



# First Aid in School Policy

## St Michael's Easthampstead CE Primary School

At St Michael's we are a community of active learners who **go above and beyond** in everything we do, equipping ourselves to make a difference in our own lives and in the lives of others.

<b>Policy Name</b>	First Aid and Medicines in School Policy
<b>Brief Description:</b>	This plan outlines our responsibilities and planned actions to ensure equity of access to education for all.
<b>Status: Statutory/non-statutory</b>	Statutory
<b>Other related policies and procedures:</b>	<ul style="list-style-type: none"> <li>➤ Managing medicines in school policy</li> <li>➤ Risk assessment policy</li> <li>➤ Health and safety policy</li> <li>➤ Equality information and objectives (public sector equality duty) statement for publication</li> <li>➤ Special educational needs (SEN) information report</li> <li>➤ Supporting pupils with medical conditions policy</li> </ul>
<b>Approval level: HT/Governors/FGB</b>	FGB
<b>Approved by the Governing Board on:</b>	May 2025
<b>Frequency to be reviewed</b>	3 years
<b>Latest Date for Next Review:</b>	December 2026
<b>Version + Schedule of Amendments:</b>	
<b>Signed:</b>	
<b>Position:</b>	
<b>Date of Signature:</b>	

First Aid can be given anywhere in the school.

First Aid equipment is stored in cupboards/drawers ready for use or distribution to class rooms and/or Lunch time controllers 'bum-bags'.

Travelling First Aid Kits are available for off-site activities, and 'bum-bag' kits are available for use outside. A larger kit is available to be taken out for events on the school field.

Routine checks are made to update or replace equipment as necessary by a Designated First Aider.

Routine checks are made on medication stored in school. Parents are informed of any out-of-date items and asked to replace them.

Lists of children and staff with epi-pens in school are shared with staff and clearly available in the school office.

### Training and Qualifications

The names and contact details of St Michael's Designated First Aiders are available from the school office. First Aid Training records are held by the School Business Manager.

### Procedures

The Headteacher, or her designated representative, is the 'appointed person' responsible in the event for implementing any emergency procedure.

All accidents and injuries are treated according to current good practice. Each incident is recorded on a first aid log, a pupil accident form is completed for any injury that needs more than a clean/wipe or plaster. Near the end of the school day a designated member of staff uses Medical Tracker to email parents of any significant injuries. In the event of any concern parents are telephoned and advised at the time.

The first aid logs are kept in the First Aid Area in the school office, and archived when complete. The documents are archived for 3 years as advised by corporate health and safety at Bracknell Forest.

Accidents involving the child requiring further attention from a GP or hospital require form IRF 01/14 (Appendix 5) to be completed and sent to Bracknell Forest Borough Council (BFBC).

All accidents to employees and members of the public on site must be reported in the School Accident Book and on the appropriate form. Details must be sent to BFBC via the Accident Reporting website.

Serious injuries as defined by the Health and Safety Executive (HSE) must be notified to the Health and Safety Executive by telephone and on form F2508 (Contact School Office) within 10 days.

## Accident Reporting

### Pupils:

To include all young people on site.

Accidents to pupils which arise from collisions, slips and falls: Fill in

- First Aid Log

Accidents caused by the condition of the premises, school equipment or lack of proper supervision:

- First Aid Log
- Incident Reporting to the LA

Pupils injured in connection with work activities and taken to hospital from the scene (including off-site activity):

- Notify HSE by phone 01256 404000
- Incident Call Centre 0845 3009923
- Incident Reporting to LA
- Copy to file and send to HSE

### Adults:

To include all employees and members of the public on site.

Fill in

- Medical tracker
- Incident Reporting to the LA

All accidents however minor must be reported to BFBC.

All injuries noted down even if the person does not want a record made.

Forms sent to Environment Dept.

Copy to be filed in Accident File in Office.

### Serious injuries:

- Notify HSE by phone 01256 404000
- Incident Call Centre 0845 3009923
- Incident reporting to the LA.

Or requiring 5 additional days off work

- Fill in HSE form F2508
- Copy to file and send to HSE

## General Issues

### Head Injuries and loss of consciousness

An ambulance **MUST** be called if a person suffers a head injury and loses consciousness, no matter how briefly.

### Medi-alerts

Some children wear bracelets or necklaces which alert others to their medical condition in an emergency. As with jewellery, these items are a potential source of injury in games or certain practical activities. In appropriate circumstances they should be covered with sweatbands or removed temporarily, clearly labelled and made readily available.

### Impaired mobility

Providing the approval of the GP or consultant has been given, there is no reason why children wearing plaster casts or using crutches should not attend school. However, the following arrangements should be discussed with the child's parents:

- Risk of further injury.

- The child's ability to go to the toilet by him/herself.
- The child's ability to feed him/herself.

Restrictions will be necessary on games or practical work to protect the child or others. Similarly, some relaxation of normal routine in relation to times of attendance or movement around the school may need to be made in the interests of safety.

### School Trips

Schools may need to take additional safety measures for outside visits and consider arrangements for taking any medication. Staff supervising visits should always be aware of any medical needs and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular pupil. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on the visit, they should seek advice from the School Nursing Team or the pupil's GP. For further information on school trips, see the Off-Site and Outdoor Advisory Service manual entitled *Regulations, Advice and Procedures Off-*

*Site Activities and Hazardous Activities*. (BFBC). A parental consent and medical form, will be required and advice should be sought from the Advisory Service whose address is:

Off-site and Outdoor Advisory  
Service 16 Abbots Road  
Newbury  
Berkshire  
RG14  
7QW

### Sporting Activities

Some pupils may need to take precautionary measures before or during exercise, and/or need to be allowed immediate access to their medication if necessary. Teachers supervising sporting activities should be aware of relevant medical conditions and emergency procedures.

### Employees Medicines

Employees may need to bring their own medicine into school. They have a clear personal responsibility to ensure their medicines are not accessible to children.

### Staff Protection

Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment. Practical and common sense hygiene precautions will minimise the risk of infection where contact with blood or other body fluid is unavoidable. Guidance on these precautions is available in Section 3(9) of the Bracknell Forest Borough Council's Health, Safety and Welfare Manual of Guidance.

### Staff Indemnity

Bracknell Forest Borough Council fully indemnifies its staff against claims for alleged negligence providing they are acting within the scope of their employment. For the purposes of indemnity, the administration of medicines falls within this definition and hence staff can be reassured about the protection their employer provides. The indemnity would cover the consequences that might arise where an incorrect dose is inadvertently given or where the administration is overlooked. In practice indemnity means that the Borough Council and not the employee will meet the costs of any damages if a claim for alleged negligence be made.

### Emergency Procedures

Staff should be trained to use the telephone and know how to call the emergency services. All staff should also know who is responsible for carrying out emergency procedures in the event of need. Guidance on

calling an ambulance is provided at Appendix 1. A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil's parent arrives.

Generally staff should not take pupils to hospital in their own car. However, if after discussion with the 999 service, it is recommended that the child is taken direct to hospital in a member of staff's car, then checks must be made to ensure car insurance for business use is in place. It is also recommended that an additional person accompanies the member of staff to and from the hospital. In an emergency the best possible action is to call an ambulance.

## Conditions Requiring Emergency Action

As a matter of routine, all schools must have a clear procedure for summoning an ambulance in an emergency. (See Appendix 1.) However, some life-threatening conditions may require immediate treatment. Medicines for these purposes should only be held after seeking advice from the School Health Service.

Another form of emergency can arise if the normal routine for administering treatment of an unusual nature breaks down, for example if the trained member of staff is absent. Immediate contact with the parent, School Nursing Team or GP needs to be made to agree alternative arrangements.

Examples of these conditions follow, but will be more fully explained during the training from the School Health Service. The full indemnity provisions referred to earlier apply in these emergency situations.

### Acute Allergy to Bees Stings and Nuts, etc. (Anaphylaxis)

A small number of people are particularly sensitive to bee and wasp stings or certain food products - in particular nuts, fish, dairy products – and require an immediate injection of adrenaline or an immediate inhalation of adrenaline to save life (depending on individual medical prescription).

A child with an allergy mentioned above will have their own personalised Health Care Plan which can be found in school office and class room. These plans contain information regarding symptoms, treatment, parent/carer emergency contact details and doctors details.

Schools should bear in mind the risks from severe/chronic food allergies to pupils at break and lunch times and in cookery, food technology and science classes and seek to minimise the risks whenever possible. A procedure for catering for children with food allergies or special dietary needs has been issued to all schools and the school catering contractor.

When a child is diagnosed with an acute allergy, a policy of the 'Management of Anaphylaxis in Schools' will be issued during the training arranged by the School Nursing Team for the school staff. If a child is given a dose of adrenaline, a further dose must be requested from the GP before the child can return to school. This is the responsibility of the parents.

Call an ambulance immediately, particularly if there is any doubt about the severity of the reaction or if the pupil does not respond to the medication.

The normal prescribed device for administering adrenaline is an Epipen/Anapen; stick needles should not be used in schools. If there is any doubt it is better to give the Epipen/Anapen than to hold back, then call an ambulance immediately.

### Major Fits

Some children with tonic clonic seizures can be vulnerable to consecutive fits which, if left uncontrolled, can result in permanent damage. These children are usually prescribed diazepam for rectal administration. Teachers may naturally be concerned about agreeing to undertake such an intimate procedure and it is important that proper training and guidance is given.

Some school staff are understandably reluctant to volunteer intimate or invasive treatment because of the nature of the treatment, or fears about accusations of abuse. Parents and heads must respect such concerns and should not put any pressure on staff to assist in treatment unless they are entirely willing.

The head or governing body should arrange appropriate training, with the School Nursing Team, for school staff willing to give medical assistance. If the school can arrange for two adults, one the same gender as the pupil, to be present for the administration of intimate or invasive treatment, this minimises the potential for accusations of abuse. Two adults often ease practical administration of treatment too. Staff should protect the dignity of the pupil as far as possible, even in emergencies.

Nothing must be done to stop or alter the course of a seizure once it has begun except when medication is being given by appropriately trained staff. Someone should stay with the pupil until he or she recovers and re-orientates.

Call an ambulance if the seizure lasts longer than usual or if one seizure follows another without the person regaining consciousness, or where there is any doubt.

## Diabetes

The diabetes of the majority of school-aged children who suffer from the condition is controlled by two injections of insulin each day. It is unlikely that these will need to be given during school hours. Most children can do their own injections from a very early age and may simply need supervision if very young, and also a suitable, private place to carry it out

Children with diabetes need to ensure that their blood glucose levels remain stable and may monitor their levels using a testing machine at regular intervals. They may need to do this during the school lunch break or more regularly if their insulin needs adjusting. Most pupils will be able to do this themselves and will simply need a suitable place to do so.

Pupils with diabetes must be allowed to eat regularly during the day. This may include eating snacks during class-time or prior to exercise. Schools may need to make special arrangements for pupils with diabetes if the school has staggered lunchtimes. If a meal or snack is missed, or after strenuous activity, the pupil may experience a hypoglycaemic episode (a hypo) during which his or her blood sugar falls to a low level. If glucose concentrate is provided, it should be marked with the child's name and kept in a cool place. Staff in charge of physical activity sessions should be aware of the need for pupils with diabetes to have glucose tablets, glucose concentrate or a sugary drink to hand.

**Request for an ambulance**

Request an ambulance – dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows: St Michael's Easthampstead Primary School  
Easthampstead  
Bracknell  
Berkshire
4. state what the postcode is [RG12 7EH] – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child/adult and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Inform the First Aider that the ambulance has been called with any estimated time of arrival.
9. Arrange for someone to meet the ambulance at the gate.

St Michael's Easthampstead  
POLICY FOR ASTHMA

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This policy has been written with advice from the Department for Education and Employment, National Asthma Campaign, the local education authority, the school health service, parents, the governing body and pupils.

1. St Michael's recognises that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

2. This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, the governing body and pupils. Supply teachers and new staff are also made aware of this policy. The school's designated First Aiders are provided with training on asthma and this is regularly updated.

3. Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough.

The reliever inhalers of younger children are kept in the classroom, in a clearly labelled box visible from the teacher's desk.

For frequent users, parents are asked to ensure that the school is provided with a labelled spare reliever inhaler. This will be held in the Medical Room in a designated cupboard, in case the child's own inhaler runs out or is lost or forgotten.

All inhalers must be labelled with the child's name by the parent.

School staff are not required to administer medication to children except in an emergency, however many of our staff are happy to do this. School staff who agree to do this are insured by the local education authority when acting in accordance with this policy. **All school staff will let children take their own medication when they need to.**

4. Record Keeping

A child with Asthma will have their own personalised Health Care Plan which can be found in the medical room, staff room and class room. These plans contain information regarding symptoms, treatment, parent/carer emergency contact details and doctors details.

5. PE

Taking part in sports is an essential part of school life. PE teachers are aware of which children have asthma from the asthma register. Children with asthma are encouraged to participate fully in PE. Teachers will remind children to use their inhaler before the lesson if necessary.

Each child's inhaler will be labelled and kept in a box at the site of the lesson. If a child needs to use their inhaler during the lesson they will be encouraged to do so.

6. The School Environment

The school does all it can to ensure the school environment is favourable to children with asthma. The school has a non-smoking policy.

7. Asthma Attacks

All staff who come into contact with children know what to do in the event of an asthma attack. The school follows the following procedures:

- a. Ensure that the reliever inhaler is taken immediately.
- b. Stay calm and reassure the child.
- c. Help the child to breathe by ensuring tight clothing is loosened.
- d. Send for a Designated School First Aider.

### After the Attack

Minor attacks should not interrupt a child's involvement in school. When they feel better they can return to school activities. The child's parents must be told about the attack.

### Emergency Procedure

Call an ambulance urgently from the School Office if:

- The reliever has no effect after five to ten minutes.
- The child is either distressed or unable to talk.
- The child is getting exhausted.
- You have any doubts at all about the child's condition.

**STAFF TRAINING RECORD – ADMINISTRATION OF MEDICAL TREATMENT**

This is held centrally on a spreadsheet.