

Ellwood Community Primary School

Believe, Achieve, Belong



First Aid Procedure

Date reviewed: September 2026

Next renew date: September 2028

First Aid Guidance

The Governors and Head teacher of Ellwood Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 2013.

The guidance is based upon Summary of DfES guidance on First Aid in Schools, Early years and higher education" and the Gloucestershire county council First Aid guidance.

First Aid is emergency care given to an injured person (in order to minimise injury and future disability and preserve life) before professional medical care is available. Teachers and other staff are expected to use their best endeavour's at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Responsibilities

Staff need to make themselves aware of available First Aid personnel, facilities, and the location of First Aid boxes and information within school.

Staff should be aware of risks such as pupils with specific conditions e.g. asthma, allergies, identification of specific hazards in school, when to call for further help and the documentation of necessary treatment given

Adequate First Aid cover will be provided on our school site, both inside and out. All staff are suitably first aid trained (updated every 2 years) and a number of key staff are paediatric first aid trained (updated every 3 years), particularly those working within the infants and EYFS department. A member of staff holds a "First Aid at Work" certificate.

First Aid provision is available at all times, including out of school trips, during PE and other times the school facilities are used e.g. Parents' Meetings/class assemblies.

A list of those trained can be found in the staff room, disabled toilet and office.

Staff have been trained in the past and if needed further training will be provided to meet the needs of the pupils e.g. Epipen admission and diabetic treatment.

Procedures

At Ellwood Community Primary School, we make every effort to minimise the risk of all accidents but we recognise that accidents may still occur.

- All significant accidents to pupils, staff, parents and visitors, will be reported to the Head Teacher (another senior teacher in her absence) or School Business Manager, as soon as possible, after the accident took place.
- The adult present will deal with the accident and treat any injuries, as required, and if more serious, will call for another member of staff for assistance e.g. a paediatric first aider or a First Aider at Work.
- Once the individuals have been treated, all details regarding the accident will be recorded in the Accident Book giving the relevant details eg. time/location/treatment by a member of staff ; these are kept in the classrooms, hall or office. If the injury is significant and/or of a serious nature, an investigation into the accident should be undertaken.
- Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.
- The parent/guardian will be notified, by phone if serious, at the time or when the child is collected from school.
- All serious accidents will be reported to the Governors, through Full Governor Body Meetings.
- The Headteacher will ensure that accidents, which are reportable to the Health & Safety Executive, are reported using the appropriate form/online system through the LA.

Location of First Aid equipment

- The main First Aid cupboard is situated in the disabled toilet.
- The contents of the First Aid Cabinets/Kits are regularly checked and replenished as needed.
- First aid kits can also be found in the classrooms, end of the infant corridor and junior corridor.
- Offsite first aid bags can be found on the landing outside the staffroom.

Recording of Accidents

Accidents will be recorded in an accident book.

Serious injuries e.g. breaks, serious head injury, treatment required in hospital, will be reported to the Local Authority HSE (health and safety executive).

Copy of accident slips should go home to parents/carers. If a child has had a more serious injury the child should be taken out/handed over to the parents/carers.

Adult accidents will be recorded in the adult accident book in the school office.

In most cases, the adult who initially saw and dealt with the injury is responsible for recording the injury and ensuring the correct paperwork is completed.

If a child has bumped their head:

- The Head Bump guidance for staff will be followed
- Parents will be phoned, as soon as possible
- The office will record the time the parent was phoned and the outcome
- If a child remains in school, staff will check the child regularly
- If the child goes home during the school day due to the head bump, a member of staff will hand the child over to their parent and give all the information known about the incident and how the child has been.
- Head bump injury guidance will be given to parents

Trips/Offsite

- Travel first aid kits and a trained First Aider are present on all trips.
- Inhalers/epipens and any other medication is taken that is needed.
- Risk assessments are carried out and are taken on all trips.
- Contact details of parents/guardians are taken on every trip.
- If a child incurs an injury – the injury will be assessed and recorded immediately (or as soon as safe to do so) in an accident book by the person who initially dealt with or saw the injury take place.
- The adult/teacher should phone the parents directly if the injury is significant and then they should also phone the school office to inform them.
- If the adult/volunteer isn't first aid trained, then they should seek a person who has first aid training or the next senior member of staff.
- A member of staff should monitor the child throughout the day, record any treatments and hand the child over to the parents at the end of the day informing them either verbally or in writing about the accident and treatment given.

Reporting Accidents

The staff and school recognise that we have a duty to report incidents in line with the:

- Health & Safety at Work Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Incidents to be reported to assure online

- Accidents resulting in death or major injury
- Accidents which prevent normal duties for more than 3 days
- Loss of consciousness due to asphyxia or absorption of harmful substances
- Fractures / Dislocations
- Amputation
- Loss of sight – temporary or permanent
- Electric Shock
- Injury leading to hypothermia
- Unconsciousness needing resuscitation / hospital admission for over 24hrs
- Hospital admission
- Serious head injury

- Chemicals or hot metal burn to eye
- Penetrating eye injury

Transport to hospital or home

The head teacher, senior member of staff, administrator and/or Business Manager will determine what is a reasonable and sensible action to take in each case.

- Where the injury is an emergency an ambulance will be called, following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, the Head teacher/Senior member of staff will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted, the Head teacher/Senior member of staff may decide that that child can be transported to hospital.

Where arrangements for transporting a child have been arranged, the following points will be observed:

- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil and for safeguarding.

Pupils with specific medical needs

Some pupils in school may have special medical requirements or provision. If serious (e.g allergy), their details are on display in the disabled toilet, kitchen, class medical packs, staffroom and office. Staff will be appropriately trained to cater for their needs. Any +medical health care plans are kept in pupil's individual files in the filing cabinet in the office. The medical list for the whole school is located in the main office.

Children taking Medicines

- Children requiring regular medicine should generally not be in school. We can only administer medicines after completion of Administration of medication form, available from the Main Office, has been filled in. (Please refer to the separate Medical Policy.)

Asthma

- Staff should check medical forms for written instructions from parents regarding the treatment of children in their class.
- Information regarding a child's access and use of their inhaler should also be written on the Medical/Asthma form.
- A central list of children suffering with asthma is compiled annually and included in the medical packs.
- Parents are responsible for ensuring their child's inhalers and medicines are in date.

Eczema Cream

- This will only be applied, if we have supporting medical evidence and a health care plan has been completed.

Monitoring and Review

The Governing Body will review this policy annually and assess its implementation and effectiveness.

Review: September 2026

By: Mrs Milford

Signed: *Mrs Milford*

Due to be Reviewed: September 2028