

Skirlaugh CE Primary School

'a caring Christian learning community where everyone is valued'



First Aid, Accident & Medical Conditions Policy

Approved by Governors

Spring 2026

Last Renewal Date

Autumn 2025

Next Renewal Date

Autumn 2028

First Aid and Accidents

1. Policy Statement

Skirlaugh CE Primary School is committed to providing a safe and healthy environment for all pupils, staff, and visitors. The school recognises its duty of care under the Health and Safety (First Aid) Regulations 1981 and ensures that appropriate first aid arrangements are in place at all times.

The overall aims of this policy are to ensure that:

- First aid provision is available to all pupils, staff, and visitors.
- Staff and pupils receive prompt, appropriate medical attention when needed.
- All accidents and injuries are properly recorded and reported.

2. Aims of the Policy

More specifically, this policy seeks to achieve the following:

- To provide clear procedures for administering first aid and managing accidents.
- To ensure that trained and qualified first aiders are available during the school day.
- To maintain up-to-date records of all first aid treatments and accidents.
- To communicate effectively with parents following any serious incidents involving their child.

3. First Aid Provision

Qualified Staff

- The school will ensure that an adequate number of staff hold up-to-date first aid qualifications, including **Paediatric First Aid** certification where required (EYFS and KSI).
- All staff within the school have in-date First Aid training, with all staff in the Early Years holding up-to-date **Paediatric First Aid** training. A further 3 staff in the main school building have up-to-date **paediatric first aid** training.
- The School Business Manager is the First Aid Lead and holds a record of all staff training. They are responsible for ensuring staff training is updated prior to qualifications expiring.

First Aid Equipment

- Fully stocked first aid kits are available in each classroom - including EYFS, the office and the kitchen. A kit is also taken outside each playtime / lunchtime.
- Kits are checked regularly by the First Aid Lead to ensure supplies are replenished. Staff are aware of the need to report missing items or items which need replenishing to the First Aid Lead.
- Portable first aid kits are available for off-site visits and sporting events.

- An on-site defibrillator is stored in the first aid room. This is registered with 'the circuit'

Hygiene and Infection Control

- Disposable gloves must be worn when treating any injury involving blood or bodily fluids.
- Hands must be washed or sanitised before and after administering first aid.
- Contaminated waste should be disposed in yellow hazard bags
- Vomit or other bodily fluids should be cleaned using granules and antibacterial spray.

4. Procedures for Administering First Aid

Initial Response

- The nearest available adult or first aider should attend to the pupil immediately.
- The area should be made safe and the situation assessed.
- If a serious injury is suspected, staff should summon the First Aid Lead or Headteacher immediately.

Administering Care

- First aiders will provide treatment within the scope of their training.
- Pupils should be reassured and supervised at all times.
- If the injury requires professional medical attention, parents will be contacted and, where necessary, emergency services will be called (999).
- If a parent is not in attendance by the time emergency help arrives, a member of staff will accompany the child to hospital if required and arrange to meet the parents there.

Recording

- All accidents requiring first aid treatment must be recorded in the Accident Book.
- The entry should include the pupil's name, class, date, nature of injury, treatment given, and the staff member's name.
- Any recurring or serious accidents must be reported to the Headteacher for review.
- Accidents involving staff or visitors are recorded in a separate book located in the office.

5. Head Bumps and Head Injuries

Because the effects of head injuries can sometimes be delayed, **all head bumps are treated with caution.**

Procedure:

- The pupil will be assessed by a qualified first aider.
- Details will be recorded in the Accident Book, and a **Head Bump Form** will be completed for the child to take home.
- The pupil will be given a **head bump sticker** to alert staff and parents.

- Staff will monitor the pupil for the rest of the school day for any signs of concussion or unusual behaviour.

Informing Parents:

Parents will be informed of head bumps and injuries in varying ways, depending on the individual circumstances. The below table provides an example:

Severity	Description	Action / Parental Notification
Minor head bump	Small bump, no loss of consciousness, child alert and responsive.	A note, head bump form, will be provided. Parents will be informed by telephone.
Moderate head bump	Large swelling or significant bump, headache, nausea, or concern from staff.	Parents will be telephoned and may be asked to collect the child for observation at home or to attend school and make their own assessment.
Serious head injury	Loss of consciousness, vomiting, disorientation, drowsiness, or any concerning symptoms.	Emergency services will be called immediately, and parents will be contacted to meet staff at school or hospital.

6. Informing Parents of Other Injuries

- **Minor injuries** (e.g. small grazes, cuts, or bruises) will be treated in school, and parents will not routinely be informed.
- **More significant injuries** (e.g. deep cuts, sprains, or if the child is distressed) will always result in a phone call to parents as soon as possible.
- For all **incidents requiring hospital treatment**, parents will be contacted immediately and a staff member will accompany the child if parents cannot attend promptly.

7. Off-Site Visits and Sporting Activities

A designated first aider will accompany all off-site visits and school trips, including appropriately trained paediatric first aiders for visits involving pupils in EYFS. Visit leaders will ensure that portable first aid kits are carried and are suitably stocked. Any incidents occurring off-site will be recorded upon return to school and parents informed as appropriate. Accidents occurring in third party venues will be reported and recorded in their accident books as per the venue's policies and procedures.

8. Recording, Reporting and Review

Serious accidents will be reported by the First Aid Lead in accordance with **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). All accident records will be reviewed termly by the Headteacher and the First Aid Lead to identify any patterns or hazards. Governors will receive an annual summary of reportable accidents.

9. Training and Review

The Headteacher and First Aid Lead will ensure refresher training and paediatric updates are undertaken as needed. The First Aid Lead will complete an annual First Aid Audit to assess the needs of the school in relation to administering effective first aid. The policy will be amended as and when required in relation to the findings of this audit.

10. Medical Conditions and Administration of Medicines

The school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions the same opportunities and access to activities (both school based and out-of-school) as other pupils. This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities. No child will be denied admission or access to activities because arrangements for their medical condition have not been made.

The school also understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. All members of staff understand their duty of care in relation to caring for children with medical conditions.

Roles and Responsibilities

The Headteacher in consultation with the Governing body, staff, parents/guardians, health professionals and the local authority, is responsible for deciding whether the school or setting can assist a child with medical needs.

The Headteacher is responsible for:

- implementing the policy on a daily basis
- ensuring that the procedures are understood and implemented
- ensuring appropriate training is provided
- making sure there is effective communication with parents/guardians, children and young people, school/settings staff and all relevant health professionals concerning the pupil's health needs.
- ensuring that all staff are aware of the school's planned emergency procedures

Health Care Plans

Children with complex health needs will have a health care plan drawn up in consultation with parents and health care professionals. A risk assessment may also be drawn up if this is

required. The Health Care Plan will outline the child's needs and the level of support required in school. Health Care Plans will be reviewed annually. The school will ensure that an appropriately trained member of staff is designated to care for a child with complex needs and will ensure that there is a trained person available to cover in the event of staff absence. The school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including residentials. Meetings will be held with parents during the planning stages of trips and details will be added to the risk assessment (Evolve).

School Business Manager's role

The School Business Manager (SBM) is responsible for maintaining a register of all children with medical needs including allergies and ensuring this is amended with any updates received from parents or medical professionals. The SBM is also responsible for ensuring all staff are made aware of medical conditions that affect pupils in this school and that Health Care Plans and any risk assessments are shared with relevant staff. The SBM will also inform all staff, who is the designated person with responsibility for the medical care of particular children.

Parents & Guardians responsibilities

Parents & guardians are required to give the following information about their child's long term medical needs on entry to school and to update it at the start of each school year or sooner if changes arise:

- Details of pupil's medical needs, medication, including any side effects
- Any allergies
- Name of GP/consultants
- Special requirements e.g. dietary needs, pre-activity precautions.
- What to do and who to contact in an emergency
- Provide any medication to the school office in its original container /packaging, clearly labelled with the following:
 - ❖ The child's name
 - ❖ The name of the medication
 - ❖ The dose and frequency of medication
 - ❖ Special storage arrangements
- Collect and dispose of any medicines at the end of each term
- Ensure that medicines have not passed the expiry date

Administering Medication

The Headteacher or School Business Manager will decide whether any medication will be administered at a parent's request. It is not a contractual requirement for an employee to administer medicine or supervise a child taking medication. Employees may volunteer to undertake this task and appropriate training will be provided.

Prescribed medication will only be administered once parents or carers have completed an 'Administration of medication form.' Over the counter/un-prescribed medication will only be administered by school for a total of 3 days, again after completion of the above form. When administering pain relief, the staff member will check the maximum dosage and when the previous dose was given. Parents will be informed of the time medicine was given at the end of the school day.

Before administering medication, staff should check

- Name of pupil
- Written instructions provided by the parents/ guardians or doctor
- Prescribed dose
- Expiry date

Staff, following documented procedures, will be fully covered by their local authority's insurance when caring for a child with medical needs and when administering medicines.

Storage and disposal of medication

All medicines (excluding inhalers) will be safely stored in a locked medicine cabinet in the medical room. Medications which must be stored in a fridge will be stored in the staffroom fridge. This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

A record of all medication administered is kept in the office cupboard.

The following information is recorded:

- Name of pupil
- Date and time of administration
- Who administered the medicine
- Name of medication
- Dosage
- A note of any side effects

If a child refuses to take their medication, staff will not force them to do so. Parents/guardians will be informed as soon as possible. Any refusal of medication medication will be recorded.

Asthma

If a child is diagnosed with asthma or uses an inhaler for respiratory problems, an asthma plan will be drawn up in consultation with parents or carers.

Inhalers are stored in an accessible space in the child's classroom. These will be labeled with the pupil's name. Records of inhaler use are kept on the class clipboard and slips are sent home daily to inform parents of doses taken. If a child continues to experience breathing difficulties

despite using their inhaler, parents will be informed immediately and an ambulance will be called.

Class teachers are responsible for ensuring that children have access to their inhalers when they are undertaking physical activities and on any school visits.

This policy has been agreed by governors and is available to all stakeholders on the school website. It will be reviewed on a three yearly basis, or sooner, if legislation or school needs change or in response to any reviews of incidents or medical emergencies which suggest a change to the policy is required.

10. Linked Policies

- Health and Safety Policy
- Strategic Child Protection Policy
- Educational Visits Policy
- SEND Policy