



# First Aid Policy

**Review cycle:** Annually

**Last Review Date:** September 2023

**Next Review Date:** August 2024

**Staff responsible:** Colleen Woodley, Bursar

**Committee responsible:** Compliance & Health and Safety

**(This policy applies to the whole School including EYFS)**  
(Willington School reserves the right to update all policies on a regular basis)



## FIRST AID POLICY AND PROCEDURES

This policy outlines Willington School's responsibility to provide adequate and appropriate First Aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. First Aid is administered in a timely and competent manner by the effective implementation of this policy. This policy will be reviewed regularly.

### PERSONS RESPONSIBLE

1. Most staff members are trained in First Aid and should normally be able to deal with a minor injury.
2. Where the injury is more severe, the Matron should be consulted for a second opinion and to help with administration of First Aid. In an instance where a Matron is not available, a staff member with First Aid can be consulted. A list of current staff First Aiders is located in Matron's cupboard.
3. The following members of staff have current Paediatric First Aid Certificates: Debbie Hewitt (Matron), Aarti Jackson (Matron), Silvia Norris (EYFS), Emma Waterman (EYFS), Marion Boyd (Nursery) and Zara Mahmoud (Nursery). The appointed persons for EYFS are Silvia Norris (EYFS) and Emma Waterman (EYFS).

### FIRST AID BOXES

4. First Aid Boxes are located at:
    - a. Main Office
    - b. Hall
    - c. Junior Playground
    - d. Senior Playground
    - e. After School Club
    - f. Reception Classroom
    - g. Thomas Franks Kitchen
    - h. Art Room
    - i. Staff Room Kitchen
    - j. Science Lab
    - k. Minibus
    - l. Drax Playing Fields
- A list of the contents that a box should contain is to be displayed inside each box.
  - Spare supplies for replenishing boxes are provided by Matron.
  - Matron is to check the boxes termly or as needed to ensure that they are complete.
  - The First Aid kits to be used on outings are held by Matron. They must be signed in and out so that the person responsible for them is always known and so they can be found easily when needed.
  - For away sports games or at the school playing fields, the sports staff are responsible for administering First Aid and ensuring that their First Aid bags are fully stocked.

### FIRST AID ROOM

5. The school provides a separate First Aid room for medical treatment and care of children during school hours. This is a dedicated room with a sink, foldaway bed and First Aid supplies.

### RECORDING ACCIDENTS AND INJURIES TO CHILDREN



6. Accident, Incident and Near Miss Forms are found on the Staff Hub and paper forms are held by the Matrons. Plasters can be administered for a graze or minor cuts without completing an accident form but for anything more than a small shallow cut, such as a large cut or bump to the head, an accident form must be completed.
7. Use of accident forms:
  - a. The person who administered First Aid and/or the teacher who witnessed the accident is responsible for completing the accident form.
  - b. Name of Pupil, Form, Date, Time, Location and Details of Accident must all be included on the Accident Form.
  - c. It must be fully completed, signed and a copy made by the Matron.
  - d. The original is to be given to the parent(s) by the class/form teacher for their signature.
  - e. The slip signed by the parent should be returned to the Matron for filing.
  - f. The accident form will be logged onto the computer by the Matrons.
8. If a child has a head or face injury, please inform one of the Matrons who will inform the parents. A Head Injury form must be stapled to the accident form and a Head Bump sticker put on the child's clothes so that members of staff are aware that they need to keep an eye on the child. In the event of a bump to the head without sign of injury, members of staff should err on the side of caution.

#### COLD PACKS

9. Disposable Cold packs are held by Matron with spares in the First Aid Room.

#### MEDICINES

10. Medicines should be given to children **only** when permission has been given by a parent or guardian of the child. These may be medicines sent in by the parent **or** if a parent requires, we hold a stock of Paracetamol, Ibuprofen and Antihistamines in the School. Again, the parent should **always** be contacted first.
  - Medicines are to be kept by Matron in a locked medicine cupboard or fridge.
  - All cases where medicines have been given to a child should be recorded on the sheet located where the medicines are kept.
  - Details of permission given by parents are to be held in the child's file in the School Office.

#### INHALERS, EPIPENS AND ANTIHISTAMINES

11. Epipens, Inhalers and/or antihistamines are to be clearly labelled with the name of the pupil and are kept with the pupils' teacher or in the matron's cupboard. They are available for the pupils at all times. At such times when the children go off site, inhalers and Epipens are to be taken with the child and are the responsibility of the key worker. Each pupil has a clearly labelled emergency bag in Matron's cupboard complete with the pupils' photograph, class and medical equipment (i.e. inhaler or Epipen). Details of specific pupil allergies are located in a dedicated folder in Matron's Cupboard.
12. Parents are responsible for replacing medication when it expires.

#### STAFF TAKING MEDICATION

13. Staff must seek medical advice if they are taking medication which may affect their ability to care for children. Any staff medication brought into the school must be securely stored at all times and is the responsibility of the staff member.

#### DEALING WITH MORE SERIOUS ACCIDENTS

14. For more serious accidents (other than minor cuts and abrasions), the pupil may need to be sent to hospital. Parents are immediately contacted and informed of the situation. If the parents are unable to take the pupil



to the hospital, an ambulance will be called. A member of staff (usually the Matron) will accompany the child to the hospital and will stay with the child until the parent arrives.

15. **Parents should be:**

- a. Given the name of the hospital to which their child has been taken;
- b. Asked to attend the hospital as a matter of urgency;
- c. Reassured to prevent parental distress and another possible accident as they travel to the hospital.

16. **Pupils must be sent to hospital immediately by ambulance in cases of:**

- a. Any head injuries or wounds needing stitches;
- b. All suspected fractures;
- c. If there has been any amount of unconsciousness even for a few seconds.

17. **Blood and Bodily Fluid Spills Procedure:**

- a. The immediate area should be cleared of all people and the Site Manager contacted.
- b. If necessary and safe to do so, the casualty should be escorted to the First Aid room.
- c. Anybody handling the casualty should wear protective clothing, i.e. gloves, mask and apron.
- d. During accidents and injuries, disposable gloves should be worn and can be found in all first aid kits.
- e. All bleeding wounds should be covered with a sterile dressing found in each first aid kit.
- f. Any surface upon which a bodily fluid has spilled should be cleaned, disinfected and dried thoroughly.

18. Further guidance on hygiene control in schools, and on steps to be taken in addressing a range of medical conditions and communicable diseases, can be found on the HPA website at [www.hpa.org.uk](http://www.hpa.org.uk)

#### REPORTING WORK RELATED ACCIDENTS

19. In addition to completing accident forms for anything more than a shallow cut, certain work related incidents affecting employees or members of the public must be reported to (RIDDOR), Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995.

#### RECORD KEEPING

20. We must keep a record of any reportable injury, disease or dangerous occurrence. This must include:
- a. The date, time and place of the event
  - b. Personal details of those involved
  - c. A brief description of the nature of the event or disease
21. These details are, within 24 hours of the incident, to be recorded in the Accident Book (held by the Duty Matron) and reported to the Bursar (who is responsible for coordinating reports to the HSE).
22. **The following incidents must be reported immediately to the HSE:**
- a. A death or major injury, such as fracture of a bone (other than to the thumbs, fingers or toes),
  - b. A dangerous occurrence (e.g. the collapse of a lift) resulting from a work activity,
  - c. An injury to an employee resulting in admission to hospital for more than 24 hours,
  - d. An accident connected with work where a member of the public (including pupils) is killed or taken to hospital for treatment (for other than minor injuries such as thumbs, fingers or toes).
23. **The following incidents must be reported to the HSE within ten days:**
- a. An accident resulting in a member of staff being off work or unable to do their normal work for more than 3 days



- b. A case of a specified occupational disease certified by a doctor.

24. Such accidents or incidents need to be reported by telephone or online to:

National Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

Telephone: 0845 300 9923  
Fax: 0845 300 9924  
Email: [riddor@natbrit.com](mailto:riddor@natbrit.com)

Or on-line (<https://www.hse.gov.uk/riddor/report.htm#online>)

See also

- RIDDOR Explained
- RIDDOR (Health and Safety Executive website) Comprehensive guidance to the regulations

25. Accident Records are kept for a minimum of three years.

#### EYFS FIRST AID POLICY

26. First Aid for pupils in our Nursery or Reception classes is to be overseen by paediatric trained first aiders during school time and on school trips. There is at least one paediatric first aider on site at all times.
27. Parents are to be informed of every accident or incident to their child in the EYFS and the First Aid or medication that has been given. Parents of pupils in the EYFS give us permission to administer inhalers or Epipens as an emergency procedure without first making contact with them. However, in the case of all other medication, written parental permission is to be sought prior to administering medication. Verbal permission may be accepted in cases where parents are unable to give written permission and the First Aider and parent are in agreement that to delay the medication would be to the detriment of the health or comfort of the child.

#### POLICY ON ADMINISTRATION OF MEDICINES FOR EYFS PUPILS

28. Medication is given to pupils when required, under the written consent given by the parents. Parents must fill out the administration of medicines form detailing dosage and timing. This form is kept in the school office. All medicines are kept securely in the medical cupboard or fridge. Pupils are not allowed to carry tablets or medicines on their person or in their school bag. If a pupil needs to take a prescribed medication during the school day the following directions apply:
- a. The medication must be clearly labelled and in its original container, as dispensed by the pharmacist.
  - b. The medication must include instructions for administration.
  - c. The medication must be accompanied by a copy of the form kept in the school office.
  - d. The member of staff who administers the medicine is to record the date and time at which the medicine is administered. The teachers and Matron take responsibility for the pupils.

#### STAFF TRAINING

29. Whole staff training in First Aid is to be provided every three years.
30. Training on the use of Epipens and inhaler administration will be included in the First Aid training provided every three years. A useful website for epipen use:  
<https://www.epipen.co.uk/en-gb/patients/your-epipen/how-to-use-your-epipen>
31. A register of pupils with special medical needs is on ISAMS and information about children with severe medical needs or allergies is circulated to all teachers.

#### PANDEMIC RESPONSE



32. During a Pandemic outbreak all First Aid Policies continue to apply. However, if there is a student who has demonstrated symptoms in line with the Pandemic, then refer to Government guidelines and localised action plans/Risk assessments (e.g. [Covid-19](#)).

**Review period:**            **Annual**

**Reviewed by:**            **Bursar**