



First Aid Policy

for Pupils

Approved: March 2025
For Review: March 2026

Policy Statement

The Governors and Head teacher of Brigg Primary School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the school.

The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Local Authority's guidance on First Aid in school.

Statement of First Aid organisation

The school's arrangements for carrying out the policy include eight key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.

First Aid Policy

Under the Health & Safety Aid Regulations 1981 there is a general duty on employers to make adequate first aid provision for their employees should they be injured or become ill at work. The Chair of Governors and the Headteacher have determined the following requirements necessary under the legislation.

First Aid Certificates are kept electronically in staff files.

First Aid Log: Medi Tracker is used to track minor first aid incidents.

Accident Report Book (Staff and Children): Accidents of a more serious nature are reported electronically to the LA via 'Top Desk'. These electronic forms are generally completed under the guidance of the office staff.

Both the Log and the Accident book are monitored by Mrs Archer (Deputy Headteacher) in order to establish any patterns. Any patterns found are investigated and if necessary inform risk assessments

or results in a Health and safety review. Accidents and any patterns found are reported termly to the Governors through the Headteachers report.

Aims

- To administer first aid and communicate children's health problems to parents when considered necessary in a competent and timely manner.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a first aid certificate.

Arrangements for First Aid

Materials, equipment and facilities.

The school will provide materials, equipment and facilities as set out in the DfE 'Guidance on First Aid for schools'.

The location of the First Aid Kits in school are:

- Classrooms
- Foundation kitchen
- Main hall
- Outside the dining hall
- Office

The contents of the kits will be checked regularly and then any stock needed will be reordered.

Implementation

- A number of our staff are trained first aiders including 3 paediatric first aiders, 1 Level 3 first aiders and 1 who is trained in relevant outdoor first aid in order to support our Forest school.
- A room will be made available when needed for first aid. A comprehensive supply of basic first aid materials will be stored in the office.
- First aid kits will be available in each classroom.
- The first aid duties will be organised to suit the school's needs – minor first aid will be administered in class or out on the playground; any more serious incidents will be dealt with by the trained first aiders down in the admin corridor
- Anyone who is administered treatment by a doctor/hospital or ambulance office as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury greater than "minor" will be recorded on the LA online accident reporting system. Accidents must be recorded in accordance with instructions. A copy of the electronic form is taken and retained securely as per the data protection schedule.

- All entries will be made in ink.
- Any children with injuries involving blood must have the wound covered at all times. The first Aider must wear gloves.
- No medication, including headache tablets, will be administered to children without the express written permission of parents and guardians. (Refer to Medicines and Asthma Policy). Medicines given must be entered in the book in the office.
- When a child is ill in school, parents will be contacted to request that they take the child home.
- Parents who collect children from the school for any reason (other than emergency) must sign the child out of the school in a register maintained in the school office.
- An ambulance is called immediately in case of emergency.
- All school excursions will have at least one member of staff who is first aid trained. A paediatric first aider will accompany Early Years excursions. Where a pupil needs access to an Epipen the child will be in the group of the trained first aider or another identified trained adult.
- All children, especially those with the documented asthma management plan, will have access to Ventolin and a spacer if required. (Refer to Medicines, Epipen and Asthma policy)
- The office staff are responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs etc
- General organisational matters relating to first aid will be communicated to staff at the beginning of each year through the staff brochure. Medical information is taken from the Scholar pack system in the autumn term and shared with the class teachers. .
- Where a child has a specific medical need or condition, a Health Care Plan will be completed with the parent and shared with relevant staff via the CPOMS system.

Off site activities

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, epipens etc. A person who has been trained in first aid will accompany all off site visits.

Head injuries

- The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time has elapsed.
- If deemed necessary, eg a significant bump / mark / lump, the first aider will report to the class teacher with verbal feedback regarding the incident. Medical Tracker will be completed, which will alert parents / carers via email.
- If deemed necessary the first aider will contact parents / carers or named persons identified on the Scholar pack database. A message will be left if contact cannot be made. It will be the

responsibility of the parent / carer to decide whether they need to come to school to check the child.

- If symptoms develop during the day that may be linked to a head injury, parents / carers will be asked to collect their child from school.

Transport to hospital or home

- The first aider will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called, following this the parent will be called
- Where hospital treatment is required but is not an emergency, then the first aider will contact the parents to take over responsibility for the child.
- If the parents cannot be contacted, the Head teacher will decide who will transport the child to hospital

Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.
- The pupil must always travel in the rear of the vehicle.
- Appropriate seating will be provided – under 135cm a booster seat will be used which is EU approved.