



Dorothy Barley Junior Academy First Aid Policy



Other related policies:

- **Health & Safety**
- **Risk Assessment guidance**
- **Pupils with Medical Conditions & Administration of Medicines**
- **Riddor**

This policy was devised and adopted in January 2017

Reviewed September 2022

Updated October 2025

Policy to be reviewed in October 2026

1.0 INTRODUCTION

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety (First Aid) regulations 1981, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace, or in this case the school.

2.0 Aims & Objectives:

Dorothy Barley Junior Academy will ensure that all pupils and staff, also contractors' and visitors, have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

- To administer first aid to pupil, staff and visitors when in need in a competent and timely manner.
- To communicate pupil's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a FAW, emergency first aid at work certificate.
- To refresh the training on as and when required
- To teach pupils the basics of first aid through our PSHE curriculum

3.0 Implementation

A sufficient number of staff members, (whose names are displayed on the staff room and medical room notice boards and around the school) have been trained to hold a First Aid Certificate, and with up-to-date CPR qualifications.

Basic First Aid kits are supplied and located in the Medical Room, Jigsaw Room, The main Office and on the First aid stations in every corridor for each year group. Disposable gloves and aprons are provided and must be worn by the first aider when coming in to contact with any bodily fluid. (See LBBB Body Fluids guidance)

During break time (10.45 -11.00am) the first aider/s is/are situated in the Jigsaw Room.

During lunchtime (split lunch 12.00pm – 13.00pm) the first aider/s is/are situated in Jigsaw Room.

First Aid kits, Emergency Asthma kits and a mobile phone will also be made available for external visits, based on the risk assessment for the visit.

If a parent/carer supplies medication for a pupil standard paperwork needs to be signed by parent and Headteacher prior to any medication being applied / administered. Please see Pupils with Medical Conditions & Administration of Medicines Policy.

Administration Assistants are responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid room and Kits.

Any changes relating to pupils medical conditions will be communicated from the Administration/ Admissions and Attendance Officer and updated on Arbor. The administrators will update the class files and shared information with staff.

4.0 Unwell/Injured children in Class:-

If a child says they feel unwell in class, the Teaching Assistant is to monitor and assess (offer sick bowl or a drink of water). The Teaching assistant is also able to check the Child's Temperature at the first aid station based in the corridor outside the class room. If a child is actually sick then they are accompanied to the main school office by the Teaching Assistant from within the year group, the school office will call home, and the child should be collected and taken home. These incidents are to be logged on appropriate school systems (e.g. Arbor/Medical Tracker).

Diarrhoea and vomiting can spread easily and NHS guidance states that children should stay off school until they have not been sick or had diarrhoea for at least 48 hours.

If a child injures or hurts themselves in class, they should be treated by the Teaching assistant outside of the classroom at the First aid station. If the injury requires more than an ice pack or a call home to parents then the child must be accompanied to the main school office to be treated by a trained first aider, in the Medical Room. This is logged on Medical Tracker.

Once assessed and if found to be necessary the school office may also call home to explain the incident. The Parent/ Guardian can decide whether to monitor the injury or take the child home. In some cases, the First Aider may advise to seek further medical advice.

Any child that leaves the school building is recorded on InVentry.

5.0 Children who have Health Care Plan in school

All care plans should be adhered to, if a child has a care plan in place at school and should require First Aid they would be treated as required.

Copies of all care plans can be found on the medical inclusion board in the staff room, medical room, and class information folders and in the child's personal school file in the main office. Yearly reviews and an update of care plans and training is organised by the PWO.

6.0 Accident/Incident/Disease Reporting and Investigating

If anyone should become ill or suffer injury as a result of an accident/ serious incident the procedures below must be followed:

First Aid should be administered, **but only as far as knowledge and skill admits**. If circumstances necessitate, the trained first aider should be summoned immediately to tend to the pupil, staff or visitor. The pupil, staff or visitor should be given all possible reassurances, and if absolutely necessary, removed from danger.

If the pupil, staff or visitor needs to be taken to hospital then an ambulance should always be called. If an ambulance is required the emergency "999" service should be used. For cases of a less severe nature then it may be appropriate to transport a member of staff/pupil to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes he/she must ensure that he/she has obtained specific cover from his/her insurance company). Whenever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so. For pupils parent/carers should be contacted to inform them of the incident.

7.0 First Aid at Break time 10.45am-11.00am

At break-time there are First Aiders on duty located in Jigsaw Room. All break-time first aid issues are dealt with here. Any child coming to first aid at break time is logged on Medical Tracker and treated as necessary.

8.0 Bump to Head during school time:-

Any child that suffers a bump or knock to the head **at any time during the school day**, should be treated with First Aid, logged on to the Medical Tracker and given a copy of the incident report and a 'bumped head' sticker. A courtesy call will be made by the main office if there is a visible mark, If the parent cannot be reached on the telephone, a text will be sent. For all other non-visible injuries an email with the attached First aid report will be sent by the Main School Office to parent or carer.

The child will be monitored by staff. If the head injury is more serious the emergency first aid procedure would be followed. If a Parent is needed to collect their child from school due to a head bump, the school office would advise them to collect the child and get them checked by a medical professional. This will be noted on the Medical Tracker.

9.0 First Aid Record

All minor injuries and first aid treatments given are recorded on the Medical Tracker. This is used by office staff and Support Staff when administering first aid throughout the day.

Medical Tracker is completed for these accidents and phone calls are made to parents if the child suffers a bump to the head or sustains any other accident/injury where it is deemed serious and necessary to inform the parent directly. Parents are also contacted by telephone if a child has received a wasp or bee sting. Phone calls may also be made where a child has visited first aid twice with the same injury and is not getting any better. This is a courtesy call to parent to make them to be aware of the repeated concern and discuss next steps. The office staff completes an incident report form and after contacting the parent pass this to the class teacher, so they are both aware the child needs to be monitored and the form is given to the person who collects them at the end of the school day.

After lunch the member of staff who has been the designated first aider at lunchtime returns to the office and discusses with the Administration team any follow up action if required (e.g. a later check on an injury/new dressing required).

If any member of staff has concerns about procedures or responses to First Aid incidents, they must speak to SLT.

10.0 First Aid off site/school trips/residential.

All pupils and staff attending school trips/residential will have provided a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies are taken on day trips or residential trips. For residential trips the originals will also be kept at school, for reference and compliance.

11.0 Evaluation

SLT will continuously monitor the effectiveness of health and safety procedures at our school. Action points will be agreed, discussed and shared with staff.

