance (i.e. parent called into school/hospital visit/ambulance), a member of the office staff should be contacted immediately to seek urgent authorisation from the Head/TLT Member (injury type permitting) and the relevant action taken. Where a child/adult is sent to hospital/receives medical treatment this should be reported to the LA on the same day using the appropriate forms available from the school office. A member of staff may have to accompany a child to hospital should it prove difficult to contact the parent/carer.

## **PASTORAL CARE:**

Incidents requiring 'Pastoral Care' should be treated as follows:

- **DURING LESSON TIME:** Each class generally has a member of Staff to support the Teacher/Cover supervisor. Should an incident occur during the school day, the member of Staff supporting the class should take 'Pastoral' care of the child ensuring his/her well-being. Should a child, complain of pain or discomfort for an extended period of time, the person administering Pastoral care should seek further advice from a First Aider.
- **BREAK AND LUNCHTIMES:** The staff on duty should provide appropriate pastoral care. At break time children can use the Medical Shed on the playground where a first aider is available. At lunchtime, teaching assistants carry out these duties. They may administer First Aid outside. However, for more serious injuries they will be attended by a school First aider who has Paediatric Training. The above guidelines for determining 'First-Aid' or 'Pastoral Care' should be followed during these times.

In the event of minor injury, once treated, a minor injury slip\* may be completed and given to the child/class teacher for them to take home to inform parents of treatment received. These slips should contain as much information as is necessary to describe the nature of the accident/injury. Should a child return from lunch with an obvious graze/cut/bruise and no note, clarification should be sought by the classteacher/TA if the child has sought attention and who has responded. This is so that First Aid can be administered, if it hasn't already been done so, and details of the accident by ascertained. If the injury is very minor and little First Aid is needed, it may be deemed unnecessary to send a slip home (this does not apply to injuries to the head).

Should the child be feeling unwell or have been sick in school, the class teacher must be notified so that an informed decision may be made.

Should the decision be that parents be notified/the child needs to go home, the office should be contacted to confirm authorisation with the Head, and parents contacted.

## **AUTO INJECTORS**

There are pupils in school requiring auto injectors. The **administering of auto injectors must be carried out by the nearest trained member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether Piriton has been administered first.** All staff are familiar with the use of epipens and/or symptoms of anaphylactic shock via regular staff training.

## **PUPILS WITH SPECIFIC NEED:**

Details of Pupils with specific need i.e. diabetic/severe allergies/epipens etc may be found in each classroom plus the medical room, DT room and Staff room, kitchen and hall. Please take time to familiarise yourself with the pupils concerned and their individual potential need.

## **INCIDENT REPORTING:**

All incidents requiring first-aid (whether minor or major) must be recorded in detail in the class Accident Book. There is also an accident book in the medical room and medical shed for break and lunchtime recording.

## **TREATMENT:**

School has a ready supply of minor first aid equipment. These may be found in the Medical Room / Shed and in each classroom. Additionally, there are first aid packs for lunchtime supervisors to take out with them so that first aid for minor injuries can be administered there.

The administering of items such as antiseptic creams etc. are not permitted in case of allergic reaction. Cuts and grazes should be treated with antiseptic wipes and elastoplast/micropore applied where applicable. Cold Packs are kept in the fridge in the First Aid Room. (Please check for plaster allergies)

There are buckets in the First Aid room for pupils who feel sick. Mops and buckets may all be found in the Cleaner's cupboard.

## **TRIPS AND VISITS**

Two sick buckets are available in the first aid room. First aid bags must be checked before being taken on trips. All medication/care plans e.g. Auto injectors, inhalers, should be taken on all trips.

## **MEDICINES**

Please see Managing Medicines Policy

\*Blue minor head bump slips will be sent home for minor injuries to the head, i.e. small scratch, mark or cut

White above neck head injury letter will be sent out for more serious head injuries and bumps/bangs or trauma to the head. White letters are to be handed to the parent/carer directly. If a child is not going home straight from school or walking home, a phone call home must be made.