



Date of last review: Autumn 2025

Date of next review: Autumn 2026

Responsibility

Each key stage has a lead first aider and additional first aider support. All First Aiders work as a team and therefore consult each other for a second opinion to ensure appropriate care and attention is given.

Existing Procedures

First Aid Kits, Red Letters are kept in the Medical Room, Foundation Unit, Staff Room and D.T Room.

Red Letters/Every on Line

Red Letters for a child who has had an accident in school are with the First Aid Boxes. The incident is then logged on to the Every online reporting system. All staff with a first aid certificate will have access to this system. If a child or adult is sent to hospital or if a violent incident has taken place, a report must be completed on the Every system.

First Aid Kits and Ice Packs

First Aid Kits and Ice Packs are checked at least once a week to ensure the contents are complete – a box next to the First Aid Boxes contain plastic gloves and medi wipes – these cannot be kept in the First Aid Boxes. Ice Packs are kept in the fridge in the Medical Room, Foundation Unit and Staff Room.

Out-of-School First Aid Kits

Each class has their own First Aid kit to take out of school. Each Kit should be checked before being taken out of school. Out of school visits need to take the additional items of a bucket, bin liners, tissues and some spare clothes for the children.

Medicine, Creams and Tablets

Medicines, creams and tablets are not to be administered or applied unless they are from Doctor, Dentist or the Hospital and they have a clear label with the date, child's name and dosage on it. There is a Medical Permission Slip which has to be completed and signed by the Parent/Carer, these are available at the school office. In addition, an administering medicine form must be completed and signed by the first aider administering medication.

All Medicines, Creams and Tablets are to be kept locked in the cupboard in the Home Liaison room or fridge. Medication should be collected from the office by an adult at the end of the school day.

First Aid within school or, or dealing with a sick child

Staff always risk assess situations and make sure all involved are safe. Staff endeavour to calm the child down. First Aiders should wear gloves to deal with all cuts and grazes. The injury should be washed with medical wipes and cold water to remove all dirt. Creams/Disinfectant should **not** be applied. For more serious incidents e.g. the child needs hospital or is ill, the Parent/Carer should be contacted, their telephone number is on the Childs Emergency details. If the child's Parent/Carer cannot be reached, then phone for an ambulance.

If an adult is involved in an incident that is serious and needs hospital attention, next of kin forms are in the school office so that they can be informed.

If a child is sick or has diarrhoea their Parent/Carer is to be informed so that they can come and collect them from school.

The school First Aider will inform either the Class Teacher, the Head Teacher, the Deputy Headteacher and members of the SMT Team if an injury that requires Hospital, Doctors, Dentist or the child being sent home.

Accident Recording

Everyone that is treated in school is entered on to the Every System, however, small the injury. The Every System is used as a written record to ascertain what treatment has been given to which child. The member of Staff will also give the child a Red Letter to take home with them and also inform the Class Teacher of the injury and that a Red Letter has been issued. This should also be followed up by either ringing home and/or seeing Parent/Carer to explain what happened. If an accident occurs on a school trip, then it should be entered on to the Every System immediately when you return to School.

Blood, Vomit and Body Fluid

Blood, Vomit or bodily fluids need to be washed away from accident sites using either bleach or Milton diluted in water. Staff should ensure that they always wear gloves. Check with the Site Manager if either Blood, Vomit or Bodily Fluids are spilt onto carpets to ascertain which cleaning liquids can be used and whether any further treatments will be required. Any tissues, wipes, bandages, plasters or plastic gloves which have been used are to be disposed of in the Medical Room where the yellow bin is provided for this purpose. These are emptied by the school's contracted sanitation company.

Worst Cases

If a serious incident occurs, staff do an immediate risk assessment to identify actions and priorities. Emergency First Aid is then sought whilst the accident is reported to the teacher on duty. The incident is then reported to the Head Teacher or, in their absence, the Deputy Headteacher or senior headship team.

These include:

- a) Fracture of the skull, spine or pelvis
- b) Fracture of any bone
- c) Loss of limb
- d) Loss of sight in an eye
- e) Any injury which results in the injured person being admitted into hospital as an inpatient for more than 24 hours – unless that person is detained for observation.

In the event of a Heart Attack or Concussion – whether for an adult or child - send for an ambulance. Telephone the Parent/Carer (next of kin for adult) to advise what has happened and to ask if they wish to accompany the child/adult to hospital. If there is nobody related to the patient who is available to accompany them, a member of staff may go with them until their Parent/Carer or next of kin arrives.

Children with Serious Medical Concerns

See medical conditions policy.

A medical alert list, which informs staff of medical conditions in their individual classes will be privately displayed within their classroom to support children's medical needs.

First Aid Training

Members of staff will have half a day's basic training, within an inset day, every three years. The school First Aiders will have two days training every three years to keep in line with their five days legal required training.

Automated External Defibrillation Training (AED)

The defibrillator is kept in the medical room and is available for use as and when required. First aiders have received training in the use of the defibrillator, within the First Aid training course.