FIRST AID & MEDICAL CONDITIONS POLICY

DATE ADOPTED: October 2025

SIGNED BY HEADTEACHER:

SIGNED BY CHAIR OF GOVERNORS:

DATE OF NEXT REVIEW: (without incident) October 2026

First Aid & Intimate Care Policy

Statement of Intent

At Carlton Colville Primary School, we are committed to providing emergency First Aid provision in order to deal with accidents and incidents affecting our staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are also noted in the following policies:

- Health and Safety Policy
- SEND Policy
- Positive Behaviour Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy

The school's office team has overall responsibility for ensuring that the school has adequate and appropriate First Aid equipment, facilities and personnel, and for ensuring that the correct First Aid procedures are followed.

Legal Framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'

Aims

All staff will; read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

Staff will always use their best endeavours to secure the welfare of pupils.

Anyone on the school premises is expected to take reasonable care for their own and other's safety.

The aims of this policy are to:

- Ensure that the school has adequate, safe and effective First Aid provision for every pupil, member of staff and visitor. To be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure PPE is available and used by staff if/when needed.
- Ensure that medicines are only administered at school when parent/carer permission has been granted and signed for. **See appendix 1.**
- Ensure that all medicines are appropriately stored.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

To achieve the aims of this policy, the school should have suitably stocked First Aid boxes in line with current guidance.

The First Aid Leaders are responsible for examining the contents of First Aid boxes, including any mobile First Aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First Aid boxes are in the following areas:

- First Aid Room
- Year group Activity Area's
- Nursery Kitchen

Roles and Responsibilities

At Carlton Colville Primary we offer Early Years Foundation Stage provision. At least one member of staff, with a current Paediatric First Aid Certificate, must be on the premises when these children are on site. In addition to this, the majority of our support staff are First Aid trained. At least one First Aid trained member of staff will be available to support children in school and off-site visits at any time. Currently our First Aid Leaders, First Aid trained staff and Paediatric First Aid trained staff are:

Senior First Aider:

- Mrs Everett-Day
- Mrs Dent
- Mrs Hodds
- Mrs Plummer
- Mrs Cook

Paediatric First Aid Trained Staff:

- Tracy Blowers
- Annie Johnston
- Tammy Brinded
- Angela Barber
- Hannah Hawkes

First Aid information is displayed prominently around the school and is updated as/when necessary.

Appointed First Aid Leader(s) and First Aiders

Our school's appointed First Aid Leader(s) are responsible for:

- Taking charge when, in severe cases, 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 (any other staff member can/should also do this if needed).

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
- Managing their own aerosol PPE when needed
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.

First Aid Procedures

School 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 necessary, they will provide the required First Aid treatment. (PPE should be worn as necessary).
- The situation should be swiftly assessed and if considered serious the injured person should not be moved.
- The First Aider 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 relevant member of staff will take the defibrillator to the casualty and contact will be made with parents/next of kin.
- The First Aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury.

Off-Site Procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone (if not available personal mobiles are permitted)
- A portable First Aid kit
- PPE
- Information about the specific medical needs of pupils
- Parents' contact details
- Risk assessments will be completed by the Educational Visits Coordinator prior to any educational visit that necessitates taking pupils off school premises.
- It is essential that a First Aider with a First Aid at Work qualification is available on any site where the activity is taking place.

Emergency Procedures

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a First Aider.

If called, a First Aider will assess the situation and take charge of First Aider administration.

If the First Aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Once the above action has been taken, the incident will be reported promptly to:

- The Headteacher, Deputy Headteacher or Assistant Headteacher.
- The First Aid Leader(s)
- The casualty's parents

Reporting Incidents

- There is a book in the First Aid Room to record all minor incidents. Major incidents are reported online to the Local Authority.

- If a child has an accident involving a head injury, the child is given an **"Oops I've bumped my head sticker"** and the child's parent/carer is told of the incident either by telephone or at the end of the school day. Anything of a more serious nature is immediately dealt with by a telephone call to parents/carers.

Reporting to Parents

- In the event of a serious injury or an incident requiring emergency medical treatment, the school will telephone the pupil's parents as soon as possible.
- A list of emergency contacts will be kept at the school office on SIMs.

Medical Treatment

- Medicines are only administered when a disclaimer has been signed by the parent/carers giving details of the medicine and the quantity that has to be administered following the prescription by the family doctor. Verbal consent may be obtained in an emergency. **See Appendix 1- Request for the school to administer medication.**
- All medicines should be in original packaging when handed to the school office.
- The school reserves the right not to administer medicines if it is felt that the appropriate criteria has not been met.
- Only first aid trained members of staff can administer medicine. Medicines are usually administered by members of first aid trained office staff.
- Medicines are clearly labelled and stored in the school safe (in the case of Ritalin etc) or in the locked School Office First Aid cabinet. Certain medicines will need to be stored in the fridge in the Meeting Room (in the case of antibiotics).
- When medicines are administered details of name, amount, and time it was administered are recorded and initialled by 2 staff members.
- Health Centre/GP telephone numbers are available in the school office
- There is a list of children's medical needs and conditions including allergies and asthma kept in the First Aid Room, the School Office and Teachers also have a copy of any medical needs for the children in their class.
- There are Allergy Lanyards supplied daily for those children who have food allergies. These are worn whilst in the Dining Hall.
- First Aid Boxes are checked regularly in the First Aid Room, Year Group Activity Areas and Nursery Kitchen.

Asthma

Asthma inhalers are kept in year group activity areas and are accessed when required with adult supervision. Asthma inhalers expiry dates are checked regularly and school care plans are reviewed with parents annually.

Training

All First Aiders must have completed an 'Emergency First Aid at Work' course, and must hold a valid certificate of competence to show this. First Aid Leaders hold a 'First Aid at Work' enhanced certificate. The school will keep a register of all trained First Aiders, what training they have received and when this is valid until. Staff are retrained when their First Aid training is close to expiring.

At all times, at least 1 staff member will have a current Paediatric First Aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Specific training, e.g. Epipen, Asthma, Diabetes etc is arranged linked to pupil community care plans. Additionally, the school has its own care plans as and when needed for vulnerable pupils.

Monitoring Arrangements

This policy will be reviewed on an annual basis or earlier if necessary.

Appendices:

Appendix 1- Request for the school to administer medication.

Appendix 2- Guide to donning and doffing standard Personal Protective Equipment (PPE)

Appendix 3- Guidance shows how to correctly put on PPE.

Appendix 4- Guidance shows how to safely remove PPE.

Appendix 5- Asthma care plan

Appendix 1

Request for the school to administer medication

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication. Please read and sign the disclaimer printed overleaf

DETAILS OF PUPIL

Surname:…… M/F:……..

Forename(s):……. Date of Birth:……..

Address:……. Class/Form:……

…….

Condition or illness: ……..… ……..……..

MEDICATION

Name/Type of Medication
(as described on the container) ……..

Date dispensed: ……..……..

Full Directions for use: ..……

Dosage and method: ……

Timing: ……

Special precautions: ……

Side Effects: ……

Self-Administration: ……

Procedures to take in an Emergency ……

CONTACT DETAILS:

Name of Parent/Carer :……..….

Daytime Phone No:……

Relationship to pupil:……

Address:……..……

……

My child's doctor has prescribed the above medication. I understand that I must deliver the medication personally to an agreed member of staff. I accept that this is a service which the school is not obliged to undertake.

Signature: Date

Relationship to pupil: **PTO**

LEGAL DISCLAIMER

I understand that neither the Headteacher nor anyone acting on his/her authority, nor the Governing Body, nor Suffolk County Council will be liable for any illness or injury to the child arising from the administering of the medication or drug unless caused by the negligence of the Headteacher, the person acting on his/her authority, the Governing Body, or Suffolk County Council, as the case may be.

Signature: Date:

Relationship to pupil:

Date	**Time**	**Dose**	**Administered by**

Appendix 2

Public Health England

Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

1. Put on your plastic apron, making sure it is tied securely at the back.

2. Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.

3. Put on your eye protection if there is a risk of splashing.

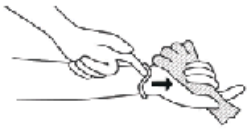
4. Put on non-sterile nitrile gloves.

5. You are now ready to enter the patient area.

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

1. Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.



2. Perform hand hygiene using alcohol hand gel or rub, or soap and water.

3. Snap or unfasten apron ties the neck and allow to fall forward.

Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

4. Once outside the patient room. Remove eye protection.

5. Perform hand hygiene using alcohol hand gel or rub, or soap and water.

6. Remove surgical mask.

7. Now wash your hands with soap and water.

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:
www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

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Appendix 3

COVID-19

Public Health England

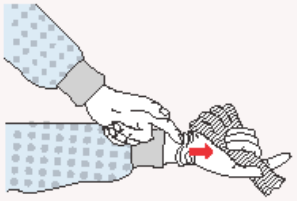
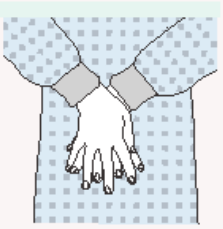
Quick guide – gown version

Removal of (doffing) personal protective equipment (PPE) for aerosol generating procedures (AGPs)

PPE should be removed in an order that minimises the potential for cross contamination.

The order of removal of PPE is as follows:

1 **Gloves –**
the outsides of the gloves are contaminated

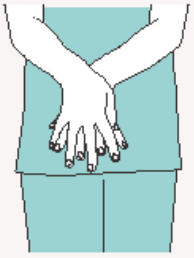
Clean hands with alcohol gel

2 **Gown –**
the front of the gown and sleeves will be contaminated

3 **Eye protection -**
the outside will be contaminated

4 **Respirator**
Clean hands with alcohol hand rub. Do not touch the front of the respirator as it will be contaminated

5 Wash hands with soap and water



Appendix 4

COVID-19

Public Health England

Quick guide – gown version

Putting on (donning) personal protective equipment (PPE) for aerosol generating procedures (AGPs)

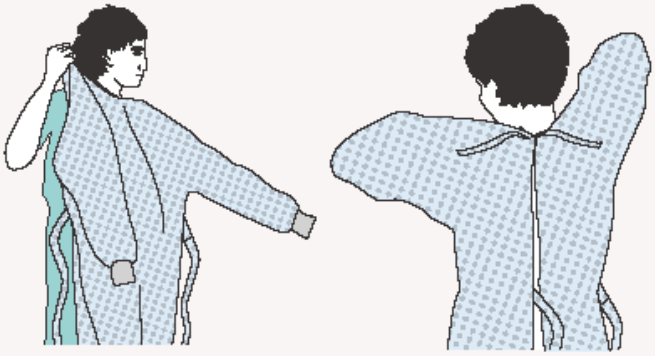
This is undertaken outside the patient's room.

Pre-donning instructions

- ensure healthcare worker hydrated
- tie hair back
- remove jewellery
- check PPE in the correct size is available

Perform hand hygiene before putting on PPE

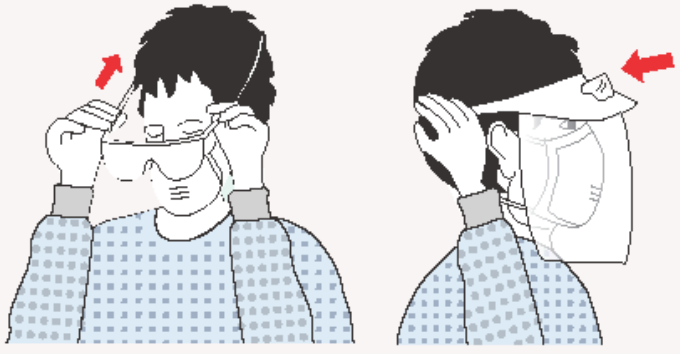
1 **Put on the long-sleeved fluid repellent disposable gown**



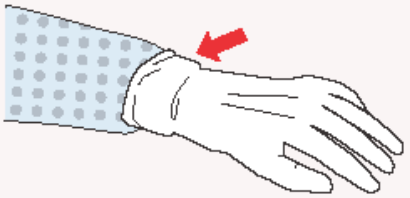
2 **Respirator**

Perform a fit check.

3 **Eye protection**



4 **Gloves**



Appendix 5

Asthma Consent & School Care Plan

Name: …… …….. Date of Birth …… …… Allergies: …… …….. Emergency Contact: …… Emergency Contact number: …… Doctor's phone number:…… Class: …… ……	Affix photo here

I confirm that my child has been diagnosed with asthma/has been prescribed an inhaler (*delete as appropriate*)

What are the signs that our child may be having an asthma attack and are there any key words that your child may use to express their asthma symptoms?

……
……

What is the name of your child's reliever medicine and the device? Please give instructions for use

……
……

……
……

Does your child have a spacer device (*please circle*) Yes No
Does your child need help using their inhaler (*please circle*) Yes No

What are your child's known asthma triggers?

……
……..

Does your child need to take their reliever medicine before exercise (*please circle*) Yes No

If yes, any instructions
……
……

I give my consent for school staff to administer/assist my child with their own reliever inhaler as required. Their inhaler is clearly labelled and in date and will be kept in school.

Signed …….. Date
……..

Print Name …… Relationship to child
……..

Log of Inhaler usage

Date	Time	Dose	Administered by