

NETHERTON JUNIOR & INFANT SCHOOL

FIRST AID POLICY

September 2025

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Policy Statement

Netherton J & I School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors, and will make sure that procedures are in place to meet that responsibility. This policy complies with sections 3.2 and 3.3 of the School's Health and Safety Policy and is reviewed annually.

Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- 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, residentials and sports festivals
- Office staff will ensure the maintenance of the contents of the first aid boxes and central supplies in the staff room/office
- TSAs/class teachers will ensure the maintenance of the contents of the classroom first aid boxes
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epi pen.
- All staff will ensure that they have read the school's First Aid Policy.

First Aid Boxes

First Aid boxes are available in the following locations:

- Early Years
- The staff room
- Classrooms
- The shared area

First Aid boxes should contain: micropore tape, scissors, triangular bandage, wound dressing/bandage, plasters, gloves and yellow plastic bag for disposal

of bloods. No medicine/tablets are to be kept in the first aid boxes. All medicines are kept in a locked cupboard in the main office.

General Procedures

In school:

- In the event of injury or medical emergency contact a trained First Aider(s).
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes.
- Any pupil complaining of illness or who has been injured is treated by a first aider and constant supervision will be provided as necessary.
- The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff).
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions. Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- Minor injuries at playtime/lunchtime can be treated in the playground.
- When children sustain a more serious injury an adult will bring the child inside especially for head bumps.
- 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 a child has received a minor injury that has left a **visible mark** on the child or has a **nose bleed** for example it is advisable to inform parents by completing the accident report book and giving parents the top copy. (Accident report books kept in main office)
- Staff contact parents by phone if they have concerns about the injury or if the child needs to be sent home through illness.



Head bumps:

- All head injuries should be monitored closely
- If a child has received a minor head bump with no visible marks then a text message home will be issued with no bump note.
- Where the head bump is more serious and a lump is visible a phone call home and a bump note should be completed and given to parents. Parents can then decide if they would like to collect their child home and seek medical advice.
- Any serious head injuries should always be referred for hospital treatment (please follow the section for Emergency Arrangements).

Out of School:

- Teachers should check that pupils who have asthma/epi-pens etc take them on the visit.
- A first aid kit must be taken on every visit out of school.

Educational Visits:

- The Head Teacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' (as set out in the Educational Visits Policy) when organising a visit.
- Prior to the visit, the lead teacher will carry out a Risk Assessment which will be shared with all adults and pupils on the visit.
- This will be recorded on the Evolve electronic system for risk assessments.

Swimming Pool Lessons:

- Swimming instruction is provided by qualified swimming instructors at Sun Lane Leisure.
- School and pool staff ensure that pupils adhere to the swimming pool rules.
- School has a risk assessment for swimming which is uploaded to Evolve.

Emergency Arrangements

- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED (999 or 112) AT THE EARLIEST OPPORTUNITY.
- All accidents should be reported to the Head Teacher.
- Where the injury is an emergency, an ambulance should be called following which the child's parents will be contacted (pupil contact numbers are located in the main office in the red class files). Parents are asked to go immediately to the hospital.
- A member of staff always accompanies a child taken to hospital by ambulance and stays until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.
- When it is an emergency, staff should never take children to hospital in their own car; it is safer to call an ambulance.
- For less serious cases when parents cannot be contacted, it may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis and include two members of staff. In such cases staff should ensure they have specific cover from their insurance company.

- If staff are concerned about the welfare of a pupil they should contact the Head Teacher or a First Aider immediately. If an injury has been sustained, the pupil should not be moved.

Children with Nut allergies

- Staff are trained how to use an Epi pen by the school nurse.
- All children with nut allergies have a health care plan.

KEY POINTS FROM EPI PEN TRAINING

- SYMPTOMS CAN GET WORSE – ALWAYS PHONE PARENTS
- SYMPTOMS INCLUDE;
 - Rash – not always serious even if it looks dreadful
 - Itchy eyes
 - Localised rashes
 - Tingly lips/tongue
 - SEVERE – swollen tongue, lips, loss of consciousness – trouble breathing.
- ACTIONS
 - Phone 999
 - Get Epi pen and administer dose. (Each child requiring an Epi pen has 2 Epi pen's in school; one in their classroom and one in the locked medicine cupboard in the main office)
 - Clear all other children away, keep child in safe area.
 - Ring parents.
 - Once pen has been administered, put in sharps bin to go with ambulance

Incident Reporting

- School accident report books record minor injuries for KS1 & KS2 and are kept in the main office.
- Early Years have separate bump/accident forms which are completed by staff and then signed on the same day by parents/carers who collect the child.
- Any significant injury requiring hospital treatment will be investigated and an online report form is submitted to the LA Health and Safety Team. As part of this process the Headteacher will carry out an investigation into the action and will update any risk assessment accordingly.

Staff Injuries at Work

- Staff should complete the accident book if they sustain an injury at work and should not continue to work if there is any possibility that

further medical treatment is needed. Medical advice should be sought without delay.

Administration of Medicines

Please see separate Medicines Policy

Body Spillages/HIV

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the staff room and are contained in all first aid boxes.
- All body fluid spillages (vomit, diarrhoea and blood) must be cleaned immediately. This is vital if spread of infections to be reduced. Gloves should be worn when in contact with blood or body fluid is likely. Single use latex gloves, available from the staff room for first aid and hygiene care procedures, are suitable for dealing with spillages.
- Absorbent granules (located in the caretaker's room) should be dispersed over spillages and left to absorb for a few minutes then swept up into newspaper. A designated dust pan and brush is available for body spillages and is kept in the caretaker's room. The affected area should be washed with warm water and detergent and dried.
- Once spillages have been put into newspaper they must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal.
- Once spillages have been put into newspaper, hands must be washed and dried after the removal of protective gloves.

Head Lice

- A general message via Parent Hub is sent to the parents of all pupils in a class if there is a case of head lice in the class.
- If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to collect him/her from class and to treat the headlice.