Breadsall Hill Top Primary School

'Achieving Together'

First Aid Policy

First Aid Policy

Review frequency: Annual – August 2025
Medical First Aid Lead - Mr. Ryan Madeley

Approval –

Recommended associated documents:
Administration of Medication in school Policy
Intimate care Policy
Drug Awareness section from the PHSE Jigsaw
Transform Trust –Supporting Pupils with Medical Conditions
Guidance on Infection Control in Schools and other Childcare Settings

Review date: August 2026

Policy Statement

The head teacher and Staff of Breadsall Hill Top 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 staff of Breadsall Hill Top Primary school recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and agree to abide by the procedure for reporting accidents.

Introduction

'First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill '. Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible. A first aider's main responsibility is to preserve life, prevent deterioration and promote recovery.

Statement of First Aid Provision

The School's arrangements for providing First Aid will: -

- Place a duty on the Head teacher and First Aid & Medical Lead to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant form to the SELB;
- Record all occasions when First Aid is administered to employees, pupils and visitors.
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements with SELB CASS to provide First Aid training to employees, maintain records of 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;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

Arrangements for First Aid

During lessons, first aid is administered by the class teacher or teaching assistant only if they hold an in date first aid certificate. If an accident occurs in the playground and first aid is required, one of the teaching assistant on duty in the playground should use the bum bag first aid kit and if needed request assistance by another member of staff as appropriate. At lunchtimes the Midday supervisors & Teaching Assistants administer first aid.

All first aid given must be recorded in the individual child log (Appendix 1), during lunchtime, first aid incidents will be logged on the lunchtime log and every incident logged must include details of the incident and the first aid that has been given. If a child has a significant first aid incident a parent/guardian should be contacted by a telephone call.

The School will provide materials and equipment and facilities to provide First Aid. These will be restocked and reordered by the Medical First Aid Lead - Mr. Ryan Madeley

If there is any doubt about the correct first aid procedure, they should seek advice from on the main first aiders.

The location of the First Aid Kits in the School are: -

Blue Zone: The HUB, upstairs landing, Hall and a first aid kit for the playground.

Green Zone: First Aid room, Year 4 & Disabled toilet FS Unit.

Red Zone: Disabled toilet in each block.

During playtimes a Teaching assistant on duty will wear a first aid bag as then they can administer first aid on the playground

A standard First Aid Kit will contain the following items:

Zone First Aid Boxes		Teaching Assistant Bum Bag First Aid Kits	
F/A guidance leaflet	1	Note Pad	1
Medium sterile dressing	4	Black Pen	1
Large sterile dressing	1	Antiseptic Wipes	20
Triangular dressing with Pins	2	Foil Blanket	1
Eye dressing	1	Micro pore Tape	1
Adhesive dressings	20	Large Bandage	1
Sterile wet wipe	20	Triangular bandages/pins	1
Microporous tape	1	Sterile dressings (medium)	10
Nitrile gloves - pair	6	Sterile dressings with pad (large)	10
Face shield	1	Sterile Plasters Assorted	20
Foil blanket	1	Disposable gloves	5 pr
Burn dressing 10 x 10cm	1		
Clothing shears	1		
Conforming bandage	1		
Finger dressing	2		

The person responsible for ensuring first aid qualifications are maintained is:	Mr R Madeley Medical First Aid Lead & DSL Mrs Sue Blair Operational Manager
The person responsible for ensuring that first aid cover is provided for staff working out of normal school hours is:	Mr R Madeley Medical First Aid Lead & DSL Mrs Sue Blair Operational Manager

A monthly check on the location and contents of all the first aid boxes will be made by	Mr R Madeley Medical First Aid Lead & DSL
A monthly check on the location and contents of all the first aid bum bags will be made by	Mr R Madeley Medical First Aid Lead & DSL
A monthly check on the location and contents of all the first aid Asthma kits will be made by	Mr R Madeley Medical First Aid Lead & DSL
Use of first aid materials and deficiencies should be reported to: Who is responsible of their replenishment.	Mr R Madeley Medical First Aid Lead & DSL
The address and telephone number of the nearest medical centre/NHS GP is:	Taddington Road Surgery, Taddington Road, Derby, DE21 4JU 01332 674355 Derby Urgent Care Centre London Road Community Hospital, Osmaston Road, Derby, DE1 2GD 01332 224700
The address and telephone number of the nearest hospital with accident and emergency facilities is:	Royal Derby Hospital Uttoxeter Road, Derby DE21 3NE 01332 340131

Administration of Medications

The person responsible for dealing with the administration of medicines in accordance with the supporting pupils with medical needs in schools document, including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safety disposing of medicines which are no longer required is	Mr R Madeley Medical First Aid Lead & DSL
The person responsible for dealing with the administration of controlled drugs such as Ritalin in accordance with supporting Pupils with medical needs in schools document, including keeping records of parental permission, liaising with parents/guardians when the medication is running low and more needs to be brought into school, keeping medication secure, keeping records of administration and safety disposing of medicines which are no longer required is	Mr R Madeley Medical First Aid Lead & DSL Miss M Hitchen Senior First Aider & HLTA
The person responsible for undertaking and reviewing Medical care plans of pupils who have a medical condition. (Epilepsy, diabetes, anaphylaxis, circulation and respiratory conditions)	Mr R Madeley Medical First Aid Lead & DSL Miss M Hitchen Senior First Aider & HLTA

Asthma Inhalers

The person responsible for the supervision, location and contents of the school emergency asthma inhaler kits is	Mr R Madeley Medical First Aid Lead & DSL
The person responsible for the supervision and storage of the child's inhaler are	The Child The Class Teacher

The School First Aiders are;

Name of Staff	Job Title
Miss M Hitchen	HLTA
Mr R Madeley	Upper Key Stage 2 Teaching Assistant Lead, Medical First Aid Lead & DSL
Mrs J Kendrick	Lower Key Stage 2 Teaching Assistant Lead.
Mrs S Curzon	Key Stage 1 Teaching Assistant Lead.

(These people have had the 3-day course and have achieved the full first aid at work certificate)

Paediatric first aider(s) is /are

Name of Staff	Job Title
Mr R Madeley	Teaching Assistant (Awareness Course)
Mrs D Baker	Teaching Assistant
Mrs A Mason	Teaching Assistant
Mrs K Roach	Teaching Assistant
Miss L Mason	Teaching Assistant
Mrs C Licence	Teaching Assistant
Mrs P Wood	Teaching Assistant
Mrs J Smith	Teaching Assistant
Mrs D Bull	Cleaner
Miss E Sandfield	Lunchtime play worker
Mrs N Broughton	Lunchtime play worker
Miss A Henriques	Lunchtime play worker
Mrs E Harrison	Office Administrator

(These people have had the either the 1 or 2-day course and have achieved the Paediatric first aid certificate)

Emergency First Aid at Work

Name of Staff	Job Title
Mrs S Haynes	Teaching Assistant Forest School Accredited
Miss T Hudson	Lunchtime play worker
Mrs S Meakin	Catering Manager
Mrs K Vassileva	HLTA Forest School Accredited
Miss J Mangham	Teaching Assistant
Mrs A White	Teaching Assistant

Off Site Activities

Before undertaking any off site activities, the level of first aid provision will be assessed by the Head teacher and at least one first aider and first aid kit must be taken. If coaches are required for the offsite visit there should be a first aider and First aid kit for each coach.

First Aid kits for offsite activities will be distributed to the relative staff by the Medical First Aid Lead - Mr R Madeley.

Information on First Aid Arrangements

The Head teacher will inform all employees at the school of the following: -

- The arrangements for recording and reporting of accidents
- The arrangements for First Aid
- Those employees who are qualified First Aiders
- The location of the First Aid Kits

In addition, the Head teacher will ensure that signs are displayed throughout the School providing the following information: -

- The names of employees with First Aid qualifications; located in the school office and Staff Room
- Their room number or extension number
- Location of the First Aid Box

All of the following are on display in the school office, staff room and offices of the senior leadership team. All members of staff will be made aware of the School's First Aid policy. No member of staff should attempt to give First Aid unless they have been trained.

Accidents involving bumps to a Pupil's head

The consequence of an injury from an accident involving a bump or blow to a pupil's head is not always evident immediately and the effects may only become noticeable after a period of time. If any child has an injury from the neck up and could potentially leave a significant mark or a direct bump to the top of the head a phone call will be made to the parent/guardian and a note should be made on the child's individual log with a note explaining if the parents/guardians where contacted or not. If staff are unable to reach the parent/guardian by a phone, then a message will be sent via the office.

The school office will notify the staff member when the parent calls the school back.
If any child has an injury from the neck up and doesn't involved a direct bump to the head, the first aider will fill out an Injury to head letter which will be given to the child. Please inform the child's class teacher or year group TA, if a letter has been given to the child.

First Aid Emergencies

In the event of an incident that requires immediate and experienced assistance, the phrase 'Red Balloons' should be used to summon help. This phrase is used to immediately alert staff to the seriousness of the incident and to ensure children are not alarmed. These incidents should be dealt with by the nominated main first aiders: Mr R Madeley, Miss M Hitchen, Mrs J Kendrick and Mrs S Curzon.

The nominated first aider will make an initial assessment and organise support as required.

The most senior member of staff on site must be notified of the incident and will be responsible for subsequent decisions in conjunction with the nominated first aider who is dealing with the incident.

Should emergency services require summoning, this should be done by a member of staff who is not administering first aid, or dealing with the situation. If possible this call should be made on a mobile or the nearest phone, to ensure the member of staff making the call can easily relay messages and questions between the parties involved. This call does not need to be made from the school office. The parent/guardian should also be contacted.

If it is decided a child requires medical attention the parent/guardian should be contacted to take the child. If the parent/guardian cannot be reached, senior management in conjunction with the first aiders will decide if school staff will take the child to hospital.

Transport to hospital or home

If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Where the Headteacher makes arrangements for transporting a child then the following points will be adhered to: -

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

Recording Accidents

All accidents must be recorded on the appropriate child's individual record on Scholarpak. All staff have had the appropriate training and new staff are updated on their arrival. All details need to be filled in, including treatment;

When a serious accident occurs, and the pupil requires treatment, the details are recorded on the LEA Accident/Incident Record form, with a copy sent to the appropriate authority and reported to the HSE via the Incident Contact Centre

Sickness

If a child has been sick, they will not be allowed into school for a period of 48 hours from their last sickness. If a child feels unwell whilst at school, they should be offered a 'sick bucket' and encouraged to continue participating in the lesson. If the child continues to feel unwell and requires attention the teacher must decide if the child needs removing from the classroom and if parents/guardians need contacting. The child's teacher knows the child well and will therefore be the best person to make the decision on the wellbeing of the child involved. If for any reason the teacher is unavailable, the child should be referred to an appropriate member of staff.

Allergies/Long-term Illness/ useful information

A full register of children's details is kept in the school office. Also, First Aid records are held by class in the first aid rooms, these records detail any child's allergy to any form of medication, food products or insect stings (if notified by the parent); any long-term illness, for example asthma; and details on any child whose health might give cause for concern. Teaching staff are given a medical list version of this within their class.

Health Care Plans

Health care plans are in place for those children with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

Staff under-go specific training related to health conditions of children and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

These plans are reviewed as and when informed by parents/carers and written precautions/procedures made available to staff.

Ambulance calling Protocol

If in the case of an ambulance needing to be called onto site, a joint decision between the first aiders dealing with the incident and the Head teacher will be made.

Always call an ambulance in cases of:

- Anaphylactic shock, when the epipen has been administered
- Convulsions or epileptic fits (unless individual pupil medical care plans says different)
- Severe asthma attacks where inhaler do not appear to be helping
- Severe loss of blood
- Broken limbs where patient cannot move unaided
- Suspected spinal injuries
- Serious head injuries, involving heavy bleeding and suspected skull damage
- Unconsciousness, where the patient does not regain full awareness within 2-3 minutes
- Suspected heart attacks or strokes
- Choking- where emergency (abdominal thrusts under the ribs) procedure has been used (not required in cases relieved by back slaps)

Consider calling an ambulance or calling parent/guardians and seek the opinion of the First Aid & Medical Lead available in cases of:

- Allergic reactions (to stings, bites, etc.) where Piriton or similar has been administered without easing symptoms
- Large cuts where blood loss has been controlled by steristrips but stitches could be needed. Fractures or suspected fractures where the patient can move but is clearly in great discomfort Unconsciousness where the patient regains awareness very quickly.
- Severe eye injury or chemicals in the eye.
- Severe burns
- Nosebleeds lasting up to or more than 30 minutes

If in any doubt whether or not to call an ambulance, a decision will be taken based on the professional judgement of at least 3 members of staff, these staff will include 2 first aiders and a member of the senior leadership team.

Ambulance Procedure:

To call an ambulance: DIAL 999 OR 112 Specify "Ambulance Service" required

- Ambulances should only be called from the school mobile, unless there are exceptional circumstances. This will usually only be where the injured person cannot be moved, walky-talky is not to hand and emergency services telephone advice is needed immediately. In these cases, the office must be notified by another member of staff (runner) straight away. During the phone call being made to the emergency services the office will contact the parents/guardians and explain to them what is currently happening.

- Ambulance controller will need information including:

    - Approx. age and gender of the patient
    - Exact location including the postcode DE21 4ET (amuse.vibrates.oiled)
    - What has happened, where and how long ago
    - Does the patient have any conditions which may have caused what has happened?
    - Has it happened before?
    - Is the patient allergic to anything (penicillin tetanus etc.)?
    - Is the patient breathing?
    - Is the patient conscious?
    - Has the patient been unconscious?

If necessary, use the walky talkies or Runner to relay questions/information from the patient to the school office

As soon as the ambulance has been called, contact the parent/guardians (for the child) or named first contact (for staff). Ask if this person can get to school to go to hospital in the ambulance or whether they will meet at the hospital. In the latter case the parents/ guardians will need to be informed to which hospital the patient will be taken to.

If the parent/guardian cannot accompany their child in the ambulance a member of the school staff should accompany the patient. Usually this will be 1 member of staff in their own car and 1 in the ambulance. As soon as the parent/guardian arrives, the members of staff can then make their way back to the workplace.

The member of staff cannot give consent for medical treatment as they do not have parental permission. However, consent is generally not required for any lifesaving emergency treatment given in Accident and Emergency departments

Administration of Medicines

All medication will be administered to pupils in accordance with the DfE document

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf https://www.gov.uk/government/publications/early-years-foundation-stage-framework

No member of staff is required to administer medicine to children this is in accordance with Teaching Unions guidance. Parents may request the school do so for children who require emergency medication on a long-term basis because of the chronic nature of their illness (for example, asthma, diabetes, epilepsy etc.). In these circumstances, an agreement is reached between the parent, Head Teacher and member of staff involved. Where long-term needs for emergency medication exist, Breadsall Hill Top Primary School requires specific guidance on the nature of the likely emergency and how to manage. Detailed written instructions should be supplied to the school and the parent/guardians should liaise with the designated First Aider. Emergency day-time contact numbers should be provided where the parent/guardian can be reached at all times.)

Parents are responsible for the administration of medicines to their children it is normally possible for doses of medication to be given outside school hours. If your child is on 3 doses a day, the recommendation is to administer immediately before school and after school and again at bedtime. If a child needs a dose of medicines at lunchtime, the parent/guardian should come in to school to administer the medicine.

Non-prescribed pain killers (Calpol, Nurofen, etc.), should not be brought into school. If a child requires such medication, parents will be contacted and asked to come into school to administer a dose to the child. If the relevant symptoms develop during the school day as detailed under the paragraph below 'short term ad-hoc non-prescribed medication' the school will administer the following non-prescription medications:

- Paracetamol (Liquid)
- Antihistamine (Liquid)

For Breadsall Hill Top Primary School to agree to assist with long-term medication, parents should complete the appropriate medical forms obtained at the school reception. (Each case will be considered individually depending on the child's medical needs).

The medication should be prescribed by a doctor and brought into school in a suitable container and clearly labelled stating the child's name, the name of the medication, the dosage, and the time of administration. Whenever possible, the medicine should be self-administered under the supervision of an adult. Medicines are kept in a locked First Aid cabinet or fridge, in accordance with safety practises.

The staff at Breadsall Hill Top Primary School are committed to the wellbeing and support of all the pupils who attend the school. A full version of this document is available on the school's website.

The following staff have agreed to administer medication to children if their parent/guardians have filled in the following forms from the school office

Mr R Madeley	Miss M Hitchen	Mrs S Curzon	Mrs J Kendrick
Mrs S Haynes	Miss C Licence	Mrs P Wood	Mrs J Smith
Mrs D Baker	Mrs K Roach	Miss L Mason	Mrs A Mason

Treatments:

When dealing with blood, plastic gloves and apron must be worn.

Cuts/scratches – Use only prepared medi-wipes. It is policy not to use antiseptic liquids/ointments, as these could delay healing or cause allergic reactions. Plasters may be applied, if necessary, after ascertaining the child is not allergic to these.

Bleeding – As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.

Head Bumps – Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. If any child has an injury from the neck up a phone call will be made to the parent/guardian and a note should be made on the child's individual log with a note explaining if the parents/guardians where contacted or not. If staff are unable to reach the parent/guardian by a phone, then a group call will be sent via the office.

Falling – Children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is on obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause other injuries.

Unconsciousness – Call a First Aider immediately.

Breathing Difficulties – Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider should be summoned.

Epilepsy/Fainting – If a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider.

Haemophilia – This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a 'bleed', call an ambulance to take them to hospital.

Diabetes – Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class teacher and/or a First Aider.

Anaphylaxis – The result of severe, generalised, allergic reaction. The child could experience sever difficulties with breathing. If a known anaphylactic has an attack, the named staff should administer the child's adrenaline and call for an ambulance. Common allergies are:

- Food, e.g. eggs, fish, nuts, especially peanuts
- Insect stings
- Immunisations or antibiotics

Safety/HIV Protection

Disposable gloves and a plastic apron should always be worn when treating any accidents/incidents that involve body fluids. Make sure any waster (wipes, pads, paper towels, etc.) is placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened ready to take home.