



Ditton Primary Academy

First Aid Policy

Ratified: March 2025

Next Review Date: March 2026

Policy Responsibilities and Review

Policy type:	School
Guidance:	We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.
Related policies:	<ul style="list-style-type: none"> • Health and Safety Policy • Wellbeing Policy
Review frequency:	Annually
Committee responsible:	Local Governing Committee
Chair signature:	Mrs J Bacon
Changes in latest version:	<p>Ditton Primary School has adopted Evelyn Street Primary's First Aid Policy March 2025</p> <p>Medical Tracker – this will go live from March 25 to record accidents electronically and informs parents of any injury their child may have whether minor or major.</p>

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The Governors and Head teachers of Ditton 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.

We are committed to the authority's procedure for reporting accidents and recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

Statement of First Aid organisation

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- Medical Tracker – informs parents via e-mail of any injury to their child.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.

- Undertake a risk assessment of the first aid requirements of the school

Arrangement for First Aid

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE

'Guidance on 'First Aid for schools'.

The Appointed Person: Currently the Appointed person is Mrs Mairead King, she will regularly check that materials and equipment are available. A requisition form is sent to the finance officer and she will ensure that new materials are ordered when supplies are running low.

All First Aid Boxes are labelled according to which department they are in e.g. EYFS, KS1 corridor etc. These boxes should be stored where they are visible and easy to access. The school has a wall mounted First Aid station in EYFS area. It is the appointed person's responsibility to ensure that these are regularly checked and that the stations are fully stocked.

The school has portable first aid bags for use on fieldwork visits off site. It is the responsibility of the trip leader to notify the appointed person if stocks in the trip bag are running low.

If First Aid boxes need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

ALL INJURIES

All injuries whether minor or major will be reported on Medical Tracker which is linked to the school's MIS system and will automatically sends a message to parents advising of the injury to their child.

Playground

It is the supervising adult's responsibility to locate a first aider who will provide FA in the case of a minor or major incident. The First Aider should inform the class teacher/Teaching Assistant of the injury so that they can monitor the child for the duration of the day. All injuries will now be processed on Medical Tracker which automatically sends a message via email to parents regarding an injury to their child. This tracker links to the school MIS system.

Cuts

The nearest emergency first aider deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe. A fully trained first aider must attend the patient to give advice. ANYONE TREATING AN OPEN CUT SHOULD USE THE PROVIDED LATEX FREE RUBBER GLOVES.

Head injuries

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. The adults in the child's class room should be informed and keep a close eye on the child. If it is decided that a child should be sent home after a bumped head incident, the child should remain with the First Aider until they are collected so they are monitored closely.

First Aid and Medicine files

The contents of these books are collected at the end of the academic year, by the appointed person, and kept together for a period of 3 years as required by law. For Major accidents/ incidents a further form must be completed within 24 hours of the accident/ incident. (Any accident that results in the individual being taken to hospital is considered a Major accident/ incident.). These forms are obtainable from the appointed person and once completed a copy of it must be kept on file. They also need to be signed by the Headteacher. All completed medicine files etc are stored in a locked cupboard in the school hall.

Administering medicine in school

At the beginning of each academic year, any medical conditions are shared with staff. Any medical condition is recorded on Arbor. Children with medical conditions such as epilepsy are given a care plan which is signed by a Parent/Carer. These need to be checked and reviewed regularly. Medications kept in the school for children with medical needs, are stored in the safe in the school office and should be clearly marked with child's name. A consent form signed by parents regarding what the medication is, what dose should be given and how often is kept in the school office and signed by the person administering the medication. This is countersigned by another member of staff in the office.

All medications given in school are administered as per the consent completed by parents.

Children with Asthma

Our school Asthma lead is Mairead King.

All children prescribed with an inhaler are placed on the Asthma Register. Children who are using an inhaler on a temporary basis (e.g. due to a chest infection) are also to be placed on the register. A copy of the Asthma Register is displayed in every classroom and the school office. The information regarding Asthma can also be found on Arbor. Inhalers are kept in medical boxes clearly displayed in each classroom. All staff and children are to be made aware of the location of the boxes in case of need.

Parents are requested to sign a consent form giving permission for an emergency inhaler to be used when necessary. The school has spare salbutamol inhalers for use if needed in EYFS/KS1/Medical box in Y3/4 and 5/6. Night Owls and Breakfast Club also have them. If any of these inhalers are used it is recorded in the yellow medical file in each department and parents are to be informed. Children should be encouraged to use the inhaler themselves. All inhalers must have a spacer.

In September of each year parents are sent a confidential data form requesting up to date details which includes medical conditions and consent to use emergency inhalers. These details are updated on an annual basis.

Other Medicines Short term prescriptions

Medications such as the short term use of antibiotics or painkillers can only be administered in school if prescribed to be given four times per day. It can only be administered if the parent /carer fill out the 'Parental Consent Form which can be obtained from the school office. Both the consent form and the medication is kept in the school office. The office will inform the class teacher about the medication. A teacher / teaching assistant will bring the child to the school office, sign the form and administer the medication. A copy OF The Administering Medical Form is to be given to the Appointed Person and filed in the locked cupboard in the school hall with all other medical information.

Parents should be encouraged to administer medicine at home. All medication administered at school must be **prescription medicine**, prescribed by a doctor to be taken 4 times a day and obtained from the pharmacy, clearly labelled with the child's name and address. Medications that need to be kept in the fridge can be stored in the office fridge.

Calling the Emergency services

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision. The Headteacher, Assistant Head, School Business Manager should be informed if such a decision has been made even if the accident happened on a school trip or on school journey. If the casualty is a child, their parents/carers should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are available from the school office.

Head lice

Staff do not touch children and examine them for head lice. If we suspect a child or children have head lice Parents/Carers are to be informed. Children can only be sent home for treatment if live lice are seen. A standard letter is sent via ping to the parents in that class. If staff have serious concerns over head lice, speak to the Pastoral Officer who will contact the school nurse who can examine and also give advice and guidance to parents/carers on how best to treat head lice.

Chicken pox and other diseases, rashes

If a child is suspected of having chicken pox etc., we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it was ok to look. Parents should then be called to come and collect the child.

FIRST AID POLICY COVID APPENDIX:

For current procedures in respect of Covid within educational settings please refer to the following guidance:

<https://educationhub.blog.gov.uk/2023/10/11/what-are-the-latest-rules-around-covid-19-in-schoolscolleges-nurseries-and-other-education-settings/>

<https://www.nhs.uk/covid-19-advice-and-services/>