



## WEDDINGTON PRIMARY SCHOOL

### FIRST AID IN SCHOOL POLICY

In the event of serious injury, accident or sickness, the first aider should administer appropriate first aid. If necessary, the individual should be transferred to a hospital or medical facility without delay.

**For serious injuries and conditions, ring the emergency services immediately on 999 or 112**

Signed by:

Chair of Governing Body

Headteacher

Date:

Review date: May 2028

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## **Introduction**

Children and adults in our care need good quality first aid provision at all times, whether in school or off site on school trips. Clear and agreed systems for administering and recording First Aid ensures that everyone in school is given the same care and understanding and that protocols can be monitored and, where necessary, improved.

This policy outlines the school's responsibility to provide adequate and appropriate first aid and medication to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

## **Aims**

- To identify the first aid needs of the school in line with the Code of Practice and Health and Safety (First Aid) Regulations 1981.
- To ensure that first aid provision is available at all times, while people are on school premises or off the premises whilst on school trips and visits.
- To ensure injured and/or sick children are cared for appropriately.
- To provide a clear structure and guidelines to all staff regarding all areas of First aid.

## **Objectives**

- To identify clearly defined responsibilities for all staff in school.
- To appoint the appropriate number of suitably trained people as first aiders in order to meet the needs of the school.
- To provide relevant training and ensure all training needs are met in a timely manner.
- To provide sufficient and appropriate resources and facilities to administer first aid and/or medication efficiently.
- To inform staff and parents of the school's first aid arrangements.
- To keep robust accident records and, where appropriate, report incidents to the Health and Safety Executive of WCC.
- To keep up to date records of medication held in school and medication given to pupils.

## **Roles and Responsibilities**

### **Headteacher**

- To ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.
- To ensure that the insurance arrangements provide full cover for claims, arising from actions of staff, acting within the scope of their employment and training.
- To be responsible for putting the policy into practice, for developing detailed procedures and ensuring that the policy and information on the school's arrangements for first aid are made available to parents.

### **Staff**

- All staff are given a copy of this policy when they are appointed and are given basic first aid training as part of their Health and safety Induction. They are alerted to the trained first aiders in school and shown where resources are kept.
- All staff are expected to do all they can to secure the welfare of pupils at all times.
- It is the responsibility of each class teacher to pass on any relevant medical issues to appropriate staff at the point of transition.
- It is the responsibility of each class teacher to ensure TAs and supply staff are aware of any ongoing medical issues for any child in their class.

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- Internal records are kept on all staff on the school SIMS system. If staff have any ongoing medical issues, they should be recorded confidentially onto the system, and first aiders with 'First Aid at Work' qualifications should be alerted about the condition and any necessary treatment. It is the responsibility of staff to inform the Headteacher and/or business manager of any such conditions, either through induction procedures or at any other time.

### **Qualified First Aiders (at work)**

- Staff trained as first aiders are selected from across the school including teachers, TAs, MDS, office and extended school staff. All other staff are aware of the first aiders, within each part of the school, and of what they are allowed to do without training.
- The school ensures that there is at least one 'emergency first aid at work' trained person and one 'paediatric first aid' trained person in school at all times.
- The school offers all staff training in first aid, so there is always adequate cover in place, in school and for school trips and visits.
- The school business manager ensures that all First aiders have completed training and keep their training updated by attending approved First Aid training courses e.g. St. John's.

### **Paediatric First Aiders**

- Under the guidelines of the Early Years Foundation Stage it is a legal requirement for there to be adequate paediatric first aiders, working with children under the age of 5 years, in the setting or when on visits and trips. This includes staff working with children in extended out of school provision.
- At least one person who has a current paediatric first aid certificate will be on the premises at all times when children are present.
- There will be at least one person on Early Years Foundation Stage visits who has a current paediatric first aid qualification.

### **Administering First Aid**

- All staff are trained to do basic first aid (see Appendix 2)
- Staff with a certificate in First Aid at Work or Paediatric First Aid are qualified to administer more advanced First Aid and investigations e.g. whether the child has a sprain/broken bone or to ascertain what treatment may be required. These staff members should be the first point of contact for any serious incident.
- There will be at least one member of staff, with first aid training, on every out of school visit.

### **Recording Incidents**

- All incidents will be recorded in the class First Aid folders, as soon as possible, by the first aider or the person who has attended to the incident. Green medical folders can be used by all members of staff. Only staff who have a first aid qualification should record serious incidents to ensure accuracy of the report.
- If there is an injury to the head, parents must be informed immediately, by telephone where possible, and written notification will be sent home with the child at the end of the day via a red accident form.
- Class teachers will verbally inform a member of staff from 'Out of Hours' club or after school clubs, if a child has had an accident that needs monitoring.
- HSE will be notified of major injuries, fatalities and/or any dangerous occurrences/near misses without delay.

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### **Foundation Stage and Extended Provision**

- It is a legal requirement, in the EYFS, that all accidents and injuries are recorded and parents are informed of the details. Any accident or injury that has resulted in the skin being broken e.g. grazes or first aid being applied, must be recorded and parents or carers must be made aware at the end of the day or as soon as possible. If the child is being collected from Out of Hours Club, the first aid incident information should be given verbally to after school staff.

### **First Aid Equipment**

- Each classroom has a fully equipped first aid box. The First Aid Box must be taken on all off-site visits.
- It is the responsibility of first aiders to ensure that each box remains fully stocked at all times. Additional supplies can be obtained from the appointed person (Emma Brookes).
- The appointed person takes responsibility for ordering new stock.
- There is a first aid area near the staff toilets in KS2 and near the computer suite in KS1 where children can be treated if necessary.

### **Classroom Medication Boxes for emergency prescribed medicines**

- Inhalers, epi pens and other emergency medication which the child must have access to, is kept in a secure box in the child's classroom. The box contains the child's medication clearly marked with the child's name and dosage.
- A care plan developed with the child's parents should be produced for any child in school who has emergency prescribed medicines. This should be stored along with the medication. Any staff that has contact with the child should be aware of the contents of the care plan. This information can be found on the "Medical information at a glance" sheet in green class folders.
- Usage should be recorded by the person administering the medication.
- It is the responsibility of the child's parent to ensure that the medication is within date. However, it is first aiders and teachers' responsibility to regularly check for out of date medication. For safety reasons, the box should be stored on a high shelf in the classroom or stock cupboard. It should not be locked away during the school day.
- If children are going off site or are undertaking physical activities, it is the responsibility of the class teacher to make sure that the child has their medication or that it is close by if needed.

### **Lunchtime Arrangements**

- Midday supervisors, who are first aid qualified, are to administer first aid during the lunchtime period and record incidents within class first aid folders. Any serious incident should be referred immediately to a member of staff who is a qualified first aider.
- Class teachers should be informed of any serious accidents or bumps to the head at the end of the lunchtime.
- The office staff must be informed immediately if any child has a serious bump to the head so that the parents can be contacted. Any other minor head bumps are to be reported to the office staff at the end of the lunchtime period to enable the office staff to inform parents of the incident.
- It is the responsibility of class teachers to familiarise lunchtime supervisors with the storage arrangements of medication for children in their class.

### **Out of Hours Club**

- Where a child attends extended provision within the school, and has prescribed emergency medication, parents should provide duplicate medication to ensure that it is readily available for

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the child at times outside of the school day. Where this is not possible, medicines must be handed to Out of Hours or after school providers by the class teacher or TA.

- Inhalers, epi pens and other emergency medication should be kept in a secure container in the out of hours club. The box should contain the child's medication clearly marked with the child's name. Any information from the child's parents should be stored along with the medication.
- It is the responsibility of the staff to ensure that the medication is within date. For safety reasons the box should be stored on a high shelf in the room. Class teachers are to inform a member of staff from out of hours club if a child has had an accident, either verbally or with a written note.

### **Record Keeping**

- When children are first admitted to school, parents are asked to complete a medical form detailing if their child suffers from any medical condition or disability.
- A list of all children with medical or physical conditions is kept within class medical folders, in the front office and with Ellie Tomlinson.
- If a child transfers to the school during the year, his/her medical details will be added to the list by the administrative officer/Ellie Tomlinson.

### **Administration of Medication**

- In circumstances where the designated First-Aider is absent, the Year Group Leader will assume all responsibilities, or nominate an appropriately trained replacement.
- Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the school, children should be encouraged to take personal responsibility for this, where this is appropriate. Parents/carers and staff should discuss such situations at the earliest possible opportunity and decide together on the best course of action.
- Staff may only administer medication to the child if it is prescribed by a GP, and if the request to do so is from the child's parent or carer and is given in writing at the start of the session, stating frequency and dosage. Parents/carers can make such a request by completing and signing the administering medication form.
- Staff have the right to decline such a request from a parent/carers if they are in any way uncomfortable with this. The school is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training. Where this occurs an Individual Health Care Plan is likely to be drawn up.

### **The Procedure for Administering Medication at the School is as follows:**

- Medication will never be given without the prior written request of the parent/carers and a written and signed instruction from the child's GP, including frequency, dosage, any potential side effects and any other pertinent information.
- A member of staff will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:
  - Prior consent is arranged
  - All necessary details are recorded
  - That the medication is properly labelled and safely stored during the session
  - Another member of staff acts as a witness to ensure that the correct dosage is given
- If, for any reason, a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, the class teacher and the child's parent/carers will be notified, and the incident recorded.
- Staff will not administer 'over the counter' medication, only that prescribed by the child's GP.

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- Where children carry their own medication (asthma pumps or insulin for example), the School recommends that staff hold onto the medication until it is required. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name.
- If there is any change in the type of medication - whether regarding dosage or other changes to the information given on the administering medication form - a new form must be completed.
- Full details of all medication administered at the School, along with all administering medication forms, will be recorded on the "Medical information at a glance" sheet.

### Contacting parents

- If a child has been injured at school, the parent will be contacted immediately by phone if the injury is deemed to be serious or if the pupil has received a knock to the head.
- In the event that a child is deemed to be unwell at school, parents will be informed by telephone. If the parent is unavailable the emergency contact person will be contacted.
- Where a child has received treatment for an injury in school, which has been recorded in class medical folders, the parent/carer will be informed at the end of the school day.
- If a member of staff is concerned about the well-being of a child, the class teacher will decide if parents need to be contacted, and take or send the child to the main office where the administrative staff will contact parents. The office staff can refer to the Headteacher if required.
- It is normally the responsibility of the first aider or office staff to notify parents/carers. If another member of staff contacts parents it is essential that the details are fully known by them and that it also passed on to the office staff.
- **If there is any doubt about the health of a child, the parent should be contacted and asked to come to school so that she/he can decide if the child needs medical attention.**
- If a parent/carer and the emergency contact are unavailable, the child will need to remain in school and be supervised by the staff with responsibility for him/her. No other adult can or should remove the child from school without the parent's express consent.
- If the illness/injury is deemed to be sufficiently serious that emergency treatment is required, the Headteacher/ Deputy Head/Administration Officer (or other designated member of staff in their absence) should contact the emergency services or take the child immediately to hospital. The parent will be notified that this has occurred as soon as is possible.
- When a child has been collected by a parent during the school day, the details must be logged on the school Inventory system located in the school entrance next to the hatch.

### **Sickness/Infection control**

- Parents will be notified if there has been a case of a contagious disease in school. The definition of what is notifiable will be based upon current information form WCC.
- Parents will be notified by MyEd if there is a case of head infestation in their child's class. Parents will then be expected to check their child's hair and treat if necessary. Children should not come to school if they are unwell and, normally, they would be expected to complete a course of treatment before returning to school.
- It will not usually be possible to allow children to stay inside at lunchtime or playtime. However, if a child has recently had an operation or has an injury e.g. a limb in plaster, and can undertake normal curriculum activities, arrangements may be put into place at the discretion of the Headteacher. The Headteacher will need to be satisfied as to the safety of the child, and other children, and as to whether any special arrangements are practical. In all cases, information will be gathered from the parent/carer and recorded on the information gathering sheet. From this, a risk assessment will be drawn up and given to the class teacher to ensure all pupils and staff are aware

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and have signed the risk assessment where appropriate. If a child cannot return to school, tuition will need to be arranged through the hospital or school.

- Children with a specific long term medical or physical condition may well need to be regarded as having special needs. The SENDCO will need to be informed and may place the child on the school's register of special needs. Appropriate provision can then be ensured.
- In all matters relating to the health of children, it will be necessary to decide if illness or injury will inhibit or prevent a child from undertaking his/her normal learning activities. If this is deemed to be the case, the child would be better off at home until fit to return to school. If a child has been taken home during the day by a parent at the request of the school, he/she should not return until the following day at the earliest. We recognise the difficulties that this may place upon working parents, but feel strongly that the health and well-being of the child is paramount.

### **Sun Safety Measures**

- Staff will risk assess on a daily basis and ensure that children are not exposed to the sun for prolonged periods of time. Consideration will be given to times when the sun is at its highest level.
- All children will be encouraged to wear hats .
- It is the responsibility of parents/carers to apply sun cream before school. Sun cream will not be applied by staff.

Please see appendix for further information

**APPENDIX 1:**



**Mrs Palmer**  
Children's 1<sup>st</sup> Aid



**Miss Robins**  
Children's 1<sup>st</sup> Aid



**Mrs Watson**  
Children's 1<sup>st</sup> Aid



**Mrs Moore**  
Children's 1<sup>st</sup> Aid



**Miss Molineaux**  
Children & Adult 1<sup>st</sup> Aid



**Mrs Lawrence**  
Children's 1<sup>st</sup> Aid



**Mrs Maunder**  
Children's 1<sup>st</sup> Aid



**Mrs Ward**  
Children's 1<sup>st</sup> Aid



**Ms Courtney**  
Children's 1<sup>st</sup> Aid



**Miss Tomlinson**  
Children & Adult 1<sup>st</sup> Aid



**Mrs Tsuchiya**  
Children's 1<sup>st</sup> Aid



**Mrs Tomlinson**  
Children's 1<sup>st</sup> Aid



**Mrs Turbitt**  
Children's 1<sup>st</sup> Aid



**Mr Boffin**  
Children & Adult  
1<sup>st</sup> Aid



**Mrs Gordon**  
Children & Adult 1<sup>st</sup> Aid



**Mrs Bradshaw**  
Children's 1<sup>st</sup> Aid



**Miss Cattell**  
Children's 1<sup>st</sup> Aid



**Miss Carwardine**  
Children's 1<sup>st</sup> Aid



**Mrs Heath**  
Children's 1<sup>st</sup> Aid



**Mrs Hunter**  
Children & Adult 1<sup>st</sup> Aid



**Mrs Evans**  
Children & Adult 1<sup>st</sup> Aid



**Mrs Lakin**  
Children & Adult 1<sup>st</sup> Aid



**Mr Simpson**  
Children & Adult 1<sup>st</sup> Aid



**Mrs Colledge**  
Children & Adult 1<sup>st</sup> Aid

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### **APPENDIX 2:**

#### **Medical procedures in school**

##### **Medication**

- Medication is not to be given in school unless stated by GP/parent.
- For short term medication, parents are to be encouraged to administer at home. If a child requires medication during the school day, parents are invited to administer it at the school office.
- Where anti-biotics are to be given 4 times a day, special arrangements can be made with the school office or class teacher if they are happy to administer/monitor
- For long term medication (e.g. Baclofen, Medikinet etc) parents should sign a consent form for it to be given by a member of staff in school who is comfortable doing so. This should then be recorded in the class medical file and in the child's home communication book (if the child has one) or via a MyEd message to parent.
- Prescription medicines must be in date, labelled and in the original container including prescriber's instructions for administration, dosage and storage suggestions.

##### **Inhalers**

- First Aiders are NOT required to administer inhalers - any member of staff can do this.
- All information on dosage, when to administer etc. can be found on "medical info at a glance" in class medical folders.
- When giving inhalers, dosage, time and date should be recorded in class medical files.
- Inhalers in regular use should be cleaned in school weekly with warm water. This can be done in the classroom sink to soak in warm water and returned to the class medical box.
- Inhalers should be sent home at the end of every term to be washed by parent/carer. It is the parent/carers responsibility to return back to school.
- Inhalers should be checked regularly by TA/CT for dates. Parents should be notified when an inhaler is coming up to its expiry date to give parents enough notice to bring in an updated prescription/inhaler in to school.

##### **Anaphylaxis Epi-pens**

- Epi-pens can be administered by any member of staff that have completed Epi-pen training (Compass video).
- Epi-pens should be accessible and near to the child at all times. They should be kept in a bag out of other children's' reach, behind the classroom curtain, and all staff should be made aware of where it is kept.
- The expiry date should be monitored regularly by TA/CT. Parents should be notified when the epi-pen is approaching expiry date.
- Any child with an Epi-pen in school will have a Compass Health Care Plan. The procedures should be followed from this plan. Plans are updated yearly.

##### **Diabetes**

- Children with Diabetes will have a Diabetes Health Care Plan in place to follow.
- If a child requires insulin injections, only staff that are trained can administer this. However, any member of staff can check levels on devices and notify trained members of staff if any action is required.

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- Any administered insulin or blood tests should be recorded in the child's record book and, where applicable, on the child's mobile app. Parents should be notified of any changes throughout the day as/when required.
- Sharps should be disposed of in a sharps box and/or safely disposed of by the parent.

### If a child has had an accident (injury) in the classroom or on the playground

- **For minor incidents-** grazes, bumped legs/arms, cuts - basic first aid can be administered by any adult (clean up, applying plasters etc). Parent to be notified via MyEd or a note sent home. Plasters and basic first aid equipment can be found in class medical boxes in the classroom as well as in the first aid cupboard (KS2 staff toilets). The key for this cupboard is in a pot on the shelves, behind the door in the staff room. **A first aider is not needed for loose teeth, unless as a result of an injury.**
- **For major incidents-** head injuries, severe cuts/wounds, a first aider should be called for assistance. Parents should be notified at the next earliest convenience via a phone call by the First Aider or the office staff.
- If there are no available adults to help nearby, use the walkie talkies or year group phones to call for assistance (nearest first aider). Do not send child to look around the school for a first aider.

### If an adult has an accident (injury) in school

- Seek assistance from nearest First Aider (First Aid at work) if required.
- Record in staff accident book, found in the drawers outside the staff toilets (KS2; the key is in the pot on the shelves in the staff room).
- All accidents/incidents should then be reported to Sam in the office and an accident form completed. Photocopy the form for your records and return to Sam to be updated onto the system.

### If a child feels sick/poorly

- A First aider is NOT required unless as a result of an injury.
- Monitor in classroom, refer to HT/ DHT they will decide if the child needs to go home and advise the school office to make a phone call home/send the child home if necessary.

### If a child has been sick in the classroom/corridor

- A First aider is NOT required unless as a result of an injury.
- Use the sanitaire powder to cover vomit (kept behind the curtain/in cupboard in classrooms).
- If staff are happy to, sweep up and dispose in the outdoor bin, otherwise cover the area with a wet floor sign or cone. Cleaners to be notified on their arrival. Continue as best possible. If absolutely necessary, class to be moved elsewhere until area can be cleaned.

### If a child has had a toilet accident

- Nearest available adult to assist (First Aider is not required unless as a result of an injury). Gloves, aprons and nappy sacks can be found in the disabled toilets.

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- Encourage child to change themselves in the toilets. If this is not possible and the child requires assistance, call for a second adult to assist (use walkie talkies or internal phones if there isn't an available adult nearby).
- Dispose of nappy sacks in the nappy bins provided in disabled toilets.
- Spare clothes can be found in the cupboard between The Den and Year 1 toilets for KS1 and the Flamingo Room/sanitary box for KS2.
- Where possible, cover the area, anti-bac with cleaning products and odour remover spray (found in the disabled toilets). If the area cannot be fully cleaned, place a wet floor sign over the area and notify cleaner/caretaker as soon as possible.
- Inform parent/carer at the end of the day and/or via MyEd

### Changing nappies

- Use the beds provided in disabled toilets
- Aprons, gloves, nappy sacks and wipes can be found in disabled toilets. If children require regular nappy changes, parents/carers should provide these. There are some spare nappies in KS1 disabled toilet if required.
- 2 adults must be present- call for second via walkie talkie/ internal phones.
- Use the nappy bins provided to dispose
- Record nappy changes on sheets/log books as appropriate.

### Medical info at a glance record sheets

- All information will be updated annually. New information coming into school mid-year should be passed on to Hannah King, added on to the class medical information sheet and shared with Hazel in order to update SIMs.

### School Residentials/Trips

- At least 1 first aider is required to go on school trips (ratios depend upon location/nature of trip)
- First aid equipment should be organised and restocked as necessary in preparation for the trip.
- Staff must NOT take green medical folders on the trip- relevant information should be displayed on the risk assessment.
- All staff on the trip must be made aware of medical conditions
- In extreme circumstances, parents should be contacted and 999 called where necessary.

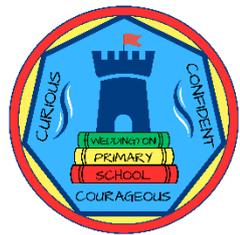
### Areas of Medical Responsibilities in school

Responsibilities	Who	When	Notes
Replenish first aid kits	TA for that term	Termly	TA/CT to monitor this regularly. If any further equipment is required, notify Sam
Ordering first aid equipment	TA for the term & Sam Chamberlain	Yearly/as required	As above.
Checking dates of medication	Tas in class	Regularly	Parents to be notified when medication is coming up to expiry dates.
First aid training	Sam Chamberlain	To be monitored regularly for any upcoming renewals.	Sam Chamberlain to monitor dates of training expiry. Sam to book training when required.
Medical information at a glance	Ellie Tomlinson	Annually in September	Any new/additional information that arrives mid-year, please notify Ellie Tomlinson and Hazel Tomlinson.
Medical training (Dysphagia, Diabetes, Epilepsy, Physio, Manual Handling etc)	Fiona Robertson	Annually - Monitored and book when necessary	Any new/additional information that requires training, please notify Ellie Tomlinson
Personal Evacuation Plans (PEEPS)	Fiona Robertson	Annually - September	All staff listed on plans to check and sign information and monitor for any necessary changes during the year.
Compass Referrals (school nurse)	ANY CLASS TEACHER	When necessary	Any referrals made that are made by Class teacher, please also notify Fiona Robertson and Ellie Tomlinson for records.
Accessibility Plan	Fiona Robertson	Every 4 years	All staff to monitor for any changes to the school site.
Administering inhalers	Any member of staff	When required	To be recorded in class file.
Administering basic first aid (plasters, clean cut)	Any member of staff	When required	Recorded in class file, note to be sent home
Administering further first aid	Trained first aiders	When required	Recorded in class file, phone call home if necessary
Assisting a poorly child	Any member of staff	When required	If as a result from an injury, seek advice from first aider.
Toileting (including manual handling)	Trained members of staff for specific children	When required	
Assisting child with toilet accidents	Any member of staff	When required	If child cannot change themselves, second person needs to be called.

Class:

**APPENDIX 3:**

Every child Every chance Every day  
 Weddington's vision is for all to thrive. 'Weddy' graduates will venture into the wider world as curious, courageous and confident individuals, who are equipped with the tools for continued success



Child's name	Medical condition	Notes	Medication required? Y/N	Medication type/ dosage



Mindfulness Perseverance Respect Reflection Truth Aspiration Inspiration