Brown's C of E Primary School

Every Child Matters

POLICY

For

First Aid 2026-2027

But God has combined the members of the body ….so that there should be no division in the body, but that its parts should have equal concern for each other. If one part suffers, every part suffers with it; if one part is honoured, every part rejoices with it'

(1 Corinthians 12:24-26)

Policy Co-ordinator: Executive Headteacher/Head of School/Business and Operations Partner
Original Policy Dated: September 2022
Reviewed Policy Date: October 2026
Presented to Academy Committee: October 2026

Caring. Learning. Enjoying. Achieving. All within the love of God

Introduction

Brown's C of E Primary School is committed to promoting and safeguarding the welfare of children and young persons in accordance with Keeping Children Safe in Education, under the provisions of the Education Act 2011.

First Aid provision in school is for everyone present in the school: Children, staff and visitors to the school site. This policy outlines our daily policy, practice and procedures for first aid within our school. It should be read in conjunction with the following school-based policies:

- Child Protection & Safeguarding Policy
- Medicines in School Policy
- Supporting Pupils with Medical Needs Policy
- Asthma Policy
- Health & Safety Policy
- Educational Visits Policy
- SEND Policy
- Accessibility Plan
- Allergen and anaphylaxis policy

First Aiders in School

The persons responsible for First Aid in our school are the Executive Headteacher/Head of School. A majority of school staff have received Emergency First Aid at Work Training as a minimum requirement, with specific Early Years and Key Stage 1 staff receiving Paediatric First Aid Training. A list of First Aiders and qualifications held is located in the staff room and school office. This list is updated as needed; particularly when people have updated their training, or when new staff have attended courses and become certified First Aiders.

Continuing Professional Development & Training

- All First Aid training is renewed every three years.
- The school training programme may contain training on specific needs of children, as needs are identified based on the children currently in school. This training is currently delivered by an external provider.

First Aid Boxes

First Aid Boxes are located in the school office and all classrooms. Midday Supervisors also have dedicated First Aid boxes for their own use while on duty. The contents of each First Aid Box are checked regularly and contain supplies to comply with current guidelines. There are also portable First Aid kits situated in the school office for when children are going off site on trips or to sports events.

Daily Procedure

If a child/adult is ill or injured, they must be assessed by the nearest available First Aider, and any treatment or actioned notified to the school office either in person or via CPOMS. The following procedure will then take place:

- The situation will be assessed.
- Appropriate First Aid will be carried out.
- The injury/incident will be recorded on CPOMS and any tagged to the school office so necessary contact home can be carried out and actions recorded.
- A second opinion by a qualified First Aider in school may be sought.
- Further checks, if deemed necessary, on an individual's welfare/condition may be made throughout the school day.
- It will be determined whether further medical advice needs to be sought.
- It will be determined whether the child/person should remain in school.
- If a child has sustained any kind of head injury, the parents must be informed immediately.
- Parents will be advised to seek medical/hospital advice for any injuries that are a cause for concern.

What Constitutes an Emergency?

An emergency is any first aid situation, where the advice from a medical professional is required and/or the medical profession or emergency services are required to take over the situation.

Emergency Procedures

- A telephone call will be made to the preferred number listed on the school database. If no contact has been able to be made, or no return phone call has been made, the school will attempt to ring the other emergency contacts.
- If a child has a serious medical condition, i.e. diabetes, the needs of that child are communicated to all staff and recorded on Bromcom and CPOMS.
- Information on procedures to follow in the case of an asthma attack is displayed in all classrooms and shared/communal areas.
- All emergency procedures should be carried out by a qualified First Aider.
- If a situation is deemed serious or life-threatening, an ambulance/emergency services, 999, must be called immediately. A member of staff, accompanied by another member of staff, should accompany the child/adult to the hospital. Parents/carers should make their own way to the hospital, if they have not been able to get to school, prior to the departure of the ambulance. The child's details should be collected from the school office to be taken to give to hospital staff, (DOB, address, allergy and other key information).

- In situations where it is determined that a hospital assessment should be sought, the parent/carer would be advised to attend the hospital. If the school is unable to contact the parent/carer or emergency contacts, the child will be taken to hospital, via taxi, accompanied by a First Aider and member of the senior leadership team.

Monitoring Procedures

CPOMS allows for the careful logging of incidents. The Executive Headteacher/Head of School monitor incidents, in order to ascertain repetition of incidences and to identify possible health and safety risks and, where possible, to initiate remediate action(s).

Medicines in School

Any child requiring medication, as advised by the GP, and given clearance to attend school, must have their medicine brought to the school office by their parent/carer. The medicine should be clearly labelled with the child's name and the dosage clearly identified and communicated to office staff. The parent/carer must also complete and sign a permission slip.

Two members of staff will have initialled the slip at the point of any administration to the child: the member of staff administering and the witness. All medicines are stored safely in the lockable fridge box/cupboard in the school office/staff room. Parents should state an optimum time for administration of medicine on the permission form.

Although every effort will be made to administer medicine at that time, medical emergencies would take priority and medicine would be administered as close as possible to the agreed time.

Asthma

Please refer to Asthma Policy.

Contamination/Hygiene

When administering First Aid, the following procedures must be followed:

- Protective gloves must be worn at all times;
- Children and staff should cover their own open wounds;
- Bodily fluids should be placed in a yellow bag and in the appropriate bin;
- Gloves and aprons must be worn when cleaning up vomit and other body fluids.

Educational and Sporting Visits

In line with the Educational Visits Policy, the following should take place:

- All visits must identify a First Aid Leader and this person must be named on the risk assessment documentation, prior to the visit. This risk assessment is then approved by the EVC co-ordinator and Executive Headteacher.
- In line with the Asthma Policy, all children requiring an inhaler must take their inhaler along with them on visits and the inhaler must be clearly labelled. The designated First Aid Leader will also carry a spare inhaler.
- All children requiring medication during a visit must have their medicine brought along with them. The medicine must be clearly labelled and a permission form must have been completed by the parent/carer.
- Travel sickness tablets must be taken, if needed, prior to arriving at school.
- First Aid Kits are taken on every visit. These contain First Aid supplies, compliant with current guidelines, together with any other First Aid equipment deemed necessary by the Visit Leader.

Head Lice and Infestation

Should any occurrence of head lice be present in a class, a communication will be sent to parents/carers on the same day, informing of the presence of head lice within a cohort and of the need to check their own child's hair. The parent/carer of the child with head lice will be informed privately/separately by a member of staff.

If a child has visible bites, possibly related to infestation from family pets, the parent/carer will be contacted and informed that the situation needs to be addressed at home. Should any carpeted areas of the school require attention as a result of infestation, these will be treated out of school hours by the Caretaker/Cleaner/Area Site Manager and/or an external provider.

Sun Cream

Parents receive regular reminders from school regarding sun protection. During periods of hot weather, children may bring labelled sun cream to school. This is to be kept in their bags and should only be sent in if the child is able to apply their own sun cream. The school advises parents/carers to apply 24-hour sun cream, prior to the start of the school day. Children are encouraged to wear a sunhat for outdoor play sessions during periods of hot weather.

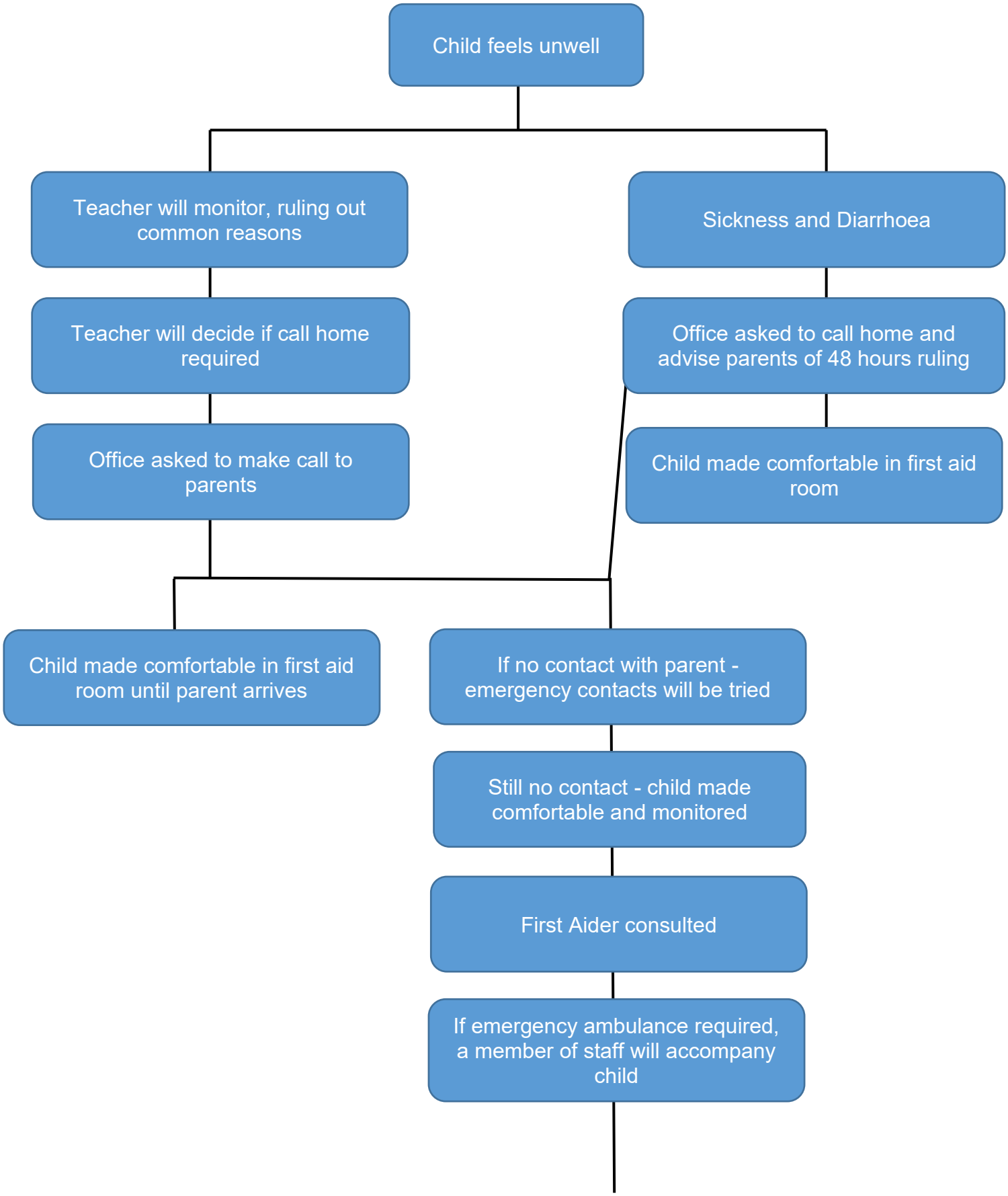
Equal Opportunities, SEND and Inclusion

This policy was written in line with the school's, SEND Policy and Equality and Accessibility Plans

Monitoring

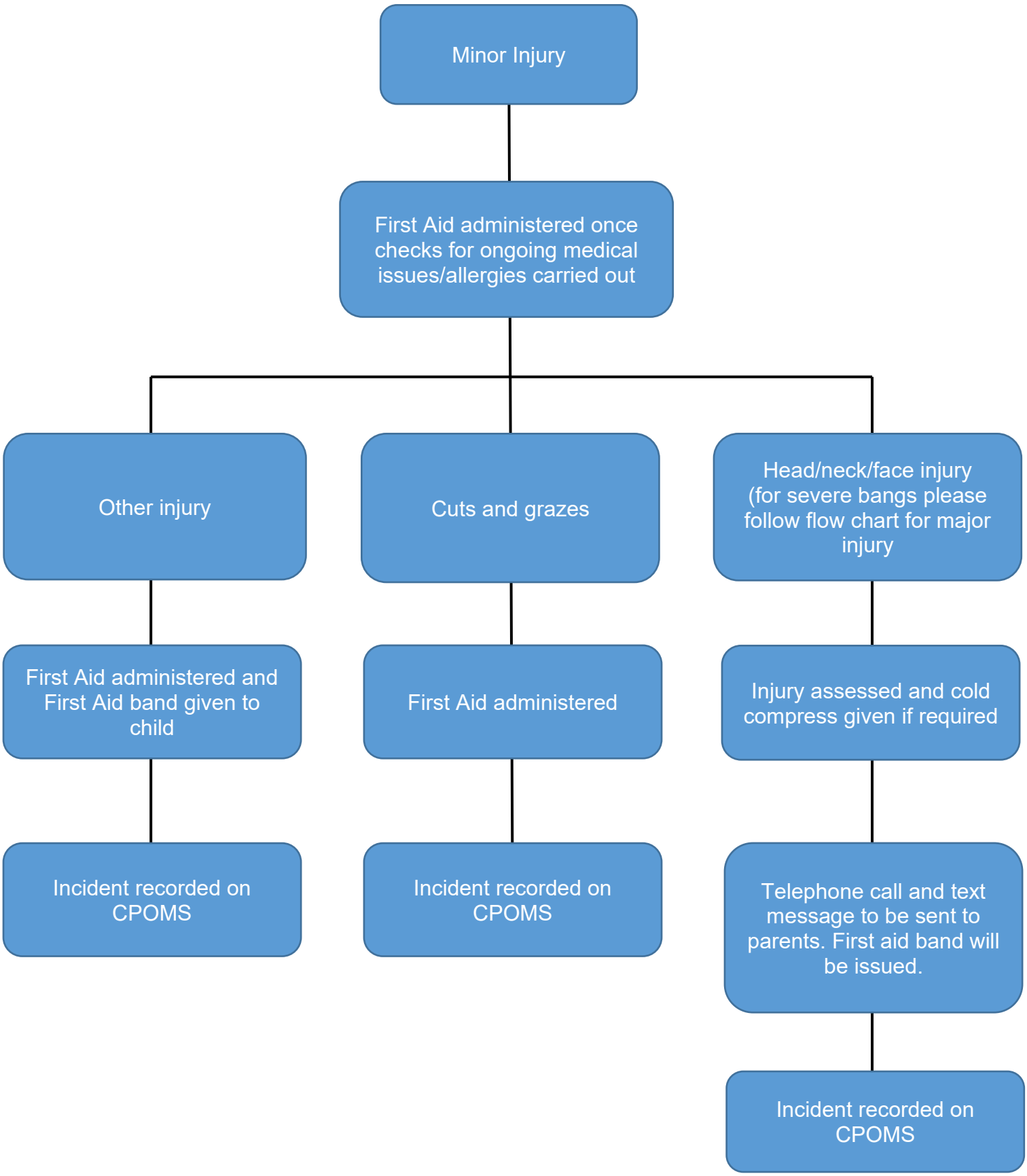
The Senior Leadership Team are responsible for the monitoring, evaluation and review of this policy and provision for First Aid at Brown's C of E Primary School.

Appendix 1 – Action to take in the case of illness in a child



Senior Staff informed

Appendix 2 – Action to take in the event of a minor injury in a child



Appendix 3 – Action to take in the event of a suspected major accident, incident or illness

