First Aid Policy

Reviewed: January 2026 (SLT)
Next Review date: September 2026

Purpose

- To provide first aid as necessary
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary.
- To encourage every child and adult to begin to take responsibility for their health needs

First Aid Provision

- The Head teacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- Portable First Aid kits are taken on educational visits.
- The First Aiders will ensure the maintenance of the contents of the First Aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of epipen.
- All staff will ensure that they have read the school's First Aid Policy.
- As outlined in the Lettings Policy all groups using the school site must provide their own first aider and first aid kit.
- A First Aid risk assessment is carried out annually, reviewing first aid signage on the site and listing all first aiders and the expiry date of their qualification.

Defibrillator (AEDs)

• The school has a defibrillator on site. It is located next to the main school office.
• Although AEDs are designed to be used by someone without any specific training and by following step by step instructions on the AED at the time of use, a number of staff have been instructed in the safe use of the AED.
A list of AED trained staff is available in the school office and listed next to the machine.

Maintenance

Modern AEDs undertake regular self-tests and, if a problem is detected, will indicate this by means of a warning sign or light on the machine. Our lead first Aider, Jacki Smith will check the AED every month for warning indicators.
The AED is kept with a number of accessories/consumables to ensure that it is always ready for use. Where necessary, these will be replaced after every incident.

First Aid Boxes

First Aid boxes are located in:

- The Staff Room cupboard.
- Entrance to Nursery
- Exit door to Key stage 1 playground
- Both Exit doors to Key stage 2 playground

Procedures:

In school:

- In the event of injury or medical emergency, contact an appointed First Aider or another member of staff.
- Pupil complaining of illness or who have been injured will be seen by a qualified First Aider(s) to assess and, where appropriate, treat. Where appropriate, parents should be contacted as soon as possible so that the child can be collected and taken home.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- If the situation is life threatening then an ambulance should be called at the earliest opportunity without waiting for the appointed person to arrive on the scene.
- No member of staff or volunteer helper should administer First Aid unless he or she has received proper training.
- For their own protection and the protection of the patient, staff who administer First Aid should ensure that hands are washed before and after administering first aid and disposable gloves should be worn.
- All serious accidents should be reported to a First Aider or the Headteacher who should call an ambulance and the child's parents.
- In the event of a serious incident an ambulance will be called and a member of staff will accompany the child to hospital. Parents will be asked to go immediately to the hospital. It may be appropriate to transport a child to hospital without using an ambulance. In such cases staff should ensure that they have specific cover from their insurance company or verbal permission from parents.
- If staff are concerned about the welfare of a child they should contact the school office immediately. If an injury has been sustained, the child should not be moved.

Out of School:

- A class set of contact forms / disclaimers and mobile telephones should be taken on trips out of school.
- Teachers must ensure that medicine is taken for any pupils who require regular medication, for example inhalers and insulin.
- All epi-pens must be taken out of school by the class teacher.
- Teachers must take a first aid kit.

Educational Visits:

- The Headteacher has responsibility for ensuring staff have adhered to the schools Educational Visits procedures when organising a visit. Appendix 1
- A risk assessment will need to be carried out as part of an educational trip. Particular attention needs to be paid to:
  Outdoor educational visits
  Hazardous activities
  Swimming pool lessons. Swimming instruction is provided by qualified swimming instructors. Staff ensure that children adhere to the swimming pool rules.

Incident Reporting

- All incidents, injuries, head injuries, ailments and treatment are reported in the First Aid Book, kept in the staff room.
- In line with the Early Years Standards, all accidents/incidents concerning children within the Reception class and Nursery will be recorded in the Reception and Nursery first aid book. All incidents will be read and signed by parents at the end of the school day.
- Year 1 to year 6 parents are informed of any first aid administered on a green form sent home with their child. The letter outlines the injury and treatment given.
- First Aiders contact parents by phone if they have concerns about the injury.
- All head bumps are checked by a first aider and parents are informed by phone.
- Staff must inform the school office or Headteacher if they have sustained an injury at work. All reportable accidents/ incidents will be submitted to the local authority via the online reporting system.
- An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.
  The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines

- Our trained First Aiders/Office staff administer medicine that has been prescribed by the doctor to be taken four times a day. Before any of these medications are given to a child, the appropriate form must be completed by parents. These forms are kept with the medicine.
- **Please Note**: All prescribed medicines must be sent in, in their original packaging displaying the pharmacists label, clearly stating the pupils name and dosage requirements.
- If any medications (such as inhalers for asthma) are brought into school it is a parent's responsibility to ensure that they inform the school office, and that they understand that their child will take responsibility for knowing when they need their inhaler. (All inhalers and spacers are stored in the teachers cupboard in the medical box) It is the responsibility of parents to ensure that inhalers are checked and remain within the 'use by' date. If there are any doubts about a child's ability to take responsibility for their own medication, or if a parent would like other medication to be administered within the school day, then a parent should be advised to maintain that responsibility and make arrangements to administer the medication themselves.
- Parents will be expected to complete an Individual Health Care Plan to ensure the school understands their child's needs*. (See section below – Supporting Pupils with Medical Conditions)*

Body Spillages

- No person must treat a pupil who is bleeding without protective gloves.
- Protective gloves are stored in the First Aid cupboard and in First Aid boxes.
- All body fluid spillages (vomit, diahorrea and blood) must be cleaned immediately. This is vital if the spread of infection is to be reduced. Gloves should be worn when contact with blood or body fluid is likely.
- Absorbent granules should be dispersed over spillage and left to absorb.

Head Lice

- A general letter is sent home to parents of all children in a class if there is a case of head lice within that class.

Supporting Pupils with Medical Conditions

Mount Nod School provides all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their potential.

At Mount Nod School we make sure that:

- A Health Care Plan is completed in consultation with parents and other professionals where necessary. Health Care Plans are always shared with class teams and significant staff who need access to this information. All permanent staff are aware of which children have a care plan, this information is updated annually and when informed of any change. Other supply and temporary staff, volunteers and students are informed on a "need to know" basis. Staff understand their duty of care to pupils in an emergency.
- A Health Care Plan accompanies a pupil on any visit out of school and should they need to attend hospital. Health Care Plans are kept in the classroom and copies are held in folder in school office.
- Medication will be taken as detailed in the pupil's Health Care Plan.
- Some staff may volunteer to administer medication to pupils - especially when required out of school - on a school visit or residential, for example. These staff will be required to undertake the competency training for each named pupil. Only staff who have undertaken the competency training will be able to administer medication to a named pupil.
- A record of staff training is maintained and a copy held in the Health & Safety file.
- All staff receive the annual 'Health Awareness' training led by the School Nursing Service. It covers asthma, epilepsy, anaphylaxis and administering an epi-pen.

Appendix 1

Day of departure checklist for Party Leader

	Yes	No	N/A
Do you have the consent / disclaimer forms with you?			
Do you have all other documentation with you?			
Have you given a signed copy of the risk assessment to all adults and left a copy with the headteacher?			
Have you discussed the risk assessment with the children and staff/ accompanying adults?			
Have you left a list of all party members, including mobile phone numbers, with the Head or other Senior Manager?			
Do all staff members have a list of party members, including for whom they have particular responsibility?			
Do you have the correct staff to young people ratio for the category of visit?			
Do you have a list of emergency phone numbers, mobile phone, cash / card?			
Do you have first aid, including travel sickness equipment?			
Have you ensured young people have the necessary medication with them?			
Have you checked that all young people are suitably clothed and equipped?			
If the visit is for the duration of the school day have you checked that lunch arrangements have been made for all children?			
Have you checked that the coach or mini-bus driver has the correct information?			
Have you ensured all young people are seated and have seat belts on, and do not have direct access to emergency exits?			