The Slough and East Berkshire C. of E. Multi Academy Trust

Colnbrook C. of E. Primary School

First Aid and Administering Medicine Policy & Procedures

Owner:	Senior Leadership Team
Ratified by Governing Body:	N. A Weeks
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"Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go." Joshua 1:9

Our Vision Statement

At Colnbrook we want to grow young people who believe in themselves so they are confident and courageous and not discouraged from their path. They are resilient when faced with challenge. We want our pupils to believe in each other and to feel supported; never alone on their journey.

Our pupils will have the strength of character to set themselves aspirational goals in learning and life. They will achieve their best and create their own inspirational story and memories.

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These values are at the heart of everything we do here at Colnbrook Church of England Primary School. They reflect the qualities that staff and governors want the children to develop and display in all that they do.

Aspiration, Resilience, Respect, Responsibility, Community, Compassion.

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

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All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

3.1 Appointed person(s) and first aiders

The school's appointed persons are Iona Rodgers and Christina Fountain (Medical Officers). They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's appointed persons and/or first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

Arranging care plans for children returning to school with injuries (broken bones).

3.2 The Governing Board

The Governing Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.3 The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place

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- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of the Senior Leadership Team (SLT) will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

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Risk assessments will be completed by the person leading the educational visit prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits for KS1 and KS2, wherever possible.

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Nursery
- The shed on the playground
- The Learning Resource Unit
- The school kitchens

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury

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- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form
- Records held in the first aid and accident book will be retained by the school for a minimum of 7 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

6.2 Reporting to the HSE

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding)
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

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How to make a RIDDOR report, HSE
http://www.hse.gov.uk/riddor/report.htm

6.3 Notifying parents

A copy of the accident report form will be sent home to inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. If the injury is deemed to be more serious, parents will be informed verbally by the Medical Officer.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Slough Children's Services Trust of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every 2 years.

At every review, the policy will be approved by the Colnbrook Local Governing Body.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy

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First Aid and Administering Medicine Procedure

First Aiders

Whole School
The school has a list of fully trained first aiders in the medical room and in the staff room. It is the responsibility of all staff to know who the first aiders are.

EYFS
Staff with a Paediatric First Aid Certificate are listed in the medical room, in the staff room and in EYFS.

Emergency First Aid in School
A list of all staff who have completed the one-day Emergency first aid for Schools course is available in the medical room and staff room.

Materials, Equipment and Facilities

First Aid Materials

KS1 and KS2
First Aid ~~materials~~ boxes are kept in the medical room. The designated people (Iona Rodgers and Christina Fountain) regularly check that materials and equipment are available and order new materials when supplies are running low.

A small supply of materials are kept in a first aid box in the hut on the playground for minor grazes and injuries, along with an accident book.

EYFS

A First Aid box with a small supply of materials is kept in EYFS and checked by EYFS staff.

Trips and Visits
First Aid packs for trips and visits are available in the medical room. These are also checked by the designated person but should be checked by staff on the trip before leaving including current medication i.e. inhalers or auto injectors.

Treatment
For dealing with accidents/medical incidents, staff should follow the 'First Aid Flowchart' (Appendix 1).

The flowchart is displayed in the medical room, in the lunchtime first aid box and in the staff room.

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Any major incidents should be reported to the Headteacher or the SLT, if the Headteacher is not available.

If an ambulance is called, the Headteacher (or the most senior member of staff on site) must be notified immediately.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe.

Any adult can treat severe cuts, however a fully trained first-aider must attend the patient to give advice. (Staff must be aware of who these people are. A list is available in the medical room).

All cuts should be recorded in the accident book and must be completed by the person dealing with the injury and given to the parents. Parents must be informed by phone if their child has a severe cut or facial injury. Major injuries/severe cuts must be reported to a member of the SLT.

The accident books are located in the medical room, Nursery and in the shed in the playground and spare books are kept in the school office. Used books are in a locked cupboard in main reception area.

Anyone treating an open cut should use rubber gloves.

Head Injuries

Any bump to the head, no matter how minor, is treated as serious.

- All bumped heads should be treated with an ice pack.
- Children must be given an 'I bumped my head' wristband and medical tracker reported home to parents, and class teachers informed if the bump is visible in any way or if the bump was serious.
- Adults in the child's classroom should monitor them for the rest of the day.
- The whole school record all incidents in their accident book and the top copy is sent home to parents at the end of the session/day.
- Parents must be informed at the end of the day, wherever this is possible.
- A trained first-aider should see the child if they have a serious cut on the head, a large bump, or there are signs of concussion. Parents should also be informed ASAP.
- Children who have a concussion after a head injury will be advised to be taken to hospital.

Allergic Reaction

The majority of staff have basic first aid training which covers the signs of serious allergic reactions. Staff must ensure they are aware of the care plan for any child who may have a serious allergic reaction. These are kept in the medical room. Pictures of these children are in a folder in the medical room, and in walk-in cupboards in classrooms, where appropriate. A number of staff have specific training covering allergic reactions and they are listed in the medical room and the staff room. All staff need to be aware of who has had this training

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and call them in an emergency. However, if an auto-injector needs to be administered, **do not** wait for a trained specialist to arrive and dial 999.

From November 2017, the School will have a spare auto-injector in the medical cupboard case a child develops a severe allergic reaction.

Asthma

It is the responsibility of staff to be aware of those children who may have an asthma attack. There are pictures of these children in the staff room, in a folder in the medical room (as above) and, if applicable in EYFS.

When a child needs medical treatment for asthma, take the child to the medical room and follow the instructions on their individual medication sheets. Further advice is available in the medical room and from the designated first-aiders.
The School has an emergency inhaler and spacer available.

Seizures

Pictures of all pupils who may have a seizure in school are in a folder in the medical room, on the wall in the staff room and in EYFS, if applicable.

All these children have individual care plans (in the medical room) and **all staff** should be familiar with these plans so they know how to support the children.

If a child has a seizure:-

- A fully trained first-aider should be called for further advice.
- Parents/carers must be called.
- The Headteacher or a member of the SLT must be informed.

Splinters

These should not be removed by staff. A dressing can be applied.

Other Medical Conditions

Further information on supporting pupils with medical conditions can be found in the 'Supporting Pupils with Medical Conditions' Policy.

Arrangements for Medicines in School

At the beginning of each academic year, any medical conditions are shared with staff. There will be pictures in the staff room of these children and it is the responsibility of staff to be familiar with their medical needs.

For those children who require them, Individual Health Care Plans will be available in the medical room, ~~and~~ in the walk-in cupboards in classrooms & on Medical Tracker. It is the responsibility of staff to ensure they have read these.

Administering Medicine in School

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Medications kept in school for children with medical needs are stored in the medical cabinet in the medical room, which is locked and the combination is 999. Medication should not be kept in the classroom. Auto immune injectors are kept in named boxes with a picture of the child on each box. The cupboard is clearly marked. Each child's medication is in a clearly labelled container (with their care plan) if applicable.

For further information on pupils with medical conditions in school, please see the 'Supporting Children with Medical Conditions' Policy. The School has an auto-immune injector (from November 2017), available for emergency medical use.

School First Aiders are insured to administer medicines at a parent's request with the written consent of the parent information available on Medical Tracker.

Record Keeping

First Aid and Medicine Records
These records are kept in the medical room and in the hut on the playground. The contents are kept for a period of 7 years (3 years required by law).

Record to be completed on Medical Tracker medication is given to a pupil. The member of staff administering the medicine must fill in the individual pupil's record.
Only members of staff who are Fully Trained Medical First Aiders (Iona Rodger/Christina Fountain) are to administer medication.

Employees/Staff
The School has a responsibility to provide first aid to all staff. Staff who have an accident/incident at work should seek first aid from a qualified first-aider.

All accidents or incidents should be recorded on Medical Tracker held in the school office.

The final decision to send a child home rests with a trained first aider; either Iona Rodgers or Christina Fountain, or a member of the SLT following a discussion with the class teacher.

Children who are unwell
Children who are unwell need to be assessed on an individual basis.

Children carrying medicine
In general, no children in school should carry their own medicine. Any exceptions to this will be in a child's Health Care Plan and staff should ensure they are aware of any child who does carry their own medicine. Calpol & Ibuprofen in medical cupboard.

Short term prescriptions
Only medication prescribed by a GP, hospital or pharmacy and clearly labelled with the child's name, address and required dosage can be administered in school.

Medications such as the short term use of antibiotics or painkillers can be administered only if the parent/guardian completes the 'Parental consent for administering medicine' form on

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the day the request is made. This form can be obtained from the main reception. Information then needs to be updated on Medical Tracker & record of usage.

Parents need to hand the completed form and the medicine to the Receptionist. The Receptionist must inform the class teacher and designated first aiders (Iona Rodgers and Christina Fountain).

Non-prescription medication or creams and lotions should not be administered in school but at home such a suncream / eczema cream.

Head lice
Staff do not examine children for head lice. If you suspect a child or children have head lice, contact the office so that a text message can be sent via Teacher2Parents to the parents/carers of children from that class.

Chickenpox and other diseases or rashes
If a child is suspected of having chicken pox, measles etc., examine the arms and legs only. If unsure, call a First Aider who can examine the child on the back or chest with at least one other adult present. Ask the child's permission first before examining them. If the child has an infectious disease, they must be sent home.

For other contagious, treatable medical conditions (such as scabies, impetigo, conjunctivitis), parents must be informed and the child must be treated before they return to school. If appropriate, a letter should be sent home to all parents in that class with relevant information on symptoms and treatment.

It is the Headteacher's duty to decide if there is an outbreak of an infectious disease and whether there is a need to report it to the local HPU (Health Protection Unit).

- Policy on supporting pupils with medical conditions

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Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

Staff member's name	Role	Date for Renewal
Iona Rodgers	Medical Officer Nominated First Aider Administration of Medication	October 2027
Christina Fountain	Nominated First Aider	November 2028
Nicolle Broderick	Paediatric First Aider	September 2026
Thommie Hanrahan	Paediatric First Aider	October 2026
Tim Hill	Paediatric First Aider	January 2029
Ayesha Shah	Emergency First Aid	January 2029
Jolana Clarke Vozarova	Emergency First Aid	October 2026
Vicky Hibbert (Hurst)	Emergency First Aid	March 2029
Lakhvinder Kaur	Emergency First Aid	February 2029
Lesley Tatham	Emergency First Aid	June 2029
Toni Miles	Emergency First Aid	May 2026 May 2029
Carrianne Powell	Emergency First Aid	July 2026
Lorraine Rawson	Emergency First Aid	September 2026
Dawn Parhar	Emergency First Aid	November 2026
Nadine Tapper	Emergency First Aid	December 2026

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