

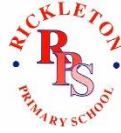
Rickleton Primary School



FIRST AID POLICY

Dates of previous revisions:	November 2024
Latest revision:	November 2025
Approved by Governors:	November 2025
To be reviewed:	November 2026

Review Date	Changes made	Ratification Date by Governing Body
September 2020	Section added with reference to Rickleton Plus	November 2020
September 2021	'School' mobile phone altered just to 'a' mobile phone	Nov 21
November 2022	Designated first aider in charge of checking and re-filling first aid kits named as Maxine Young	Nov 2022
October 2023	Monitoring of medication expiry date moved from Admin staff to Designated First Aider (Maxine Young)	Nov 2023
November 2024	Designated first aider altered from Jemma Comrie to Alan Baker R+ designated first aider removed – all staff are paediatric trained. Updated information about storage of medical provisions in class red medical bags.	
October 2025	Information added regarding first aid training for trainee teachers working in EYFS.	



FIRST AID / ACCIDENT PROCEDURES

STATEMENT : It is our intention to ensure the health and safety of all pupils in our care and to support children with medical conditions / needs with reference to health and safety and other legislation.

Designated First Aiders (during school hours):	Alan Woodhead, Alan Baker, Maxine Young
Designated First Aiders (out of school hours):	Brian Melvin (Site Manager)
Administration of treatment for long term medical conditions :	Please refer to the Managing Medication Policy.
First Aid Posts :	<ul style="list-style-type: none">• First Aid Room, Area 4• Reception Area 1 (lunchtime only)• School Admin Office (emergency only)
First Aid Box :	<ul style="list-style-type: none">• Sited in First Aid Room• Main office• Sited area 1, 2 , 3, 4, staff room, nursery, annex
Accident and First Aid procedures	<ul style="list-style-type: none">• Posted throughout the school
Blank Incident Report Forms IR1	<ul style="list-style-type: none">• Accessed online
Copies of completed Incident Report forms	<ul style="list-style-type: none">• Retained in school office in file
General Accident book	<ul style="list-style-type: none">• Sited in first aid room for use throughout the day.
Accident Books in nursery, areas 1 &2	<ul style="list-style-type: none">• Sited in areas for use during the day
Lunchtime Accident Book	<ul style="list-style-type: none">• Retained in first aid room but given to lunchtime staff for use at lunchtime.
After School Accident Book	<ul style="list-style-type: none">• Retained in after school club (R Plus) for use at breakfast and after school club

Paediatric First Aiders – All Early Years staff are trained and Rickleton Plus staff Basic First Aid-Lunchtime supervisors, teaching assistants and administration staff. As of September 2025, due to changes in the statutory framework for EYFS, all adults working regularly in EYFS must access paediatric level first aid training, including trainee teachers.



POLICY FOR ADMINISTERING TREATMENT

SHORT TERM MEDICAL CONDITIONS

If children require medication for a short period (days) designated staff can administer prescribed medication providing that parents have completed a protocol giving authorisation.

Similarly if staff members require medication for short periods they will also be required to complete a protocol

Refer to the Managing Medication Policy for further information.

DESIGNATED FIRST AIDER

It is the responsibility of the Designated First Aider (Maxine Young) to:

- Ensure first aid boxes are sited in areas (including those areas used by lunchtime supervisors) and are fully equipped.
- Check expiry dates and contents of all first aids kits are kept in usable condition.
- Ensure paperwork and recording documents are stored and completed for children with medical needs.
- Review annually the expiry dates of first aid certificates and arrange refresher courses as and when necessary.

ADMINISTRATION STAFF

- Collect information about children in the Reception classes and about new admissions from the admissions forms concerning medical conditions / treatment needed in school eg asthma, inhalers, give out treatment forms and retain in separate asthma file in office. Inhalers kept at school are stored in cupboard opposite the office.
- Ensure contact forms are sent out to all new parents in September and update school records with contact and medical information.
- Ensure list of staff with first aid certificates is kept updated and copies are retained with both accident books and school policy for accident and first aid procedures.
- Along with first aid manager, monitor the accident book and records and consult the head teacher when necessary.

ROLE OF STAFF

There is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. This is a voluntary role. However, swift action would need to be taken by a member of staff to assist any pupil in an emergency. If a teacher or coach are leading activities (such as PE) outside the school building they should take a First Aid kit with them and a mobile phone.

Teachers and other school staff in charge of pupils have a common law duty to act as any reasonably prudent parent would, to make sure that pupils are healthy and safe on school premises and this might in exceptional circumstances, extend to administering medicine and/or taking action in an emergency.

This duty also extends to teachers leading activities taking place off the school site, such as educational visits, school outings or field trips.

It is the responsibility of staff to ensure they are aware of the medical conditions of children in their class and to safeguard the health and safety of such pupils.

LONG TERM MEDICAL CONDITIONS

Such pupils are regarded as having Medical Needs and may require a health care plan to ensure school staff has sufficient information to understand and support a pupil with long term medical needs. Please see Managing Medication Policy for further information.

ACCIDENT REPORT PROCEDURE

MINOR INJURIES

Any minor injuries will often be attended to by first aid manager or lunchtime supervisors who have received training.

Cuts, scratches and minor wounds should be cleaned and bathed with water.

Gloves should be worn when dealing with cuts etc and any waste should be disposed of in the medical waste containers.

Children who are treated by first aiders are given a slip to take home to parents/carers to advise them of an accident. More severe injuries including bumps to the head are also reported to a parent/carer by telephone by a staff member.

As a general rule all injuries/bumps to the head should be recorded and parents advised as soon as possible.

Accidents resulting in injuries considered to be of a minor nature and which are dealt with on site should be recorded in the school's accident book and retained on site only. There are two accident books one which is used by designated staff throughout the day and one which is used specifically for lunchtime accidents. The following information is recorded

- Date and time of accident
- Name of injured person
- Description of the injury (e.g. Cut)
- Location of accident (e.g. Corridor)
- Class number

- Description of treatment given
- Parents informed by phone or slip
- Record if child returns to class or is sent home
- Name of person providing the treatment

ALL OTHER ACCIDENTS (PUPILS, EMPLOYEES AND OTHERS)

An Incident Report Form (IR1) must always be completed online for accidents which do not fall into the minor injuries category. For example,

- Accident to an employee, contractor or visitor which is anything more than minor injury
- Medical treatment is required other than that given by the first aider e.g. referred to GP or taken to hospital
- There is a resulting absence from school/work
- Action is required to prevent a recurrence for example where the accident 'arises out of or in connection with the undertaking'

In this case the accident must be investigated by the Head Teacher and reported on the Incident Report Form (IR1) online.

Rickleton Plus (Breakfast and After School Club)

The staff in Rickleton Plus follow the same guidance, outlined in this policy, as the rest of the school. Their first aid kit is stored securely in the kitchen area and they use a first aid travel bag if they are with the children outside.

If parents bring any new medication to R Plus the staff will ask parents to complete the usual protocol and will store the medicine until such time as it can be handed to the school office for use during normal school hours. The school office similarly will share details with R Plus staff of any medication that needs administering during R Plus hours if any is taken in at the school office.

Staff are aware of any children attending R Plus who have long term medical conditions such as diabetes, etc. and aware that emergency medication is stored in the school office which is always accessible during R Plus hours. Alternatively there may be occasions when R Plus are also given a duplicate of the emergency medication so it can be stored securely by them and is easily accessible.

This will be of particular importance during holiday periods when the whole school is not open.

In relation to inhalers these are stored in the red school first aid bags, one of which is created for each class. They are stored in various accessible places during term time hours however during holiday periods pupils would need to bring an inhaler to R Plus for that period. R Plus have also been given an emergency inhaler in case of need.

Each classroom has a clearly visible sign next to the class whiteboard explaining the location of red medical bags.