



Policy: First Aid

Last Reviewed date: September 2025

Next Review date, frequency: September 2026, Annually

Approving committee: Resources

Glossary:

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| Asthma | A condition in which your airways narrow and swell and may produce extra mucus |
| DBS | Disclosure and Barring Services check |
| Diabetes | A lifelong condition that causes a person's blood sugar level to become too high |
| Dose | A quantity of a medicine or drug taken or recommended to be taken at a particular time |
| Paediatric First aider | The Paediatric First Aid (12 hr) award meets the requirements of Ofsted and is therefore suitable for teachers to complete their registrations. It follows the latest guidelines from the Early Years Foundation Stage (EYFS) to give people peace of mind when looking after young children. |
| PPE | Personal Protection Equipment |
| Prescription medicines | A pharmaceutical drug that legally requires a medical prescription to be dispensed |

Great Abington First Aid Policy

Introduction

Great Abington Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. All staff and volunteers are subject to an enhanced DBS checking process. Please refer to the school's Safeguarding Children policy. Context Staff need to ensure that there may be issues relating to first aid as a result of child protection issues. Where staff have any concerns of this nature, the agreed steps outlined in the school's 'Child Protection Policy' should be followed.

Responsibility

- The school governing body is responsible for the first aid policy in the school, but this is implemented through the Headteacher.

First-aiders

- All staff are paediatric at work first aiders and will give first aid. All staff are covered by the school's insurance policy and are expected to use their best endeavours in an emergency to secure the welfare of pupils.
- The School Admin Lead (Emma Presland) is the appointed person for ordering first aid and is the first point of contact when contacting the emergency services.
- Karen Johnson (teaching assistant) checks supplies and works with the headteacher on reflecting on and improving procedures.
- All qualified paediatric first aiders must update their training every 3 years. Training records are maintained on the school's central record.
- The school will make every effort to ensure that all staff are trained as qualified paediatric first aiders.

Training for staff

- All staff are paediatric first aid at work trained (every 3 years).
- All staff and PTFA volunteers are annually trained on resuscitation.
- Relevant staff are trained by medical professionals for specific pupil needs.

Equipment and supplies

- First Aid Equipment is kept in the store cupboard by the staff toilets. This cupboard contains extra first aid supplies.
- Each class and the lunchtime team have their own first aid supplies - contained in a carry bag.
- Each class and lunchtime supervisor is responsible for ensuring they have the correct supplies and they are in date.
 - there is an equipment card in each bag stating that the following equipment is required:
 - guidance card
 - medical grade protective gloves and barriers
 - wound cleaning wipes
 - individually wrapped sterile adhesive dressings (plasters)
 - eye pads
 - eye saline bottles
 - triangular bandages
 - cool packs
 - scissors
 - safety pins
 - tick removal tool

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- During the swimming season a first aid box is located at the swimming pool. This is checked by Karen Johnson before the season starts and will contain additional items to support the activities and risks associated with the pool.
- Travel first aid packs must be taken when leaving the site. For specific events additional resources may be required. Lead staff member to include any additional equipment on risk assessment form.
- Staff are responsible for restocking class first aid packs and travel packs from the main supply area (grey tray boxes).
- Karen Johnson regularly checks (at least every half term) on stock levels and replenishes the grey trays.
- Karen Johnson liaises with Emma Presland on stock levels and ordering.

Medicines

Only inhalers and epipens are currently kept in school. It is the responsibility of parents to ensure that these are kept up-to-date.

Practical Arrangements and First Aid Procedure

NO LOTIONS, SPRAYS, CREAMS OR MEDICINES SHOULD BE USED

- First aid will normally be dealt with by the qualified paediatric first aiders.
- Where relevant, make sure the class teacher is informed of any action taken.
- Gloves must be worn before dealing with any cuts or grazes.
- Use water only to clean cuts or grazes. No lotions or creams should be used.
- If necessary (bleeding / open wound), cover the cut with a plaster or other dressing.
- Enter the child's name, injury and treatment in the accident book (this must be done for all but the very minor scratches and bumps). Please add your name and the date.
- Staff, volunteer (adult) injuries should be reported to the school office and the headteacher informed.
- Accident books are held in the first aid area near the staff toilets and the outside shed.
- All minor knocks and grazes should be recorded. These must be kept and filed until the child reaches 21.
- All minor bumps to the head should be recorded and a bumped head note sent home with the child.

Any other head injury must be reported to parents immediately and usually by the member of staff dealing with the incident or Lead Admin person or the Headteacher.

- If a child is feeling unwell and needs to go home the class teacher should be consulted and the parents contacted.
- Children normally wait in the corridor area outside the headteacher's office. The office must be informed if a pupil is sent home and the parent must sign the child out using the e-Reception system.

Parents must be informed of any significant accident and/or treatment given during the day, preferably by the person who treated them.

- In an emergency contact the relevant service, check medical details on the school management information system.
- Contact numbers, emergency contact and doctors' details are maintained in the management information system (Arbor). Details of chronic illness or allergies are also stored here and can easily be accessed via the medical report.

Supporting Pupils with Medical Needs

- Many pupils will have short-term medical needs at some time during their school life, involving the need to take medication at school.
- A few pupils may have long-term medical needs which may involve special requirements and/or medication. In these cases we will work with the parents / carers and health professionals to ensure the right care is provided by the school. An individual care plan will be drawn up using our Google document template. Where possible this will be maintained as a live document shared with the parents / carers.
- All staff should be aware of the medical needs of all children. Arbor reporting supports all staff in understanding the medical needs of pupils.
- Class lists will be kept in the locked cupboard and checked regularly to ensure up to date.
- No child should have any medicines in his/her possession.
- If you feel your child needs non-prescription medication during the day then contact the school office to discuss options:
 - arrange a suitable time to come into school and administer the medication.
 - staff to administer medication after parents / carers have completed the medical form

Prescription Medicines

- If a child is unwell he/she should not be in school. There are, however, times when a child is recovering but still taking prescription medicines or he/she may have long-term medical needs. In these cases it may be possible to give doses of PRESCRIPTION MEDICINES, provided that these are brought to the OFFICE each day by a parent or other adult who signs a medical form to state the dosage, date and that this concurs with the drug's pharmacy label.
- The medicines will be kept in a locked cupboard (or stored in a fridge). This is at the discretion of the Headteacher. Please note that we will not be able to give the medicine without the completion of the medical form.
- For pupils with long-term needs (such as asthma) the forms only need to be filled in at the beginning of each academic year.
- Asthma inhalers and epipens must be taken on trips involving those children with these specific needs.
- Older children may have inhalers in their school bags if the parent so wishes and should take them out at break times and during PE lessons.

Any staff administering medicine must check:

- pupil's name
- written instructions
- name of medication
- dose / frequency
- expiry date
- they have completed the form for that instance

Guidance on dealing with spillage of body fluids

- Spillages of blood, vomit, urine and excreta should be cleaned up promptly. The following general actions must be taken by the person dealing with the spill:
 - Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.
 - Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn.

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- Any spilt blood or other body fluids should be cleaned up with disposable absorbent paper towels.
- Ensure the area is cleansed with a suitable antiseptic solution.
- Dressings should be disposed of in the ladies' sani-bin after double bagging.