

*Learning, to make a difference,
in God's world*

Pilgrims' Cross CE Aided Primary School



First Aid Policy

Reviewed By	FGB	Authorised By	
Last Review	November 2025	Review Cycle	Annually

PILGRIMS' CROSS CE AIDED PRIMARY SCHOOL First Aid Policy

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Revision record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	October 2025	JC	FGB	New policy
2	November 2025	JC	FGB	Addition of appendices 2 (accepting medication form) & 3 (dosage form) and section on oral paracetamol

Policy Statement

Pilgrims' Cross CE Aided Primary School will undertake to ensure compliance with the relevant legislation regarding the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Pilgrims' Cross is held by the Headteacher, who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 - The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them

First Aid Training

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

School First Aid Trained Staff

At Pilgrims' Cross CE Aided Primary School, a large number of school staff are first aid trained.

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other staff. This training should be provided only where:

- Additional training is considered to be required for appointed persons in order to enhance their role to provide first aid to children; **and/or**
- Other staff, in addition to School First Aid/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

School First Aiders *(Those completing the half day school first aid course provided by a HSE regulated company)*

At Pilgrims' Cross CE Aided Primary School a number of members of staff have attended the half day training course.

They will all be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

First Aid at work First Aiders *(Those completing the 3-day first aid course provided by a HSE regulated company)*

At Pilgrims' Cross CE Aided Primary School we will have a minimum number of qualified first aiders on site who have undertaken the 3-day training course.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

Paediatric First Aid Trained Staff

At Pilgrims' Cross CE Aided Primary School we will have a minimum number of qualified paediatric first aiders on site who have undertaken the 2-day training course.

These staff are available to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 20 first aid kits on the premises:
 - These first aid kits will be situated at the school office, food technology room, school kitchen, kitchenette, staffroom, Year R, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6 classrooms and lunchtime first aid kit.
- 6 travel first aid kits for trips or vehicles:
 - 1 travel first aid kit is located in the Emergency Grab Bag under the Reception desk and 4 travel first aid kits are in the end office.

It is the responsibility of Debbie Hopgood to check the contents of all first aid kits once every term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the school office.

The contents of first aid kits are listed under the '*required quantity*' column on the checklist itself.

The school office is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room has a sink, 1 chair, a sharps bin, first aid materials and pupil medication. Clinical waste bins are available in the accessible toilet near the school office and also the accessible toilet near the staff room.

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person 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/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment telephone the parent/101/for an ambulance as appropriate to the situation

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment (via a note home) or phone call/text home (if bumped head)
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. An email may also be used.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person and another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Out of Hours and Trips

The first aid arrangements for all school managed and organised after school activities (parents' evenings, school fetes and sport activities) are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a needs assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations, there need to be arrangements in place to co-ordinate the first aide arrangements with the hirer. This is managed by the Finance Officer who will ensure that these arrangements are recorded in the lettings agreement.

The first aid arrangements for school-organised trips/visits are included in the Risk Assessment for trips. These are reviewed for each trip/visit and the level of first aid provision

is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay in school.

High Temperatures

High Temperatures

If a child reports feeling unwell during school or an adult notices the child looking unwell, their temperature will be checked by their teacher or a Learning Support Assistant (unless it's during break or lunchtime, when they will go straight to the office), using infrared thermometers, located in the classrooms.

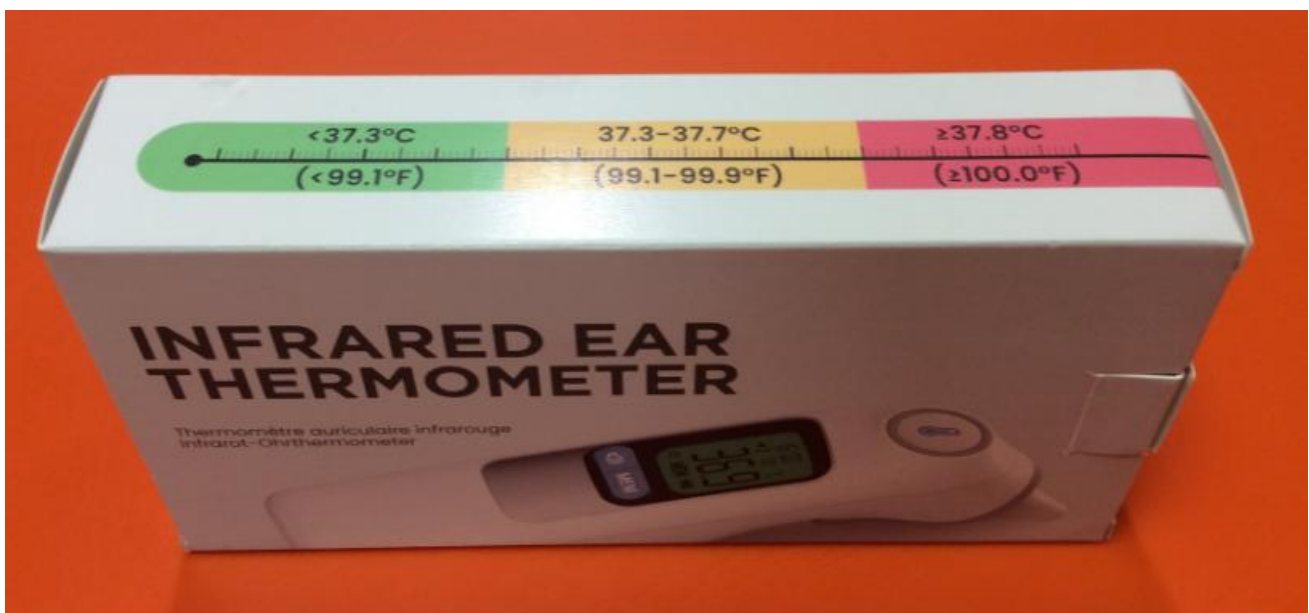
If the thermometer is **red** or **orange**, the child will be sent to the office. If the thermometer remains **green**, then the child will continue their school day as normal.

38 or above

A temperature of 38 and above will result in the child's parents/carers being called and the child being collected from school straight away.

Between 37.3 – 37.9

According to the NHS, mild fever is often fine if the child is alert, active and drinking and is treatable with paracetamol: parents/carers will be called by office staff to let them know that their child is feeling a little unwell, that they could continue to remain in school and to ask for the parent/carer to give permission for this to be administered. **An email confirmation of permission will be required to be sent by the parent/carer before the medicine is administered. The details of child, dosage, time and adult who administered the medicine will be noted down (see Appendix 3).** The child will be sent back to class to continue their school day.



Head Injuries

Head Bumps and Head Injuries

A head bump is a frequent occurrence in the school playground at break and lunch times, and during PE and sports. Fortunately, the majority are mild. However, ALL head bumps/injuries have the potential to be serious and should therefore be checked by a first aider. At Pilgrims' Cross Primary school ALL adults trained in first aid are considered first aiders in this instance. Therefore, all staff are responsible for assessing the severity of a head bump/injury.

All bumps to the head should also be recorded – **by the person who first speaks with the child**. A significant number of head bumps are very minor and as such should be noted by recording name and date details in the Orange/red Accident Report book. Any head bump requiring a more significant level of treatment than a paper towel should be recorded in the green accident books. In addition, the school office should be made aware of ALL bumps to the head so that email messages can be sent home to parents. (The reason we inform parents when a child bumps their head is so that parents can keep an eye on their child once they get home from school as it is possible for a more serious internal injury to occur with no obvious symptoms apparent for several hours).

Common sense should be applied in all head bump/injury cases and the child should be treated as an individual and not just driven by the distinctions detailed below.

Minor head bumps

Most head bumps are minor. If a bump to the head shows no physical signs - i.e. there is NO:

- Bruising or swelling,
- Abrasion or mark of any kind,
- Mild dizziness, headache or confusion,
- Nausea or vomiting
- and the child appears well,

Then this can be treated as a minor 'head bump'. A cold wet paper towel can be applied if needed, the incident should be recorded on the 'Head Bump' record sheet, and a pre-formatted email sent to parents through the office. The wording of the pre-formatted message is as follows:-

Student name has had a minor bump to the head today. There will be an accident slip in their bag. Kind Regards, School Office.

We will contact you if the situation changes. <https://www.nhs.uk/conditions/minor-head-injury>

Minor head injuries

A minor head injury is usually when a bump or bruise, or a mark of some kind is evident on the exterior of the head following a bump. However, the child may also complain of mild:

- Nausea
- Headache
- Tenderness at point or mild swelling
- Mild dizziness.

This should be treated as a minor 'head injury' and the child should be sat down and told to rest, and an ice pack applied to the area. A Yellow Band on the wrist should be given, so that all staff are aware that the child has had a bump to the head and an eye can be kept on the child*. The incident should be recorded in the school accident book. If concerned, parents should be called to collect the child (so the child can be monitored at home). If not, then the pre-formatted email must be sent to parents through the office (as done with a minor head bump see above).

*If the child is remaining in school the AVPU scale should be used to monitor any changes that may be cause for concern (see below).

Awake	Patient is awake
Verbal	Patient responds to a verbal stimulus
Pain	Patient responds to a pain stimulus
Unresponsive	Patient is unresponsive to stimulus

Severe head injury

A severe head injury is when 1 or more of the following symptoms is present:

- Unconsciousness even briefly
- Difficulty staying awake
- Seizure
- Slurred speech
- Visual problems
- Disorientated
- Confusion
- Balance problems
- Loss of power in arms or legs
- Pins and needles
- Amnesia
- Clear fluid coming from nose or ears
- Vomiting
- Neck pain

In such instances call 999 for an ambulance and let the parents know. Ensure someone stays with the child at all times. A full accident report should be recorded.

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

Accidents involving staff, visitors or volunteers, will be recorded online, using HCC's reporting system.

Appendix 1

Administration of Medicines

Process for the Administration of Medicines in School – short term medical needs

Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to a child's health, or would greatly impact on a child's school attendance, if the medicine were not taken during the school day).

- **The school will only accept:**
- Medicines prescribed by a medical practitioner
- Medicines that need to be 3 or more times per day
- Medicines that are in date
- Medicines in their original container, as dispensed by a pharmacist
- Containers with labelling identifying the child by name and with original instructions for administration, dosage and storage.

On accepting medication, the parent must sign a form (Appendix 2), disclosing all details and giving permission for the medication to be administered by member of school staff.

The medicine must be kept in a locked medicine cupboard (except where storage in a fridge, which has a child lock on is required) located in the office and only accessed by designated adults.

On a board in the office will be listed children that need short-term medicines and what time the medicine is required. Within the medicine cupboard, we will keep a copy of the forms the parents have filled out detailing the instructions of what and how much medicine is required.

Only people that have been trained to administer medicine will be allowed to administer medicine to the children.

Oral paracetamol

Occasionally, children at school may require medication to help them. If a child is feeling unwell during the school day, parents/carers will be contacted to ask them if they are happy for them to

remain in school, if given an age-appropriate dose of oral paracetamol. If parents/carers are happy with this, they will be asked to email the school with a written confirmation and medicine will be administered by one of the office team. The date, child's name, the name of person who administered the medicine, the time given and the dosage will be recorded on a form (appendix 3)

Long-Term Medicines

Where there are long-term medical needs for a child (for example: Allergy/Anaphylaxis, Diabetes, Epilepsy), an Individual Pupil Health Care Plan (IHCP) should be completed.

These pupils with long term medication will have a blue bag containing their medication, which will always be with them and move around with them wherever they go.

Inhalers

Parents and carers will be asked to complete a medication administration form (Appendix 2) when the inhaler is first brought into school through the office. Inhalers are checked every term, to ensure that they are in-date. Prior to being out of date, parents will be contacted to renew the medication.

All children who have asthma will have immediate access to their reliever inhaler when they need them. All Inhalers will be put into a red bag with their name on and placed in the first Aid cupboard located in the Childs Classroom with the appropriate paperwork. Every time an inhaler is taken in class, the adult overseeing the taking of medication will date and sign the paperwork (Appendix 2).

Appendix 2

Template A: individual healthcare plan



Name of school/setting
 Child's name
 Group/class/form
 Date of birth
 Child's address
 Medical diagnosis or condition
 Date
 Review date

Pilgrims' Cross C of E Primary School

Family Contact Information

Name
 Relationship to child
 Phone no. (work)
 (home)
 (mobile)
 Name
 Relationship to child
 Phone no. (work)
 (home)
 (mobile)

Clinic/Hospital Contact

Name
 Phone no.

G.P.

Name
 Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (state if different for off-site activities)

Plan developed with

