



Tyntesfield
Primary School

FIRST AID POLICY

**Tyntesfield
Primary School**

Policy approved: Autumn 2025

Policy review: Autumn 2026

1. Introduction

This policy outlines the 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.

This policy is reviewed annually to ensure it remains compliant with current legislation and best practices.

2. Aims

- To identify the first aid needs of the School in line with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

3. Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School.
- To provide relevant training and ensure monitoring of training needs.
- To maintain a central log of training records, including certification dates and refresher schedules.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

4. Roles and Responsibilities

Head Teacher

- Responsible for implementing the First Aid Policy and developing detailed procedures.
- Ensures that a risk assessment of the School is undertaken and that appointments, training, and resources for first aid arrangements are appropriate and in place.
- Ensures that staff and parents are informed about the School's first aid arrangements.
- Oversees the annual review of this policy.
- Ensures compliance with RIDDOR reporting requirements.

Health and Safety Officer

- Maintains training records and monitors refresher needs.
- Supports the Head Teacher in policy review and compliance.

Teachers and Other Staff

- Expected to do all they can to secure the welfare of the pupils.

First Aiders

- Must have completed and maintain HSE-approved training.
- Provide first aid support and maintain accurate records of incidents.

5. Procedures

a) Medical Records

Medical information about a child is gathered through the data collection sheets, which are issued annually, as well as thorough information provided by parent or carer. An up-to-date list of child medical conditions is kept in the School Office and on ARBOR. Where a child requires an individual health care plan, these have to be approved by the Head Teacher and copies are kept in the child's file on CPOMS, on the staff Health and Safety Noticeboard in the staffroom and a copy is given to the appropriate class teacher/midday for the reference.

All emergency phone numbers are held on ARBOR, monitored and reviewed by the school office team.

b) Location of First Aid Kits

General First Aid equipment is located in both the Infant and Lower Junior Library areas, the Upper Junior Entrance Area, between the two Reception classrooms, in the Nursery, in Year 4 mobile, in the school office and in the Site Manager's Room. Each classroom has a fully stocked, first aid backpack. Refill stocks are kept in the staffroom, all staff are responsible for replacing first aid equipment if they use the last one in the box. A Qualified First Aider is also responsible for monitoring the supplies and equipping our first aid boxes, these will be checked regularly.

Travel First Aid kits are kept in the School Office and staffroom.

c) If a child is ill...

If a child is ill during the course of the school day, the class teacher should make adequate provision for the care of the child, if a child is physically ill or distressed they should be sent to the office to seek permission from the Head Teacher, Deputy Head teacher or Qualified First Aider to contact a parent / arrange supervision in a quiet area.

If a child becomes ill during lunchtime, the Midday Assistants will make arrangements for the care of the child and consult with the class teacher / Qualified First Aider/ Headteacher if necessary.

Permission must be sought from the Head Teacher / Deputy Head teacher / Qualified First Aider before arranging for a child to be sent home.

d) Bumps to the head

All known bumps to the head area will be treated (by cold compress) and reported to the class teacher to ensure continuous observation. All head bumps must be reported in the accident book and a 'head letter' sent home. If possible, the class teacher will inform the parent at the end of the day.

In cases more serious than the above or where there are any concerns, the member of staff on duty will consult a first aider and then notify the class teacher and Head Teacher who will contact the parents.

In an emergency, a first aider will attend to the casualty and an ambulance will be called for without delay. The parents will then be contacted.

If a child needs hospital treatment in a non urgent situation, the parent will be contacted to accompany the child to hospital. If the parent/carers cannot be contacted, an ambulance will be called.

e) Medicines

No child should have medicine in their care during school hours, this includes cough sweets / lozenges.

Where a child needs medication to be administered during the school day, parents are encouraged to come into school to administer medicine.

If this is not possible it is at our discretion if medicine will be administered only in exceptional circumstances. Only prescribed medication will be administered and only on the understanding that no responsibility is accepted by the school. The following procedures MUST be followed:

1. The parent must bring the medicine to the office at the beginning of the day along with a completed '*Request for School to administer medication*' form. If we agree to administer the medication, medicines will then be given to the Office Team or the Head Teacher and will be stored in the locked Medicine cupboard (in school office), or school fridge.
2. When the medicine is to be given, the child must come to the office and wait until a designated member of staff are able to administer the medicine. It is not school's responsibility to remember to administer the medication, parents may ring school at the appropriate time to remind staff to administer it.
3. The medicine record sheet must be filled in stating date / time / child's name / medicine / dosage. This record is kept in the school office.
4. The parent (or other adult) must return to the office at the end of the day to collect the medicine. Children MUST not collect the medicine.
5. Ordinarily a child requiring prescribed medication 3x daily will not require this to be administered during the school day as they can receive medicine before school, at the end of the school day and at bedtime.

f) Inhalers (See Asthma Policy)

- For any child who needs an inhaler in school an 'Asthma Information Form' is to be completed by the parent. These forms are to be kept in a file in the school office.
- Preventer Inhalers are stored in a labelled box in the school office.
- Reliever Inhalers are stored in the classroom, in a basket with a copy of the Asthma Record Forms.
- An up-to-date list of children with inhalers is to be kept with the inhalers.
- Inhalers are to be administered by a designated member of staff and the medicine record sheet is to be completed.
- Inhalers should be taken with the child if they leave the premises (e.g. swimming baths, school trip).

g) Lunchtime Organisation

The lunchtime staff will deal with minor abrasions / cuts etc. by washing with water and applying a cold compress, if appropriate. Bruises will be dealt with by applying cold compress (kept in the staff kitchen and the Nursery). Class teachers are to be informed at the end of lunchtime and the accident recorded in the accident book.

h) Accidents

All staff have initial responsibility for dealing with minor accidents. If a child is injured during playtime, the teacher on duty should send the child to the First Aid station (accompanied by another child) where they will be treated by another member of staff on first aid duty, the first aider should be informed, if necessary.

Where a child has been sent in for treatment, the accident should be recorded, in pen, in the accident book. *Two names are required in the book – the person dealing with the injury and the person informed of the injury (usually the class teacher).* The class teacher should be made aware of the injury as this may affect the child during the rest of the day.

Where a child is sent home or to hospital (even with a parent) due to an accident, then a Health and Safety Accident Form (HS1) must be filled in and sent to the health and safety executive within two days.

i) Dealing with bodily fluids – blood etc

Aims:

- To administer first aid, cleaning, etc, for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc

Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit

1. Isolate the area.
2. Always use disposable gloves and an apron, if necessary, (located in the First Aid Box) NEVER touch body fluids with your bare hands
3. Clean the spillage area with disinfectant (containers for which can be located in the Caretaker's room) and disposable cloths.
4. Use designated bucket and mop from Caretaker's room (inform Caretaker if used by leaving a note)
5. Double bag all materials used and dispose of in outside dustbin.
6. Always wash hands after taking disposable gloves off.
7. Any splashes of bodily fluid on the skin, eyes, mouth from another person should be washed off immediately with water or soap and water of appropriate.
8. When finished, wash and dry hands thoroughly.

Soiled clothing should be removed from the child and sealed in a plastic bag to be sent home. Spare clothing can be found in Reception class and in the Nursery.

j) Educational Visits

Before taking a group of children on an educational visit, the following H&S procedures must be taken by the teacher in charge:

- Compile a list of pupils and staff on the visit, along with all relevant medical detail. Give a copy to the Head Teacher/Deputy Head teacher prior to the visit.
- Travel First Aid packs should be collected from the School Office / Staffroom and checked with a first aider prior to the visit.
- If travelling by coach, sick bags and cleaning equipment should be taken.

For further details, see Educational Visits Policy

k) Location of Automated External defibrillator

The AE defibrillator is located in the Junior Library area opposite the school office on the wall. Staff who are first aid trained have also received defibrillator training.

6. Record keeping

Statutory accident records, written or electronic, are kept for a minimum of seven years.

7. Monitoring and Evaluation

a) Risk assessment

Reviews are required to be carried out at least annually, and when circumstances alter.

Recommendations on measures needed to prevent or control identified risks are addressed through the Health and Safety Action Plan.

As part of the Schools' annual monitoring and evaluation cycle:

- the Head reviews the Schools' first-aid needs following any changes to staff, building/site, activities, off-site facilities, etc
- the Head and School Office Manager monitor the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions
- the Head and School Office Manager also monitors the emergency first-aid training received by other staff and organises appropriate training
- a Designated First Aider checks the contents of the first-aid boxes regularly.

b) Providing information

The Head will ensure that staff are informed about the Schools' first-aid arrangements:

- provide information packs for new staff as part of their induction programme
- maintain a Health and Safety Noticeboard in the Staff Room
- give all staff information on the location of equipment, facilities and first-aid personnel. This will appear in staff TEAMS.