



# First Aid Policy and Procedures

## Core Values

Readiness

Resilience

Respect

## School Values

Independence

Aspiration

Compassion

Collaboration

Courage

Honesty

Responsibility

Confidence

Kindness

**Approved: Spring 2025**  
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## Aims & Objectives

Although it is no longer a requirement for schools to have a standalone policy for First Aid, Kender Primary School believes that it is best practice to retain this policy separate from the Health and Safety Policy. Kender Primary School is committed to caring for, and protecting, the health, safety and welfare of its children, staff and visitors.

We will do our very best to ensure we always adhere to the following standards:

- To make practical arrangements for the provision of First Aid on our premises, during off-site sport and on school visits.
- To ensure that trained First Aid staff renew, update or extend their HSE approved qualifications at least every three years.
- To have sufficient First Aiders on site at any one time, including paediatric first aiders whenever EYFS children are present. Such people will be able to responsibly deliver or organise emergency treatment.
- Where possible - to ensure that a trained first aider accompanies every off-site visit and activity. In visits involving EYFS children, such a person will have a current paediatric first aid qualification.
- To record accidents and illnesses appropriately, reporting to parents, Local Authority and the Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995).
- To provide accessible first aid kits at various locations on and around the school site, along with a portable kit for trips, excursions and sport.
- To record and make arrangements for children and staff with specific medical conditions.
- To deal with the disposal of bodily fluids and other medical waste, accordingly, providing facilities for the hygienic and safe practice of first aid.
- To contact the medical emergency services if they are needed, informing next of kin immediately in such a situation.
- To communicate clearly to children and staff where they can find medical assistance if a person is ill, or an accident has occurred.
- To communicate clearly by phone or text to parents if a child has sustained a bump to the head at school, however minor, and to communicate in writing in relation to every instance of accident or first aid for children in EYFS.

## Legislation and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

<https://www.gov.uk/government/publications/first-aid-in-schools>

<https://www.hse.gov.uk/pubns/priced/l74.pdf>

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of children.

## Arrangements

### *Location of First Aid Facilities*

- The medical room is located on the ground floor of the new building for first aid treatment and for children or staff to rest/recover if feeling unwell.
- This includes a bed, first aid supplies, a water supply and sink, an adjacent bathroom and hygiene supplies such as gloves and paper towels.
- A portable first aid kit must be obtained from the medical room school visits.

### *Responsibilities of the Trained First Aiders*

- Provide appropriate care for children, staff or visitors who are ill or sustain an injury.
- Record all accidents in the accident books in the first aid boxes in the playground
- A copy will be given to the class teacher, who will ensure the child puts it in their book bag. A copy is kept in the Accident Books. If necessary, a copy is passed to the School Business Manager to enter onto the Lewisham Online Accident Reporting System.
- In the event of any injury to the head, however minor, ensure that a call is made to the parents. (If unable to get through, a text or in-App message should be)
- In the event of any accident or administration of first aid involving a child in EYFS, ensure that a copy of the accident form is sent home to parents/guardians and a copy kept in the Accident Books.
- Make arrangements with parents/guardians to collect children and take them home if they are deemed too unwell to continue the school day.
- Inform the School Business Manager of any serious incidents where first aid has been administered or emergency services called.

### *Responsibilities of the School Business Manager*

- Ensure that all staff are familiar with the school's first aid and medical procedures.
- Ensure that all staff are familiar with measures to provide appropriate care for children with particular medical needs (e.g. Diabetic needs, Epi-pens, inhalers).
- Medications are kept in the office out of reach of the children, any medication requiring refrigeration will be kept in the School Office and not accessible to children.
- Ensure that a list is maintained and available to staff of all children with particular medical needs and appropriate measures needed to care for them.
- Monitor and re-stock supplies and ensure that first aid kits are replenished: this is managed by the Finance Assistant and the Learning Mentor
- Ensure that the school has an adequate number of appropriately trained First Aiders.
- Co-ordinate First Aiders and arrange for training to be renewed as necessary.
- Ensure that correct provision is made for children with special medical requirements both in school and on off-site visits.
- Collate and review accident / incident reports to identify any trends or patterns and report to the Health and Safety committee
- Ensure any accidents or incidents that fall into the RIDDOR regulations are reported (in time) to the HSE.
- Liaise with managers of external facilities, such as the local sports facilities or swimming baths, to ensure appropriate first aid provision.
- Contact emergency medical services as required.

### *Responsibility of school staff*

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are (it is the aim of the school that all members of staff have been trained as first aiders and that all members of EYFS have had paediatric first aid training)

- Completing accident reports for all incidents they attend to
- Informing the headteacher or their manager of any specific health conditions or first aid needs

#### *Responsibility of the School Office Staff*

School Office Staff are responsible for the following:

- If the first aider judges that a child is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers.
- If emergency services are called, they will contact parents/carers immediately.

#### **What to do in the case of an accident, injury or illness**

A member of staff or child witnessing an accident, injury or illness should immediately contact a trained first aider. First aid is the responsibility of all school staff and it is the aim of the school that every member of staff is a trained first aider and that all members of EYFS also have paediatric first aid training.

Any child, visitor or member of staff sustaining an injury whilst at school should be seen by a first aider who will provide immediate first aid and summon additional help as needed. The injured person should not be left unattended.

The first aider will organise an injured child's transfer to the sick room / area if possible and appropriate and to hospital in the case of an emergency. If it is judged necessary to call 999, the child will be brought to the seating area outside the school office.

Parents should be informed as necessary by telephone by the first aider or school office staff. This will be followed up in writing and a record kept at school. A written record of all accidents and injuries is maintained in the accident books.

#### **Contacting parents**

Parents should be informed by telephone as soon as possible after an emergency or following a **serious/significant** injury including:

- Head injury (a head injury advice sheet should be given to any child who sustains a head injury which is available from the School Office).
- Suspected sprain or fracture
- Following a fall from height
- Dental injury
- Anaphylaxis & following the administration of an Epi-pen
- Epileptic seizure
- Severe episode of diabetes related illness
- Severe asthma attack
- Difficulty breathing
- Bleeding injury (uncontrolled)
- Loss of consciousness
- If the child is generally unwell

If non-emergency transportation is required, an authorised taxi service will be used if parents are delayed. A member of staff will accompany the child until a parent arrives. Parents can be informed of smaller incidents at the end of the school day by the class teacher.

In EYFS, ALL incidents must be communicated to the parents in writing and a copy placed in the child's file. A parent should sign the school copy agreeing that they have been notified.

## **Contacting the Emergency Services**

An ambulance should be called for any condition listed above or for any injury that requires emergency treatment. Any child taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a child becoming unconsciousness (not including a faint) or following the administration of an Epi-pen, must be taken to hospital.

## **Accident reporting**

The accident book must be completed for any accident or injury occurring at school, at the local sports facilities, or on a school trip. This includes any accident involving staff or visitors. The accident book will be monitored by the appointed person as certain injuries require reporting (RIDDOR requirements).

## **Children who are unwell in school**

Any child who is unwell cannot be left to rest unsupervised in the sick room. If a child becomes unwell, a parent should be contacted as soon as possible by the office staff or a member of SLT.

Anyone not well enough to be in school should be collected as soon as possible by a parent. Staff should ensure that a child who goes home ill remembers to sign out at the school office. Informal diagnostic report of child is made, this is kept in the office.

## **First Aid equipment and materials**

The finance assistant is responsible for restocking the first aid kits. Staff are asked to notify the appointed person when supplies have been used in order that they can be restocked. The first aid boxes contain:

- A first aid guidance card
- At least 20 adhesive hypo allergenic plasters (including blue plasters for home economics)
- 4 triangular bandages (slings)
- Safety pins
- Cleaning / antiseptic wipes
- Adhesive tape
- 2 sterile eye pads
- 6 medium sized unmedicated dressings
- 2 large sized unmedicated dressings
- Disposable gloves
- 1 mouth shield for resuscitation.
- Yellow clinical waste bag

## **First aid for school trips**

The trip organiser must ensure that at least one adult accompanying the trip has an appropriate first aid qualification (paediatric certificate for trips involving EYFS children) and undertake a risk assessment to ensure an appropriate level of first aid cover, with reference to the educational visits policy, which includes further guidance.

A First Aid kit for school trips are kept in each classroom. Any accidents/injuries must be reported to the appointed person and to parents and documented in the accident book in accordance with this policy. RIDDOR guidelines for reporting accidents must be adhered to. For any major accident or injury, the appropriate health & safety procedure must be followed.

## **Emergency care plans and treatment boxes**

The appointed person ensures that staff are made aware of any child with an emergency care plan. These care plans are displayed in the medical room. Children with a serious medical condition will have an emergency care plan drawn up and agreed by the appointed person and parents. Emergency treatment boxes must always be taken if the child is out of school. The boxes are kept in the classroom.

## **Children with medical conditions**

A list is available on the school's MIS and the medical room of all children who have a serious allergy or medical condition. This information is useful for lesson planning and for risk assessments prior to a school trip. Please return emergency boxes on completion of the trip. If staff become aware of any condition not on these lists, they should inform the appointed person.

## **Dealing with body fluids**

In order to maintain protection from disease, all body fluids should be considered infected. To prevent contact with body fluids the following guidelines should be followed.

- When dealing with any body fluids wear disposable gloves.
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of the following body fluids must be cleaned up immediately.

Bodily fluids include blood, faeces, nasal and eye discharges, saliva and vomit.

Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution. Never use a mop for cleaning up blood and body fluid spillages.

All contaminated material should be disposed of in a yellow clinical waste bag (available in the medical room then placed in the waste bin)

PPE is available to avoid getting any body fluids in your eyes, nose, mouth or on any open sores.

## **Extended Services / Clubs**

Kender Primary School will ensure that first aid provision is available during the times of extended services 07:15 – 08:45 & 15:30 – 17:45

Any clubs / lettings run by external providers must have a trained first aider present as part of the letting agreement.

Any accident / incident occurring during the club or letting must be communicated to the School Business Manager and a copy retained of the incident form.