



Yeadon Junior School

First Aid Policy

Approved by:

Headteacher/Governing Board

Last reviewed on:

November 2025

Next review due by:

November 2026

Our Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

The school's arrangements for carrying out the policy include these 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

Legislation and statutory guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records

Roles and responsibilities

1. Appointed person and first aiders

The school's main appointed person is Fiona El-Awel. They are responsible for:

- Taking charge when 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
- 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
- Keeping their contact details up to date

There are other staff who are trained and qualified in First Aid, they 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.

2. Local Authority and Governing Body

Hillingdon Borough has ultimate responsibility for health and safety matters in the school, but delegate's responsibility for the strategic management of such matters to the school's governing body. The governing board delegates operational matters and day-to-day tasks to the head teacher and staff members.

3. The Headteacher

The head teacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
 - Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

4. Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Headteacher of any specific health conditions or first aid needs

First Aid Procedures

In-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 appropriate, who will provide the required first aid treatment
- 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 appointed person, will contact parents immediately
- The appointed person, Mrs E-Awel inform on the same day or as soon as is reasonably practical 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 mobile phone
- A portable first aid kit and emergency asthma kit
- Information about the specific medical needs of pupils
- Risk assessments completed by Trip Leader
- There will always be at least one trained first aider with a current first aid certificate
- There will always be a minimum of one first aider on school trips and visits

Head Injuries

Any bump to the head, no matter how minor is treated as serious. All bumped heads will be treated with an ice pack. Parents and Guardians will be informed by telephone depending on nature of head injury. The adults in the child's class room will be informed and keep a close eye on the child.

Class Medicine Bags

Red medicine bags can be found in each classroom. They contain asthma pumps, spacers and Adrenaline Auto-Injectors. A list can be found in each bag highlighting all pupils with medical needs alongside a copy of their medical plan if applicable. All class medicine bags are checked monthly by Fiona El Awel

Medicine in the Welfare Room

Short-term prescriptions are administered by welfare. Medicine must be prescribed by a doctor and will only be administered if it is required 4 times a day. Parent/ Guardian will need to complete a consent form detailing the need for the medicine, type and dosage.

Is my child too ill for school?

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Appendix 1

Pupils with Allergies

- Parents complete an allergy form
- A copy of the 'Allergy Action Plan' from GP/hospital must be provided, together with x2 medication
- Information regarding the child's allergy is shared with teaching staff and catering staff
- Catering staff have copy of the child's allergy plan, as well as a copy that is kept in the **Red** medicine bag in class

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

Defibrillators (AED)

The school has one defibrillator. It is kept in the medical room.

The defibrillator is always accessible, and staff are aware of the location and those staff have been trained to use it. They are designed to be used by someone without specific training and by following the accompanying step by step instructions on it at the time of use. The manufacturer's instructions are available to staff and use promoted should the need arise.

First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits

Record Keeping and Recording

First aid and accident record book

- An accident form will be completed by the appointed person, on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident
- Records held in the first aid medical book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

Reporting to the HSE

The Deputy Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Deputy Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital for a significant injury
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report,

HSE <http://www.hse.gov.uk/riddor/report.htm>

Specific Needs		
1	Staff with specific health needs or disabilities?	A very small number of staff have medical conditions all of whom are able to administer their own medications directly if required. Remaining Staff are aware of staff with these conditions and know what to do in an emergency.
2	Pupils with specific health needs or disabilities?	Pupils with specific health needs are detailed on SIMs/ SEND Team and teaching staff are aware and trained. A risk assesment will be made if required.

Notifying parents

The welfare assistant will inform parents of any head/face injury sustained to a pupil, and any first aid treatment given. Reporting to Ofsted and child protection agencies The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Deputy Headteacher will also notify Hillingdon Children's Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

Appendix 1

How long should my child be absent from school for (common conditions)?

CHICKEN POX – Children should be kept at home until the final blister crusts over, around 5 days from the onset of the rash.

COUGHS & COLD (NOT COVID-19) – A child with a minor cough or cold may attend school. However if it is accompanied by a raised temperature, shivers or drowsiness, please seek healthcare professional advice.

EARACHE – Medical advice should be sought.

HEADACHE – A child with headache does not in normal circumstances need to be absent from school. If it severe or accompanied by other symptoms, please seek healthcare professional advice.

RASHES – A rash can be the first sign of an infectious disease. Please check with the appropriate healthcare professional before sending to school.

TOOTHACHE – School attendance should be maintained until your child can see a dentist.

VOMITING AND/OR DIARRHOEA – Children with these symptoms should be kept at home for 48 hours after the last episode. If symptoms persist, medical advice should be sought.

There is no reason to keep your child away from school for minor conditions such as the list below, unless there are complications and your child feels very unwell.

Acne

Athlete's Foot

Cold Sores

Conjunctivitis (see pharmacist)

Hand, Foot & Mouth (see pharmacist)

Hay Fever

Head Lice (Nits) treat at night

Insect Bites/Stings

Mouth Ulcers

Ringworm (see pharmacist)

Slapped Cheek (Fifth Disease) (see pharmacist)

Sore Throat

Threadworms(see pharmacist)

Tonsillitis(see pharmacist)

Warts & Verrucae

More Serious Conditions

ASTHMA – If your child has been diagnosed with asthma, you will need to inform us. Please ensure your child has an inhaler in school (with the expiration date). Please speak to the school office if your child is diagnosed with asthma.

BROKEN BONES – If you child has a broken bone, following medical attention please contact the school office to discuss.

ECZEMA – Your child can attend school with eczema whilst being treated. They should only be absent from school on medical advice due to the eczema being severe.

GLANDULAR FEVER – This infection is not caught by day-to-day contact, so your child can come to school unless they feel too unwell to.

IMPETIGO – If your child has, or you suspect they have, an impetigo infection, you must seek medical advice and keep your child away from school until the sores have scabbed over and are healing, or 48 hours after starting medication.

RAISED TEMPERATURE – You can usually identify a raised temperature through your child looking or feeling shivery. There are lots of reasons for a raised temperature and if symptoms persist you should seek medical advice. As soon as your child is feeling better, they can return to school.

If you are concerned about any aspect of your child's health, you should consult a health professional. Advice can be obtained from NHS 111, NHS 111 online, your local pharmacy, Urgent Treatment Centre (UTC) or GP surgery.