



WHITMINSTER ENDOWED C OF E PRIMARY SCHOOL  
A FAMILY, A FOUNDATION, A FUTURE

**Whitminster Endowed Cof E  
Primary School  
First Aid Policy (please also see  
Health and Safety and Keeping  
Children Safe in Education  
policies)**

**Written by: A Parry-Jones/R Thomas**

*This policy is written following the guidelines given in the document 'Guidance on first for Schools' published by the DfE.*

It is Whitminster C of E Endowed Primary's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed annually.

All individuals working with children, young people and their families have a duty and responsibility to report any allegations or concerns of a child protection nature, which comes to their attention. When such a concern is raised you should:

- Discuss with the school's Designated Safeguarding Lead, Mrs Lisa Hinkley.
- In writing, log briefly and accurately the concern and the child's comments.
- In those cases where there is a concern but you are unsure about how to proceed contact the **Children's Help Desk Tel: 01452 426565** and ask to speak to a social work practitioner.

Further guidance can be found at <https://www.gloucestershire.gov.uk/gscp/>

### **Aims**

- To identify the first aid needs of the school in line with The First Aid Regulations 1981.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school arranged transport.

### **Objectives**

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents (via the prospectus) of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the (RIDDOR) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

### **Duties and Responsibilities**

The **Governing Body** is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and teachers, non-teaching staff, pupils and visitors (including contractors).

**The Health and Safety Co-ordinator** must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The Health and Safety Co-ordinator should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

**The Headteacher** is responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on the School's arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme, the staff notice board has any important first aid details displayed in the staff room and staff training is given in response to need.

**All staff** are expected to do all they can to secure the welfare of the pupils.

**The Appointed Person** need not be a First Aider but should have undertaken emergency first aid training. They will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

**A First Aider** must have completed a training course that meets the requirements of the HSE or a Paediatric First Aid course that meets the requirements of the Department of Education and will be updated every three years. He/She will:

- Be contacted to give immediate help to casualties if required during lesson time or break times. Any pupil complaining of illness or who has been injured is to be sent to the school office (accompanied where possible) for the Appointed Person / First Aider to inspect and, where required, arrange treatment.
- During lunchtime any pupil complaining of illness or who has been injured is to be sent to the lunchtime assistants who will inform the staff as soon as possible and the first aider will be contacted. A senior pupil will go to the office as previously stated.
- Where possible constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home.
- If the situation is life threatening or of cause for concern any member of staff can ring 999/112 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary hygiene and safety precautions.

## **Reporting**

- The Headteacher or most senior teacher on site will be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are to be reported in the Accident Book or Minor Incident Book kept in the first aid cupboard in the corridor outside the school office.
- Parents are to be informed of a head injury with the standard bumped head letter.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013(RIDDOR), some accidents must be reported to the HSE.

1. Involving employees or self-employed people working on the premises.
2. Involving pupils and visitors

The Head is responsible for ensuring this happens.

## **Record Keeping**

The Head or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident

Accident and first aid treatment records can be used to help the Health and Safety Committee to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

School Development Governors Committee, who hold the Governor's responsibility for Health and Safety, are informed of all accidents reported to HSE.

## **Administration of drugs and medicines**

### **Dealing with Medical Conditions**

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - Supporting Pupils with Medical Needs in School which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.

Children should not bring any medicines to school nor should parents ask staff to administer them or look after them. However, if there are any long-term medical conditions that require treatment, please contact the Headteacher who will discuss with you the best approach to take. If your child has a prescription which needs to be taken four times per day then a letter stating this needs to be given to the office

together with the medication in its original packaging with the prescription clearly stated on it. We will not give any paracetamol or aspirin type medications or prescriptions that need to be taken less than four times per day.

If your child needs to have an inhaler in school for asthma, please ensure that it is named and either given to the class teacher for safekeeping or the child may keep it in their pocket. Years 5 and 6 should be responsible for their own inhalers. Children will always be allowed access to their inhaler if needed.

### **Drug Administration**

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE Guidance Managing Medicines in Schools and Early Years Settings. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.

### **First Aid boxes**

First Aid Boxes are located in:

- The first aid cupboard

### **First Aid Boxes should contain**

There is no mandatory list of items for a first-aid kit however, the HSE guidance refers to BS8599-standards for content of kits or to ensure that if a kit is not to BS standards then the content must reflect the outcome of the organisations first aid assessment.

BS standard content guidance:

- Guidance Leaflet x 1
- Contents List x 1
- Adhesive Tape x 1 (2.5cm wide)
- Alcohol Free Wipes x 20
- Burn Dressings x 1
- Conforming Bandage x 1
- Eye pads x 2
- Finger sterile dressing x 2
- Foil Blankets x 1
- Large Dressing x 2
- Medium Dressings x 2
- Nitrile Disposable Gloves (Pair) x 6
- Resuscitation device with valve x 1
- Scissors (suitable for cutting clothing)
- Triangular Bandages x 2
- Water resistant plasters x 40

(Additional supplies can be added to first aid kits to reflect the content of the first aid assessment.)

## **APPENDIX 1**

**Health and Safety Officer: Head Teacher, Miss Alison Parry-Jones**

**Offsite Visits Co-ordinator : Head Teacher, Miss Alison Parry-Jones**

### **First Aiders:**

#### **Basic First Aid for Schools – 14/05/27**

Sally Francis  
Alex Wright  
Annalee Tidmarsh  
Alison Read  
Amy Lanceley  
Jo Young  
Claire Ash  
Helen Jenkins  
Ruth Jones

#### **Paediatric First Aid – Expires 3/3/27**

Rosie Gardiner  
Carrie Crowe  
Zoe Bracken – May 25

#### **Emergency First Aid at Work – Expires 10/3/27**

Ali Parry-Jones  
Corrie Mitchell

## APPENDIX 2. Bumped Head Letter



School Lane  
Whitminster  
Glos  
GL2 7PJ  
Telephone: 01452 740406  
[admin@whitminstercofe.gloucs.sch.uk](mailto:admin@whitminstercofe.gloucs.sch.uk)  
[www.whitminstercofe.gloucs.sch.uk](http://www.whitminstercofe.gloucs.sch.uk)  
Head Teacher: M

Date:

Dear Parent/Carer,

Today at school your child \_\_\_\_\_

received a bump to the head. Although checked by a qualified first aider, it is always wise to keep a close eye on children in case of the chance of concussion for at least 48 hours after the bump.

If you are at all concerned about any changes in their normal behaviour or if he/she suffers from drowsiness or sickness, please seek medical advice.

Yours sincerely

Mrs Lisa Hinkley  
Head Teacher

## Appendix 3 Possible effects of a head injury

If a pupil starts to suffer from any of the following symptoms then you should seek further medical advice as soon as possible:

- Unconsciousness or lack of full consciousness (for example, problems keeping eyes open)
- Any confusion (not knowing where they are or getting things muddled up)
- Any drowsiness (sleepy) that goes on for longer than 1 hour when they would normally be awake
- Difficulty waking them up
- Any problems understanding or speaking
- Any loss of balance or problems walking
- Any weakness in one or both arms or legs
- Any problems with their eyesight
- Any painful headache that won't go away after simple painkillers
- Any repeated vomiting
- Any fits (collapsing or passing out suddenly)
- Bleeding or clear fluid coming from one or both ears)
- New deafness in one or both ears

You should be aware of these possible symptoms for at least 48 hours following the bump to the head and seek medical advice if you are not sure.