



LONGWORTH UNDENOMINATIONAL PRIMARY SCHOOL POLICY DOCUMENT

First Aid Policy

Policy No: LPS-17a
Issue No: 03

Next Review Date: November 2027

Date: November 2025

At Longworth Primary School, our Governors and Headteacher understand and 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.

We recognise our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995 and are committed to the authority's procedure for reporting accidents.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in School.

At least one adult with a current first aid certificate is on the premises, or on an outing, at any one time.

For nursery, newly qualified staff who achieved an early years qualification at level 2 or 3 on or after 30 June 2016 also have a paediatric first aid certificate in order to be counted in the adult:child ratios. The first aid qualification for pre-school includes first aid training for infants and young children.

Statement of First Aid Organisation

The school's arrangements for carrying out the policy include nine key principles: -

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that 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



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Arrangements for First Aid

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'.

The Appointed Person: Currently the Appointed person is Pippa Clark and Elaine Walton. They will regularly check that materials and equipment are available. They will ensure that new materials are ordered when supplies are running low.

All classrooms have their own First Aid Box. These need to be stored where they are visible and easy to access. There is an additional First Aid Box in the School office, First Aid bum bags are stored in the lobby between the hall and playground. It is the appointed person's responsibility to ensure that these are regularly checked and that the stations are fully stocked.

In Pre-school a list of staff and volunteers who have current PFA certificates is displayed in the setting. Information about who has completed first aid training and the location of the first aid box is provided to all our staff and volunteers. The first aid box is easily accessible to adults and is kept out of the reach of children in the disabled toilet.

There is a trip first aid bum-bag, stored in the School office. It is the responsibility of the adults of that class to notify the appointed person if stocks in the trip bag are running low.

Responsibility to regularly check First Aid Boxes located in the classrooms lies with staff working in the classes. If First Aid boxes need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

Playground:

In the case of minor injury or accidents, a qualified first aider gives first aid treatment. In the event of minor injuries or accidents, we will inform parents when they collect their child, unless the child is unduly upset or we have concerns about the injury / episode. In which case we will contact the child's parents for clarification of what they would like to do, i.e. whether they wish to collect the child and/or take them to their own GP.

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 more severe cuts, but a fully trained first aider must attend the patient to give advice. Minor cuts should be recorded in the accident file. Severe cuts should be



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recorded in the accident file and a major accident form should be given to the parents/carers. A copy of this form should be given to the office to be kept on file.

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 assessed by a first aid trained adult. Parents and Guardians must be informed. The adults in the child's class room should be informed and keep a close eye on the child. All bumped head accidents should be recorded in the accident file. Children with a bumped head should be given a head injury letter to take home and a yellow wrist band explaining time and date of injury.

For further advice on head injuries and whether to escalate treatment, staff refer to first aid training or website below:

<https://www.nhs.uk/conditions/head-injury-and-concussion/>

First Aid and Medicine files

These files are kept in each classroom, in the playground and in the office. The contents of these files are collected at the end of the academic year, by the appointed person, and kept together for a period of 3 years as required by law.

For Major accidents/ incidents a further form must be completed within 24 hours of the accident/ incident. (Any accident that results in the individual being taken to hospital is considered a Major accident/ incident official report forms). These forms are obtainable from the office and once completed a copy of it must be kept on file. They also need to be signed by the Headteacher.

Administering medicine in school

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the Teachers' cupboards, the staff room and the school office.

Children with Medical conditions have to have a care plan provided by the school nurse, signed by parents/ guardians. These need to be checked and reviewed regularly. Medications kept in the school for children with medical needs, are stored in the school office, in a white cabinet, clearly marked with the green cross, on the wall near the door. Each child's medication is clearly labelled and stored with their care plan.



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All medicines in school are administered following the agreement of a care plan.

Asthma

Children with Asthma do not require a care plan. In order for children's Asthma pumps to be kept in school a medication request form must be filled out, this is obtainable from the office. Parents need to be directed to the office to fill out the form. The office then will pass the form and medication on to the classroom staff who will store the medication in within a clearly labelled box in the classroom. Adults in the classroom are to check the expiry date on the pumps regularly and inform parents, should the pumps expire or run out.

Only **Blue** (reliever) Asthma Pumps should be kept in schools.

Other Medicines

Short term prescriptions; Medications such as the short term use of antibiotics or painkillers can be administered only if the parent /guardian fill out the 'Parental consent form for administering medicine' form. Parents can obtain the form from the office on the first day of requesting the medicine to be administered at school. The office is to pass the forms and medication to the person responsible for Medicine at school, currently Elaine Walton and Pippa Clark, who will inform adults in the named child's class room regarding the administration of the medicine in question. The copy of the Administering Medicine at Schools Form must be kept on the child's file, also one copy needs to be kept with the with the medication. Medication may be administered in school if it is required to be taken four (4) times a day. Classroom staff should encourage parents to administer all other medicine at home. All medication administered at school must be prescription medicine, prescribed by a doctor and obtained from the pharmacy, clearly labelled with the child's name and address.

Medication which requires to be kept in a refrigerator can be kept in the staffroom fridge, but must be clearly labelled.

Calling the Emergency services

In case of a major accident, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

The Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey.

If the casualty is a child, their parents/guardians should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be



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called immediately. All contact numbers for children and staff are available from the school office.

Parents sign a consent form at registration allowing a member of staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that they have been informed and are on their way to the hospital.

Headlice

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. A paragraph will be inserted into the newsletter advising parents/guardians to check their children's hair. If we have concerns over headlice the school nurse can be called in, who is able to examine children and also give advice and guidance to parents/carers on how best to treat headlice.

Chicken pox and other diseases, rashes

If a child is suspected of having chicken pox etc, we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned. We should call a First Aider and two adults should be present. The child should always be asked if it was ok to look.

Legal framework

- Health and Safety (First Aid) Regulations (1981)

Further guidance

- First Aid at Work: Your questions answered (HSE Revised 2015)
- Basic Advice on First Aid at Work (HSE Revised 2012)
- Guidance on First Aid for Schools (DfE Revised 2014)

Change & approval

Details of Changes:

Clarification on action following head injury: wrist band and need to escalate.



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Approval:

Approved by:	Signature:	Date:
Headteacher Neil Wilson		
Chair of Governors Jennifer Kirman		

First Aid Flowchart

