

Forest Fields Primary and Nursery School



First Aid Policy

July 2026

Approved at the meeting of the Governing Board held on: 3rd July 2026

Signed: James Verran

Position: Chair of Governors

Date to be reviewed: September 2026

To be published on the Schools Website.

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

Purpose

This policy:

- Gives clear structures and guidelines to all staff regarding all areas of first aid.
- Clearly defines the staff and their responsibilities.
- Enables staff to see where their responsibilities end.
- Ensures good first aid cover is available in the school and off site visits.

Guidelines

New staff to the school are given a copy of this policy when they are appointed. This policy is regularly reviewed and updated.

First Aid Provision

- The school will provide materials, equipment and facilities as set out in the DFEE Guidance in First Aid for schools.
- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- Portable First Aid Kits are available and used any time our pupils are off site.
- All staff will ensure that they have read the school's First Aid policy.
- First Aiders at work are trained in the use of an Epi-pen and awareness of epilepsy.
- Specific staff members are trained in the administration of insulin.

First Aid Boxes/Medication

First Aid boxes are located in;

- The nursery
- All medical rooms
- First Aid stock is kept in a locked cabinet in the main medical room
- A photo display folder (High profile children) is kept in each classroom of any child who has a severe medical condition

First Aid Boxes contain: triangular bandages, large and medium bandages, eye pad dressings, safety pins, assorted plasters, gloves and alcohol-free wipes. A secondary box containing a disposable ice pack, saline, wipes, gloves and nappy bags is also available.

NO MEDICATION /TABLETS ARE KEPT IN THE FIRST AID BOXES

The contents of the kits are checked on a regular basis

Procedures

In school

- In the event of an injury or medical emergency, if possible, contact a First Aider(s).
- Any pupil complaining of an illness or who has been injured at playtime/lunchtime is sent to the designated area for the qualified First Aider to inspect and, where appropriate, treat. Constant supervision will be provided.
- For serious injuries, the activity should be stopped and the pupil should not be moved. A first aider should be called immediately to attend to the child. Constant supervision will be provided.
- **IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE WOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR A FIRST AIDER TO ARRIVE ON THE SCENE.**
- Hands should be washed before and after administering First Aid. Disposable gloves should be worn.
- Gloves and First Aid waste is disposed of in the yellow bagged bins.
- All serious accidents should be reported to the Head Teacher or one of the First Aider's at work who should call an ambulance and the child's parent/carer ASAP.
- If a pupil sustains a serious injury, they should **not** be moved.

In the event of a serious incident an ambulance is called and a member of staff will accompany a pupil to the hospital. A parent/carer is asked to go immediately to the hospital. It may be appropriate to transport a pupil without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company. Alternatively, a taxi may be used.

If a child has a high temperature or has been vomiting a first aider must attend to the child. A second opinion may need to be sought from another first aider in regards to the child needing to be sent home. When a child has been vomiting and diarrhoea, they need to remain off school for 48 hours to ensure others are not at risk.

Head Injury

Any bump to the head, no matter how minor, is treated as serious. The child's teacher is informed and asked to keep a close eye on the progress of the child. If a child receives a graze or slight bump to the head in the school day, where a first aid letter is provided, parents need to be informed by phone (before the end of the day and as soon as possible after the first aid has been administered). Class teachers are responsible for reading the first aid forms and monitoring the child, and seek advice from a First Aider if needed.

High profile children

A photo and details of need for high profile children are displayed in the High Profile folders in each classroom and medical rooms.

Out of school/Educational Visits

- A qualified First Aider always accompanies offsite visits.
- While on an offsite visit, school staff ensure they have a mobile phone and staff also take appropriate medication for the pupil, inhalers etc.
- If the trip is via a minibus or coach, the First Aider will take a first aid kit.
- The Head Teacher has a responsibility for ensuring staff have adhered to the school's 'Educational Visits

procedures' when organising a visit.

- A Risk Assessment will need to be carried out as part of an educational trip.

Accident File

- The accident files are located in the medical rooms, which contains overall logs. Old logs are stored in the school office and scanned to a secure location.
- In the event of an injury being logged, whoever is making the entry should write the child's name, when (date and time), the injury sustained and how it happened, where it happened, what first aid was administered and the entry should be signed and dated.
- For major accidents involving any head injury, where emergency services are called or where a child is sent with a parent directly to receive medical attention in a hospital/walk in centre, a further accident form must be completed immediately by whoever attended to the injury (accident reporting form in the office to detail what has happened). This will be reported by the SBM on line, to HSE and council incident management report.
- For any adult who has had an accident on premises, a further accident form must be completed by the adult if they are able to, or whoever attended to the injury. This will be reported by the SBM on line if appropriate, to HSE and council incident management report.
- For any adult who has had an accident on premises requiring outside medical attention via an ambulance, or is sent directly to receive medical attention in a hospital/walk in centre, a further accident form must be completed by the adult if they are able to, or whoever attended to the injury. This will be reported by the SBM on line, to HSE and council incident management report.
- Any completion of an accident form that is sent to the City Council will be followed up with an investigation if they deem it necessary.

Calling the emergency services

In the case of major accidents, it is the decision of the fully trained first aider if the emergency services are called. Staff members are expected to support and assist the trained first aider in their decision. If a member of staff is asked to call the emergency services, they must:

- State what has happened
- The child's name
- The age of the child
- Whether the casualty is breathing and/or conscious
- The location of the school (including entrance to be used)

In the event of the emergency services being called, a member of staff should wait by the school gate (Stanley Road entrance)

If the casualty is a child, their parents/carers should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located on Arbor.

A *defibrillator* is located in the Berridge Medical Room. Five staff are trained in its use under the First Aid at Work training. In addition, *Aspirin* is located in the locked cupboards in the Berridge and Stanley Medical Rooms and should only be administered under the direct instructions of the emergency services team.

Body Spillage/HIV

- No person must treat a pupil who is bleeding, without protective gloves.
- All body fluid spillages (vomit, diarrhoea and blood) must be cleaned immediately. This is vital if the spread of infection is to be reduced. Gloves should be worn when in contact with blood or body fluid.
- Sawdust should be dispersed over spillage and left to absorb then swept up. Wash the affected area with warm water and detergent and dry.
- If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed.

Chicken pox and other diseases, rashes in the Exclusion Table (Gov.uk)

- If a child is suspected of having chicken pox etc, arms and legs will be checked. Back and chest will be checked if there were concerns about infection to others. In this case another adult would be present.
- If your child has any of these infections they will need to stay off school for a prescribed period of time.

Known medical conditions

- A list of all children within the school with any known medical condition is given to the class teacher.

- A central register will be placed in the medical rooms, in each classroom and in the kitchen.
- When supply staff are asked to cover a classroom, it will be the responsibility of the member of staff showing the supply teacher to the room, or the year group team, where the list is held (high profile folders are stored by classroom doors)
- High profile children with medical needs are displayed, with photographs, on a board in the staff room and are monitored by Ms. Kidd.
- Notification, including a photograph for ease of identification, of children with food allergies is also given to the Kitchen staff and Midday supervisors in addition to the records given to class teachers. This is monitored by Ms Kidd.

Medicines

The purpose of this policy is to ensure that any medicines administered within the school are done so in a safe and monitored environment. Children with medical needs have the same rights of admission to a school as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children, however, have longer term medical needs and may require medicines on a long-term basis to keep them well. In line with government guidelines we would ask that children are not sent to school where they are clearly unwell or infectious.

Parental Responsibility

Parents/Carers have the responsibility for their child's health and should provide information about their child's medical condition. This should be done upon admission or when their child first develops a medical need. Where a child has a long-term medical need then a health care plan will be drawn up with the Parents/Carers and Health Professionals.

It is the parent's responsibility to ensure that EpiPen's and inhalers are in date.

Non-Prescribed Medicines

Due to the increasing number of children receiving medication in school, medicines that are not prescribed such as Calpol, cough medicines etc will not be administered by First Aid Staff and are not to be brought to school. Parents and Carers can administer medication. However, if a child has a temperature, they should remain supervised at home.

Prescribed Medicines

In line with other school's policies, if medicines are prescribed up to 3 times a day, the expectation is that parents/carers will give these medicines outside of school hours, with the exception of medicine to be taken with food and if the pupil stays for lunch. These and medicines which are prescribed 4 times a day, the school strongly encourages parents/carers to make arrangements to come into school and administer these medicines themselves. However, First Aiders have volunteered to assist parents/carers in the administration of this type of medicine to their child, this will be for the specific duration of the course only. The medicine must be provided in its original container, must have been dispensed by a pharmacist and must have a label showing:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration

- Date of prescription
- Expiry date

The school will provide medicine permission forms, and parents/carers must complete and sign one of these forms if they leave medicine at school.

- Medicines will be stored in a fridge during the day.
- A record will be made of when the medicine was dispensed.
- Parent/Carer should make arrangements to collect the medicine from the school office at the end of the day.
- Medicines will not be handed to a child to take home.

Out of School Medicines

Travel sickness medication and specific individual medication, with written parental consent, is administered by an appointed First Aid trained member of staff on residential and out of school visits.

Refusal of Medicine

If a child refuses to take medicine, we will not force them to do so, but will note this in the records and contact the named contact on the medicine record form. If a refusal to take medicines results in an emergency then our emergency procedures will be followed.

Life Threatening Medication

Some members of the First Aid team are fully trained and experienced in the administering of insulin to pupils at lunchtime. They are also fully competent at treating Hypoglycaemia, ensuring the safety and welfare of diabetic pupils and staff members.

All equipment belonging to the pupils are stored, locked, in a cabinet in the Berridge Medical Room along with clear concise records. It is the parent's responsibility to ensure the school is provided with all the necessary equipment and insulin, every 5th week, for their child. Staff members are responsible for their own equipment.

Epi-pens

- There are a number of pupils in school requiring 'Epi-pens'. The administering of Epi-pens must be carried out by the nearest 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 members are familiar with the use of Epi-pens and/or symptoms of anaphylactic shock via regular staff training.
- Epi-Pens, for pupils with severe allergies, are kept close by within the child's surrounding. Anti-histamine medicines are stored in the staff room. These items are checked annually for expiry dates. It is the parent's responsibility to ensure the school is provided with the necessary medication for their child. Staff members are responsible for their own equipment.
- *Anti-histamine medication for pupils with Epi-pens* is stored in the nearest medical room to the child's classroom. **Inhalers**
- *Inhalers* for Key Stage 2 are generally kept with the child either in their tray, bookbag or pocket.

- In Key Stage 1 they are kept in an unlocked filing cabinet with a label on the drawer front. In Nursery they are kept with the First Aid kit and in the classroom for Reception classes. This makes them easily accessible for all staff including midday supervisors.
- Other asthma sufferers cannot share inhalers.
- In the event of a child having a severe asthma attack, who has no inhaler, the parents must be sought quickly by phone to give permission for the administering of someone else's inhaler. If parents cannot be located, then the emergency services will be contacted and they would give permission for the sharing of the inhaler