

Dene House Primary School

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First Aid Policy



Date of last review: September 2026

Date of next review: Sept 2027

Lead member of staff: Mr L Blake (Head Teacher)

The health and safety of all children at Dene House Primary School is of the highest importance to all staff.

This policy explains the practices in place to address the health needs of the children which may be as a result of accidents or medical conditions. **To be read in conjunction with Allergies and Asthma Policy 2026**

Our school has fully qualified first aiders and paediatric first aiders who are responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required.
First aid training is carried out in line with current Health and Safety recommendations. This is every 3 years to re-qualify as a first aider.

1. Legislation and guidance

There is a range of legislation which has been considered when reviewing this policy as follows:

- The Health and Safety (First Aid) Regulations 1981, which states 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

2. Roles and responsibilities

In Dene House Primary School at least one person who has a current paediatric first aid certificate will be on the premises at all times.
The school will have a sufficient number of suitably trained first aiders and an 'appointed person' to take charge of first aid arrangements.

Appointed person(s) and first aiders

The school's appointed person is 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 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 practical, after an incident
- Keeping their contact details up to date

The school will display the names of first Aiders and the appointed person in relative places.

The Head Teacher

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

- Ensuring that an appropriate number of appointed persons and/or trained first aid staff 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 and first aid staff
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- 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

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident forms for all incidents they attend to, where a first aider/appointed person is not called

- Informing the Head Teacher or their manager of any specific health conditions or first aid needs of which they are aware

3. First Aid 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, the appointed person will contact parents immediately
- If a pupil cannot articulate the exact location of any pain then it is appropriate for first aiders to conduct a full body survey where they gently tap (not near genitals) body parts with the consent of the child.
- ***All accidents*** *will be recorded on Medical Tracker and emails/phone calls made to parents*

Dealing with bodily fluids – Aims:

• To administer first aid, cleaning, etc. for the individual.
• **To protect the individual and others from further risk of infection.**
• To protect the individual administering first aid, cleaning, etc.

Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:

- Isolate the area.
- Always use PPE. NEVER touch bodily fluids with your bare hands.
- Clean the spillage area.
- Use bucket and mop with red mark from Caretaker's room (inform Caretaker if used by leaving a note)
- Double bag all materials used and dispose of in the outside dustbin.
- Blood loss – if possible give individual cotton pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

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

Risk assessments will be completed by the class Teacher prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider on school trips and visits.

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

All teachers taking children out of school for a trip or residential visit are equipped with a first aid pack and will carry any medication needed for individual children.

4. First Aid Equipment

Dene House Primary has a range of First Aid equipment on site and an appropriately stocked First Aid Kit is kept in the stock cupboard. Cuts are cleaned using, running water and/ or anti-bacterial wipes as appropriate. PPE is found in the area of the first aid box and will be worn by staff when dealing with blood and any other bodily fluids.

Disposable ice packs are found in the first aid box also in the stock room and can be used to reduce the swelling for bumps and suspected strains and sprains. If ice packs are used then these are first wrapped in a paper towel/or suitable covering to prevent contact with the skin.
All medical waste is disposed of in a medical disposal unit which is kept securely in the stock cupboard.

Defibrillator
A defibrillator is housed in the corridor near the staffroom.

General
Small first aid packs are available in bags used by staff on duty at lunchtimes. All staff are permitted to administer basic first aid – grazes and bumps (not head injuries). Everything else must be handled by a member of staff trained in paediatric first aid.
The first aid equipment will be regularly checked and managed by the first aiders.

5. Record Keeping and reporting

All accidents are recorded on a Medical Tracker. As much detail as possible should be supplied when reporting an accident. All pupils who have received first aid must have a notification sent home.

For very minor bumps where the child is completely fine, alert, and showing no symptoms parents are informed by a notification sent home. In the event of serious injury or concerns, first aiders must complete an accident/ incident report form, sending a copy to the Durham Safeguarding Children Partnership and directing the child/ adult to see a doctor or visit an accident and emergency department to seek further advice.
Medical information about a child is gathered through the data collection sheets as well as through information provided by parent or carer.

Important medical information is kept on Medical Trackerand is accessible by all teachers. Records about those children with particular medical conditions or allergies are also kept in the office in the blue contacts file and information displayed on the medical board (with parental consent).

All emergency phone numbers are kept in the contacts file in the office and on Arbor. Each new child that starts within the school supply information regarding health issues and these are recorded on Arbor.
Food allergies are listed in the blue contacts file and displayed on the medical board so that the teachers are aware. The school cook is notified of all children with food allergies. Photographs are provided to help staff identify and therefore provide the appropriate care for specific children.
Dene House Primary School will not discriminate against pupils with medical needs.
In certain circumstances it may be necessary to have in place an Individual Health Care Plan. This will help staff identify the necessary safety measures to help support young people with medical needs and

ensure that they and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals.

They will include the following:-
• Details of the young person's condition
• Special requirements i.e. dietary needs, pre-activity precautions
• Any side effects of the medicines
• What constitutes an emergency
• What action to take in an emergency
• Who to contact in an emergency
• The role staff can play

Notifying Parents

Parents of pupils who have received first aid will be notified via email. This informs parents that their child has received first aid and will have a slip in their bag. Head injuries will also result in a notification sent home via email.

Reporting to Ofsted and child protection agencies

The Head Teacher 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 Head Teacher will also notify Durham Safeguarding Children Partnership of any serious accident or injury to, or the death of, a pupil while in the school's care.

Reporting to the HSE

The Head Teacher will keep a record of any staff 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 Head Teacher or their Health and Safety Representative 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