THE SHERWOOD SCHOOL

*Inspire. Learn. Grow.*

# First Aid Policy

# 2026-2027

| **Status** | **Frequency** | **Approval** |
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| Statutory | Annually | FGB |

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## Aims

The aim of this policy is to set out guidelines for all staff in school in the administering of first aid to children, employees or visitors and takes advice from the DfE document -Guidance on First Aid for Schools.

This policy is shared with all employees during their induction to ensure they are familiar with the school's first aid procedures.

The Governors are committed to the Local Authority's procedure for reporting accidents and recognize their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995.

This policy should be read alongside:

- Medicines in School Policy
- Supporting Pupils with Medical Conditions Policy
- The Public Health Guidance on Infection Control in Schools
- The Sherwood Child Protection and Safeguarding Policy
- The Health and Safety Policy.

## What is First Aid?

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

## First Aid Point and Staff Training

Any member of staff may volunteer to undertake tasks related to first aid. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. Guidelines outline that in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Staff at the Sherwood volunteer to undertake training to provide a basic service of first aid provision to the pupils in our school community. Staff carrying out their duties as first aiders in the school do so under guidance from their most recent training provider and should only act where they feel comfortable and able to do so. Staff are encouraged to seek advice from parents and / or the

emergency services if on assessment they consider that it is necessary and in the best interests of the child.

First Aid is delivered, in the first instance, in class by our team of Teaching Assistants. All Teaching Assistants are encouraged to undertake the Basic First Aid certification as part of their role.

When pupils are working outside of class, at break times and lunchtime, the provision of first aid is met by our team of Teaching Assistants and Lunch Play Co-ordinators (many of whom are also in role as teaching assistants). Lunch Play Co-ordinators are encouraged to undertake the Basic First Aid Certification as part of their role. Some of the team also hold the paediatric first aid qualification (details are held by the Admin and HR officer and the SENDCo).

After this, qualified members of the administration team provide first aid in the Main School Admin Office.

At least two members of staff with current first aid training are on the premises at any one time. The first aid qualification includes paediatric first aid training for infants and young children.

The school first aiders regularly receive first aid and / or paediatric first aid training depending on their role. First aiders each hold valid certificates, details of which are held by the Admin and HR officer and SENDCO.

All teaching assistants and school administration staff are first aid trained. Notices providing details of the location of the main first aid point are on display around the school.

**Duties of First Aiders**

First aiders at school will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.

Where necessary, first aiders will ensure that an ambulance or other professional medical help is called.

**Appointed Person/s and responsibilities**

The appointed person/s at The Sherwood School is Mrs Leanora Jenkins (Admin and HR officer).

Their duties include taking charge when someone is injured or becomes ill; looking after the first-aid equipment, for example restocking the first-aid

container, and ensuring that an ambulance or other professional medical help is summoned when appropriate.

Parents have a responsibility to communicate to class teachers any allergies their child has to plasters or other medical equipment (such as plastic gloves) that may be used on site when providing first aid.

**First Aid kits**

The Sherwood School provides first aiders with the proper materials, equipment and facilities to carry out their role. First-aid equipment is clearly labelled and easily accessible.

All first-aid containers are marked with a white cross on a green background.

First aid kits are located in the Main School Office and also in each classroom throughout the day.

At lunchtimes, first aid kits are located with the pupils outside on both the Key Stage One and Two playground in close proximity to hand washing facilities.

**Contents of the first aid containers**

First aid kits are checked at the end of each day by the lunch play co-ordinator on a rota basis to ensure they are fully stocked.

First aid kits stored in class or in the main office are checked weekly by the teaching assistant or a member of the administration team.

In general first aid kits in school contain:

- a leaflet giving general advice on first aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped wound dressings;
- one pair of disposable gloves.

Items outside of the expiry date will not be used and will be disposed of.

## Accident books

At The Sherwood School, Accidents books to report all incidents where it has been necessary to provide first aid to pupils are in use.

Accidents books are used to record details of the first aid and provide class teachers with further information when communicating with parents.

In the event of a serious injury or accident, the team will liaise with the staff in the main office to communicate concerns directly with the parents.

In the event of a minor injury, once information has been received, it is the class teacher's responsibility in the first instance to report all occurrences to parents where first aid has been provided for any pupil in their care.

- Accident books on the school premises are kept safely but accessible to first aiders.
- Key Stage 1 and Key Stage 2 playgrounds have separate books for accidents that happen at playtimes and lunchtimes.
- The school office has its own book for accidents that happen at any other time. All serious accidents must be recorded in the office book, on the same day, and then handed to the Admin and HR officers within 24 hours so that this can be reported to the Local Authority.
- The nursery provision staff maintain their own records for their own children, which are shown to and signed by the parents at the end of the day.
- All accident books are reviewed half termly by a member of the first aid team to identify any potential or actual hazards.
- Our accident books keep a record of any first-aid treatment given by first aiders and other members of staff.
- These accident books MUST be written in pen, completed on the same day of the incident, and include:
    - The date, time and place of the incident.
    - The name of the injured or ill person.
    - Details of the injury or illness and first-aid given.
    - What happened to the person immediately afterwards (for example, whether they went home, went back to class, or went to hospital).

The information in the accident books can:

- Help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- Be used for reference in future first-aid need assessments;
- Be helpful for investigative purposes.

All completed accident books should be given to the Admin and HR officer, who will store them for a period of up to three years for reference in future.

**Ofsted Requirements to notify parents and the Data Protection Act**

Parents must be informed of any accidents, injuries sustained and/or first aid treatment given to their child whilst in school. It is the responsibility of the class teacher to inform the parent of any accident, injury and /or first aid provided that was minor and was not reported by the main office before the end of the school day.

Where the school office contacts the parent, the person who has provided first aid to the child will remain with the child to pass on any relevant information.

Staff are aware of the regulations surrounding the Data Protection Act 2018 and as a result will not share personal details of other pupils even if asked to do so by parents / carers. Class teachers may provide a copy of an accident form to parents to notify them of any minor first aid, injury or accident that has happened during the school day.

**Administration of Medicines**

**In line with the Medicines in School Policy, the administration of medicines applies to all pupils, including those who do not have an individual health care plan.**

Medicines will be safely stored in the School Office. A written record will be kept by the Office Staff and stored in the medical file in the office. This will include date, time, dosage and name of the member of staff who administers the medicine and the name of a member of staff who has overseen the administration of medicine. The Office Team will take responsibility for this task to ensure that pupils remember to take their medication.

- Any parent can request that their child is given prescription medicine in school. The Sherwood School will only accept medicine that has been prescribed by a GP or hospital doctor.

- If medicines (including asthma pumps) are to be administered in school the parents must complete and sign an agreement form which must be handed into a member of the office team or class teacher before any medication can be administered.
- It is preferable that pupils take medicine at home, before or after the school day. Parents are encouraged to ask their GPs for medical prescriptions that fit around the school day.
- No pupil will be given medicine without the parental consent with the exception of if there is a clear emergency and ambulance / emergency personnel are in attendance. All efforts would have been made to contact parents /carers in this situation.
- Prescribed medicines must be in date, prescribed by an NHS doctor and provided in the original container with dosage instructions.
- Parents must regularly renew the school supply of medicines and be responsible for updating repeat prescriptions.
- At the end of the school day the parent/carer will collect all medicines in store from the office.
- The school will not be held responsible for any side-effects due to the correct administration of prescribed drugs
- If the administration of prescribed medication requires medical knowledge, individual training will be provided for the relevant member of staff by a health care professional. Alternative arrangements may need to be made to cover the administration of such medicines by the parent/carer until this can be arranged. This will be arranged in a timely manner to minimise inconvenience and disruption to parents/ pupil/s and their education.
- Any medicines not collected from the school office within a suitable amount of time may be disposed of. Every effort will be made prior to this to notify parents/ carers to collect medication.

## Medical Emergencies

All members of staff who have contact with pupils who have medical conditions will be informed about the best course of action if a child becomes seriously ill and needs emergency treatment. It is a parents/ carers responsibility to inform the school of underlying medical conditions that their child may have and should

understand that this information is required to support their child whilst they are in school.

This confidential information is collected onto a Health Care Plan in a meeting with the SENDCO and / or School Nurse.

It is considered good practice to share information on Health Care plans with all members of staff who have contact with the pupil.

The child and the parents will be informed about the school's arrangements and there will be details in the plan if appropriate.

The school will call an ambulance before contacting parents if a child becomes seriously ill – this applies to all children and not only those with Health Care Plans. The school will arrange for a competent member of staff to travel to hospital in an ambulance and act in loco parentis.

**Sickness**

The Sherwood School will contact parents – or other authorised adults – if a child becomes ill while in the school.

- We are unable to provide care for children, who are unwell, e.g. have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with head lice are not excluded, but must be treated to remedy the condition.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times by the Health and Safety Coordinator and Emergency First Aiders.

**Treatments of Injuries**

Injuries that happen during class hours will be assessed by the first aider who may call the main office for additional support. All classrooms have internal telephone lines and guidance or access to emergency medical support can be made promptly.

Following an accident, the First Aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The First Aider should call an ambulance on the following occasions:

- In the event of a significant injury or head injury
- If bleeding cannot be controlled
- In the event of a period of unconsciousness
- Whenever a fracture or break is suspected
- Whenever the first aider is unsure of the severity of the injuries

**Treatment of Head Injuries**

Children often fall and some head injuries are minor events and can be dealt with by the supervising adult by applying a cold compress (wet tissue or cloth) for the child's own comfort.

Guidelines for head injuries are outlined as follows:

- Parents/Carers must be contacted if the child has a visible or grazed bump to the head.
- All head bumps must be recorded into the accident book.
- It is the responsibility of the first aider dealing with the head bump to ask for the parent/ carer to be contacted and also inform the class teacher.
- Head bump letters will be sent to parents at the end of the school day by the class teacher, if the child has been well enough to remain in school.

Emergency First Aiders should be sought if the child:

- becomes unconscious;
- is vomiting or shows signs of drowsiness;
- has a persistent headache;
- complains of blurred or double vision;
- is bleeding from the nose or ear; and/or
- has pale yellow fluid from the nose or ear.

If any of the above symptoms occurs in a child who has had a head injury, urgent medical attention is needed. Parents will be contacted and the emergency services too.

In the event of an accident in which the child cannot stand up unaided, he/she should be left in the position that he/she was found, providing it is safe to do so, and the emergency first aider must be called immediately to assess the situation.

**Treatment of suspected breaks and fractures**

The seven things to look for are:

1. Swelling

2. Difficulty moving

3. Movement in an unnatural direction

4. A limb that looks shorter, twisted or bent

5. A grating noise or feeling

6. Loss of strength

7. Shock

First Aid training states that clothing should only be removed if absolutely necessary. Where clothing needs to be removed which could cause a safeguarding issue then two members of staff should be present. Only one needs to be first aid trained. However, if waiting for a second member of staff puts a child's life in danger then the first aider should not withhold treatment.

**Disposing of Blood**

It is the first aiders' responsibility to safeguard themselves when handling fluids and blood. Disposable plastic gloves and aprons are provided and must be worn before supporting the pupil to safeguard both parties. Blooded items should be placed in appropriate waste bags and disposed of in the first aid bin in the main office.

**Ice packs**

Instant ice packs are single-use only and for the treatment of sprains, strains and bruises and must be kept out of children's reach. These are stored in the main office cupboard.

Precautions when using ice and heat DO NOT USE ICE OR HEAT:

- If the casualty is diabetic
- Over areas of skin that are in poor condition
- Over areas of skin with poor sensation to heat or cold
- On areas with known poor circulation
- In the presence of visible or know infection(s)

## Asthma

All staff received training to manage and support pupils who have asthma. The school belongs to a scheme run by the community school nursing service and has access to an emergency asthma pump.

Parents of pupils with asthma should refer and read the Medicines in School Policy and should liaise with their child's class teacher before sending asthma medication into school. An appointment with the SENDCo can be arranged in exceptional circumstances.

All pumps are labelled and kept in the child's classroom. In the event of an attack, the inhaler must be taken to the child.

All inhalers should accompany children when they are off the school grounds e.g. on a trip, swimming, visiting another school, etc. Children with a Health Care plan who have consent for the use of the emergency inhaler are clearly indicated. An emergency inhaler can be used if the child's prescribed inhaler is not available (for example, because it is broken, or empty). There is one emergency kit which is clearly labelled for use in school, on trips and in the event of an evacuation. This is kept in the school office. Please refer to the Medicines in School Policy for further information.

ALWAYS SEEK THE ADVICE/ATTENTION OF A QUALIFIED FIRST AIDER IN THE EVENT OF AN ASTHMA ATTACK AND FOLLOW ADVICE OUTLINED IN THE CARE PLAN.

## Auto Adrenaline Injections (AAI's)

Auto adrenaline Injections include devices known by their trade names such as Epipens, Jext and Emerade.

All staff receive up to date Anaphylaxis and AAI training on a yearly basis. AAI's are controlled prescribed medications and are labelled and kept in each pupil's class in the medical box which is clearly labelled.

Parents of pupils with AAI's should refer and read the Medicines in School Policy and should liaise with their child's class teacher before sending Anaphylaxis medication into school. An appointment with the SENDCo should be arranged to complete a Health Care plan where required.

Should a member of staff, who has not had the training to administer an AAI, then the emergency services must be informed at the same time as the AAI is administered.

**Training**

A record of training related to First Aid is held by the Admin and HR officer and SENDCo and is reviewed on a yearly basis.

**Review Date: September 2027**