

Hingham Primary School



First Aid policy

Formally adopted by the Governing Body/ Trust of:-	Hingham Primary School
On:-	July 2025
Chair of Governors/Trustees:-	Susan Gothard
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HINGHAM PRIMARY SCHOOL POLICY FOR FIRST AID

All members of our school community have a right to feel safe and well, and to know that they will be attended to with due care when in need of first aid.

At Hingham Primary School we endeavour to provide the very best possible care for our pupils, staff and visitors.

What does *First Aid* include?

The term *First Aid* means treating someone who is injured or unwell to keep them alive or stop their condition worsening until medical health arrives, and; treating minor injuries which do not require medical help.

Also see Medical Needs Policy.

AIMS:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor
- To administer first aid to children or adults when in need in a competent and timely manner.
- To communicate children's health problems to parents/carers when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff appropriately trained in first aid.
- To promote effective infection control.

Who?

Staff with First Aid Training:

There are staff who are trained with Paediatric first aid, emergency first aid, Forest School first aid and First Aider at Work. Speak to the office if you wish to clarify who are the first aiders on site.

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.

- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

The headteacher is responsible for:

- The development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.
- Communicating with parents/carers using their emergency contact information (held on ScholarPack or in the folder in the sliding cupboard in the office).

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.
- Maintaining injury and illness records as required.

The appointed person is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

Where?

- First aid boxes are kept in:
Forest school shed
Huff and Puff shed
Cupboard outside KS2 staff room
Key stage 1 disabled toilet

A further basic supplies box (plasters, wipes and disposable ice packs) kept in the reception class

- At lunchtime the first aid pouch is carried by the First Aider on duty.
- Ice packs are kept in the fridge in the Nurture Room and disposable ice packs are in the first aid boxes/bags. There are fabric covers that are to be used. **Use of the disposal ice packs is only when absolutely necessary for cost and environmental reasons.**

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

Procedures

- Plastic gloves are to be worn when dealing with incidents.
- Bloods/soiled dressing and used gloves should be disposed of in the sanitary boxes in the staff toilets.
- Minor incidents and accidents should be dealt with, wounds cleaned (antiseptic wipe or paper towel) etc and the child returned to the playground/classroom when possible and practical.
- An up-to-date list of child medical conditions, asthma etc is kept in the office and on Scholarpack.
- Add the incident on CPOMs and log it as “Medical; First Aid”.

Head injuries

- Parents to be informed by in every case via Parentmail or the red slip.
- Other adults in the class should always be informed even if it is a minor bump to the head (e.g. if a teacher is handing over to another teacher/teaching assistant).
- The child should be observed and if in any doubt the parent should be contacted by phone, asked to collect their child from school and encouraged to seek medical advice.
- Details are recorded on CPOMS.
- Emergency First Aiders should be sought if the child:
 - becomes unconscious;
 - is vomiting or shows signs of drowsiness;
 - has a persistent headache;
 - complains of blurred or double vision;
 - is bleeding from the nose or ear; and/or
 - has pale yellow fluid from the nose or ear.

Splinters

- We will not remove a splinter unless it brushes out or the child can easily remove it
- In the event that the splinter is firmly embedded or the child is distressed, we will telephone the parent/carer to inform them that their child has a splinter and request they attend school to remove it.
- If the child is not distressed and it is safe to do so, they will carry on with normal activities. Parent/carer will be informed at the end of the day.

Accidents at Lunchtime

- Minor accidents at lunch time should be dealt with in situ using kit from the PPE/First Aid box and then replenish items used.
- Major incidents will require an alert to SLT/First Aider via mobile phone or internal phone system and emergency plans made based on the situation, which is likely to include contacting parents/carers at the earliest opportunity.
- All accidents must be recorded on CPOMs before the staff member leaves site.

Accidents in the classroom

- If an accident happens in the classroom, the child will be dealt with by the TA working in that classroom/corridor/block if possible, and a first aider called if necessary.
- Major incidents will require an alert to SLT/First Aider via internal phone system and emergency plans made based on the situation, which is likely to include contacting parents/carers at the earliest opportunity.
- All accidents must be recorded on CPOMs before the staff member leaves site.

Accidents during Forest School sessions

- Minor accidents during a Forest School session should be dealt with in situ using kit from the PPE/First Aid box and then replenish items used.
- Major incidents will require an alert to SLT/First Aider via mobile phone and emergency plans made based on the situation, which is likely to include contacting parents/carers at the earliest opportunity.

- All accidents must be recorded on CPOMs during the session with the child before the staff member leaves site.

Precautions for offsite Activities

- Classes leaving the school premises take a First Aid box, and a sick bucket containing essential cleaning aids.
- A person trained in Basic First Aid should accompany the children on the visit.
- All accidents must be recorded on CPOMs before the staff member leaves school after the trip.
- The Point of Contact during a school trip will be the school office (01953 850304). From this point of contact emergency numbers are available for children etc.
- The Point of Contact will inform the parent/carer if necessary. Otherwise information will be passed onto the parent/carer at the end of the trip.

Dealing with Emergencies

- In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parent/carer will then be contacted.
- If a child needs hospital treatment in a non-urgent situation, the parent/carer will be contacted to accompany the child to hospital.
- If the parent/carer cannot be contacted, then a member of staff, probably the Headteacher, will accompany the child to hospital.
- If the child needs to go in a staff member's car, they should be strapped into the back seat and another member of staff should sit in the back with the child. Only a car insured for business use can be used.
- Every attempt to contact the parents/carers will be made by the school.
- The member of staff will have authority to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital working in the best interests of the child.

Accidents Involving External Bleeding

- Normal First Aid procedures should be followed, which should include the use of disposable gloves.
- Wash the wound immediately and copiously with water.
- Apply a suitable sterile dressing and pressure pad if needed.
- Cotton Wool should **not** be used in cleaning wounds since it is not sterile and could cause infection.
- As soon as possible seek medical advice

Splashes of blood from one person to another

- Splashes of blood on the skin should be washed off immediately with soap and water.
- Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.
- After accidents resulting in bleeding, contaminated surfaces, eg tables, or furniture should be disinfected

Staff Precautions

- As general policy, if staff giving care to children have cuts and abrasions, these should be covered with waterproof or other suitable dressings.

Waste Disposal

- Urine and faeces should be eliminated or discarded into the toilet in the normal manner.
- Nappies should be disposed of in the appropriate bin which is collected and disposed of by an outside contractor. (Bin contract will be instated if necessary).
- Soiled Waste and Bloods should be disposed of in the sanitary bins.
- These are collected regularly and the contents disposed of by an outside contractor.

Administration of Medicines

- The school follows Norfolk guidelines for administration of medicines – see Medical Needs Policy
The school has clear arrangements in which non-prescription medicines may be administered where it has been agreed by the headteacher.
 - 1) **Completion of form which includes specific times and amounts with parent/carers signature. If we are unable to meet the time criteria we will not be able to administer the medicine and the parent/carer will be responsible for making alternative arrangements.**
 - 2) **No medicine should be administered if the situation is not compatible with the instructions on the medicine.**
 - 3) **No medicine should be accepted for administration not in its original packaging.**
 - 4) **Medicine must be clearly labelled with the child's full name and class on the box and packet/bottle.**
 - 5) **Parents/carers must provide the full administration kit e.g. spoon/easy does syringe**
 - 6) **Parents/carers must notify school via email when (date and time) they last administered the medication.**
- No staff member will be required to administer medicines
- A record must be kept of all drugs to be administered at school.
- A request/consent form must be completed must by someone having parental responsibility.
- Prescribed medicines can be administered.
- Non-prescribed medicines are limited to medicine that are necessary to enable the pupil remains at school. This might include hayfever relief. This does not include pain relief, which should not be administered by staff at school. (During residential school trips this may be possible – see below).
- Non-prescribed medicines are only administered at the discretion of the headteacher. Staff will only follow instructions on request form and only if these follow the instructions on the label on the bottle/packet.

- Except as stated below, medicines should be stored in a safe. (The main school office medical locker or fridge in staff room)
- Schools should ensure that medicines held on the pupil's behalf are 'in date'.

If medicines become out of date, parents should be notified and the medicine returned to them.

Asthma Inhalers

Asthma can be a life-threatening disease and attacks can start very rapidly. It is therefore vital that the asthmatic pupils have instant access to their inhalers. It is entirely reasonable to allow pupils to keep their inhalers on their person, in their classroom, or their school bag.

Analgesics - (Pain killers)

Staff should never administer analgesics in school unless they are prescribed for specific conditions such as dysmenorrhoea (period pains) or migraine.

Where children are on a residential school trip and are in need of pain relief the parent/carer will be contacted directly to discuss the administration and an email confirmation will be sent by parent/carer to confirm they are consenting to this administration.

Health and Safety Responsibilities

The Health and Safety Executive take the view that provided the school management and staff act in accordance with the health and safety policy and guidelines issued by the LA, asking advice when in doubt, then there should be no difficulty in meeting Health and Safety obligations. This approach will also ensure that Headteachers, Governors and staff remain within the protection of the LA's insurance policies.

Children with Special Medical Conditions

Individual Healthcare Plans are in place for children with specific conditions and treatment, and are placed on the office wall. All other medical conditions are noted in the front of the class register. See Medical Needs policy.

Details for recording accidents on CPOMs

- the date, time and place of the incident
- the name (and, if adult, job) of the injured or ill person
- details of the injury or illness and what first-aid was given
- what happened to the person immediately afterwards, eg went back to work, went home, went to hospital
- whether or not parents/carers were contacted
- name of the first aider or person dealing with the incident

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated each school year.

Staff will not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

Reviewed June 2025

V Newrick