Policy for Administrating First Aid

Sir John Heron Primary School

Version & Date of Issue: 6, 11/2025	**Approved by Governors (date):** 11/11/2025
Authorised by: N.Ishaq	
Review Date: 11/2026	

This document is not considered to be controlled by the quality system once printed

1. First Aid

Sir John Heron Primary School follows Local Authority (LA) and HSE guidance in the provision and administration of First Aid to all pupils and staff.

This policy ensures that all accidents and medical emergencies are managed safely, effectively, and in line with DfE statutory guidance, including:

- Keeping Children Safe in Education (KCSIE 2025)
- Supporting Pupils with Medical Conditions in Schools (DfE 2015)
- EYFS Statutory Framework 2024
- Health and Safety at Work Act 1974 and HSE guidance

All staff have a duty to follow this policy and act in the best interests of the children and school community.

All Designated First Aiders must complete a First Aid at Work with Paediatric Elements training course approved by the Health and Safety Executive (HSE).

2. First Aid Provision and Training

The school will maintain an adequate number of trained First Aiders for pupils and staff.

- At least one Paediatric First Aider must be on site whenever EYFS children are present.
- First Aid at Work (FAW) and Paediatric First Aid (PFA) are separate qualifications; staff must hold the appropriate certification.
- Training is refreshed in line with HSE and EYFS requirements.

First Aiders' responsibilities include:

- Providing immediate help for common injuries or illnesses and those arising from specific hazards at school
- Ensuring professional medical assistance or ambulance services are called when necessary
- Reporting all accidents according to school procedures

3. First Aid Procedures

Reporting an Accident

- In the event of an accident, the first person to contact is a designated First Aider within your phase.
- First Aiders wear visible badges, and their names are displayed on posters in all practical areas, the medical room, hygiene room, and staff room.
- Medical rooms contain an accident book, where all incidents must be recorded (staff and pupils).

- Head injuries: Serious bumps and physical marks to the head or face must be reported to a member of SLT. The adult completing the first aid slip MUST inform the teacher of any child that has sustained a head injury to ensure they are monitored if they remain in school. SLT will decide whether Parents/Carers need to be informed following inspection of the injury i.e. mark on the face or a bump/bruise on the head.
- Staff injuries: A slip must be completed by another adult.

Serious Injuries

- If a child or adult sustains a serious injury (head, spinal, or suspected broken limb), they MUST not be moved and the Designated First Aider will come to them.
- SLT must be informed immediately.
- Call 999 immediately.
- All adults involved must write a factual statement, dated and signed, on the day of the incident, and submit it to the Health & Safety Officer or SLT.

Minor Injuries

- Minor cuts and abrasions should be cleaned with warm water. All minor cuts, open or weeping skin lesions and abrasions should be covered with a waterproof dressing (check if the child has an allergy).
- Always use disposable gloves when treating wounds.
- Apply ice/cold compresses for bumps, knocks, and swelling.
- If the wound is bleeding, the affected area should be raised and pressure placed on the wound to control the flow of blood.
- In the yellow bins provided dispose of contaminated waste with bodily fluids i.e. blood, vomit
- Clean surfaces with detergent and water after blood contamination.
- Wash hands thoroughly after treating injuries.

4. Medication Administration

- The school administers medication in line with the DfE Supporting Pupils with Medical Conditions in School guidance.
- Prescribed medication can be administered with parental consent and a completed administration form.
- Non-prescribed medication (e.g., painkillers, Calpol) is not administered by staff. Parents must come to school to administer.
- Children with temporary illnesses (antibiotics, etc.) should have doses timed to avoid school hours, or parents must administer them.
- Staff will monitor children reporting pain and inform parents if necessary.
- All medication administration is recorded.

5. Allergies and Anaphylaxis

- Children with known allergies or anaphylaxis will have a Healthcare Plan.
- Adrenaline auto-injectors (AAIs) are administered in emergencies by trained staff.
- Spare AAIs may be kept in school following DfE guidance.
- Staff are trained annually in recognising and managing anaphylaxis.
- Parents are informed immediately following any allergic reaction.

6. Infection Control

- Universal precautions must always be observed.
- Disposable gloves must be worn when dealing with blood or other bodily fluids.
- All contaminated waste (blood, vomit, bodily fluids) must be disposed of in designated bins.
- Surfaces must be cleaned with detergent and water or disinfectant.
- Hands must be washed thoroughly for 20 seconds with soap and water after treatment.
- Schools follow UKHSA Health Protection guidance (2023) for infection control.
- Staff do not need to know the HIV status of pupils or staff; confidentiality is always maintained.

7. Reporting Accidents and Record Keeping

- All incidents must be recorded in the accident book.
- Serious incidents are reported under RIDDOR 2013 to the HSE by the Designated Health & Safety Officer:
- HSE Reportable Incidents
    - Record retention: minimum 3 years.
    - Violent incidents toward staff may also be reportable under RIDDOR.
    - SLT and office staff should be informed of all serious incidents and follow LA procedures.

8. Off-Site Activities

- First Aid provision for trips, sports, and visits must follow the same procedures.
- At least one named First Aider must be present, and a first aid kit must be carried.
- Emergency contacts and medication plans must be included for all off-site activities.

9. Health & Safety Responsibilities

- Ensure first aid kits are checked regularly and replenished as necessary.
- All staff must know who the First Aiders are and how to access medical supplies.
- First Aid procedures are reviewed annually or following a serious incident.