



**Alma  
Primary**  
עולם חסד יבנה  
A world built on kindness

# Alma Primary First Aid Policy

## Policy no. 24

GB body responsible: *HR Sub-committee*  
Responsibility: *Rebecca Doctors*  
Monitoring: *Jodi Rickless*  
Start date: *March 2013*  
Reviewed date: *March 2022*

### Contents

Executive Summary, Aims	<i>Page 1</i>
Hospitals, Provision, Site & Equipment	<i>Page 2</i>
Recording, Treatment	<i>Page 3</i>
Special Needs	<i>Page 4</i>

### Policy Development

Change	Responsible	Date
Updates reflecting changes to current site, set-up and size of school	Jodi Rickless	Feb 2022

### Key points:

- First aiders will be on duty all day.
- First aid equipment will be kept in the medical room, and basic first aid equipment can be found in each hallway and the kitchen plus defibrillator kept in the hall entrance.
- The nearest hospital with a walk-in centre for minor injuries is Finchley Memorial Hospital, Granville Road, North Finchley, London. N12 0JE. Tel 020 8349 7500; The nearest full Accident and Emergency is at Barnet General Hospital, Wellhouse Lane, Barnet, EN5 3DJ. Tel: 0845 111 4000 or 020 8216 4600.
- Staff will be given training to administer adrenaline pens and medications will be stored in suitable, labelled containers.

### 1. Aims of this policy

- 1.1. To provide First Aid care to pupils and staff who injure themselves at school or who have become unwell during the school day. First Aid is also provided to pupils and staff when they are away from school on day trips or residential outings.
- 1.2. Although the school has no legal responsibility for the provision of First Aid to non-employees on the school premises, it does in practice extend First Aid to parents or relatives of pupils.

### 2. Provision

- 2.1. First aiders are on duty in various locations of the school throughout the school day, including in the School Office, to administer First Aid, to deal with any accidents or emergencies, or to help if a pupil or adult is taken ill.
- 2.2. All first aiders have taken an HSE-approved Paediatric First Aid Course and a number have additionally taken a First Aid at Work course, and are fully qualified First Aiders. The Senior Administrator is the Chief First Aider, and is responsible for setting up procedures to be followed, organising the rota where necessary and maintaining stocks of materials.
- 2.3. A limited number of staff are also qualified in Mental Health First Aid.
- 2.4. A full list of first aiders can be found on all doors and medical kits around the school.

### 3. Hospitals

- 3.1. The nearest hospital with a walk-in centre for minor injuries is Finchley Memorial Hospital, Granville Road, North Finchley, London. N12 0JE. Tel 020 8349 7500
- 3.2. The nearest full Accident and Emergency is at Barnet General Hospital, Wellhouse Lane, Barnet, EN5 3DJ. Tel: 0845 111 4000 or 020 8216 4600

### 4. Information about First Aid provision

- 4.1. All new staff are given information on where to find first aid assistance, as part of their induction into the school.

### **5. Children with on-going medical conditions**

- 5.1. In order to support the learning and well being of children who have conditions such as epilepsy, diabetes and asthma, the school will ensure:
- 5.2. Medication which the child can self administer (e.g. asthma inhaler) is kept in school, in a labelled box in the classroom or other easily accessible location.
- 5.3. Medication which an adult will need to administer in an emergency (e.g. epipen) will be kept in a place which can be easily accessed when needed.
- 5.4. Other medication which the child will need will be held by the school office, in the medical room, under the medications policy. Only qualified first aiders will deal epilepsy fits.

### **6. Training**

- 6.1. Regular updates on basic first aid intervention including mental health first aid are given to all staff at weekly staff meetings.
- 6.2. Additional training for specific requirements is given as necessary particularly prior to school trips and residentials.
- 6.3. All staff should receive annual training on the use of adrenaline pens including Epipen, Jext etc
- 6.4. A formal meeting of the fully qualified First Aiders is held once a year. First Aiders are also regularly updated with any changes.

### **7. Site**

- 7.1. A designated Medical Room Sick Bay area and stocked First Aid cupboard are adjacent to the School Office. Additional first aid kits are kept in the hallways on each floor and in the kitchen.
- 7.2. First Aid pouches containing basic first aid materials for minor cuts and injuries are kept outside the office and staff on break-duty are required to take a pouch out on duty with them.
- 7.3. Each classroom has a box of basic first aid materials for minor cuts and injuries which may happen in the classroom.
- 7.4. A First Aid kit is taken on all school trips, together with Individual Healthcare Plans and medication for any pupils with specific medical needs.

### **8. Equipment**

- 8.1. Disposable gloves are kept in the First Aid cupboard, all medical kits and the PPE cupboard. Waste materials are disposed of in the yellow clinical waste bin in the medical room.
- 8.2. Dressings and all other equipment are replenished as needed, and checked before the beginning of each term to make sure they are in date.

### **9. Provision for spillage of bodily fluids**

- 9.1. There is a supply of antibacterial and other appropriate products in a secure area of the school. Disposable gloves and aprons should be worn while dealing with any spillages, and disposal of soiled material in the clinical waste bin.

### **10. Procedures**

- 10.1. If a child requires first aid attention, then this should be brought to the attention of the nearest available first aider either by another member of staff or child as appropriate.
- 10.2. Basic first aid will be administered in the playground or classroom but anything requiring more serious injury or investigation will be dealt with in or around the medical room.
- 10.3. Where first aid is required following an accident then the staff member should complete an accident form as soon as is practicable and give/send to the admin team in order for this to be reported to parents.

### **11. Recording**

- 11.1. Minor to moderate accidents are recorded in the Accident Log stored on Sharefile.
- 11.2. Severe accidents or fatalities are further recorded in the HSE-approved RIDDOR Accident Book, kept in the School Office. The School Business Manager, who has responsibility for Health & Safety in the school, keeps the entries from the RIDDOR book, and a copy is kept securely in the School Office. We report all serious incidents to RIDDOR. ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) or 0845 300 9923)

### **12. Notification to Parents**

- 12.1. Parents are always notified on the same day about the following:
- Every head injury, including injuries to the face, nose or eyes.
  - Wasp or bee stings.
  - Other significant injuries as necessary.
- 12.2. Parents are requested to acknowledge receipt of any accident forms sent/given to them.

### **13. Treatment**

- 13.1. Parents may be contacted to collect their child if an injury warrants it. If children are considered to be unwell, then parents are called to take them home.
- 13.2. In accordance with guidelines, the school does not stock any over-the-counter products for First Aid use.
- 13.3. In the case of a wasp or bee sting, an ice pack is applied to the affected area, and the child kept under observation for half an hour. Parents are notified of any sting, and are requested to collect their child if the swelling increases rather than decreases, or is in high-risk areas such as the mouth or throat.

### 14. Head Injury

- 14.1. All bumps to the head receive First Aid attention, and parents are notified in every case.
- 14.2. Unless the injury is obviously severe, children are initially given treatment in the form of a cold pack and rest, under observation, for a minimum of 10 minutes. This period may be extended as appropriate, according to the response of the pupil.
- 14.3. If, on the basis of this observation period, the child appears to have recovered and is ready to re-join the class, he/she is given an '*I bumped my head today*' sticker to wear for the rest of the day. All teachers in contact with the child will then automatically monitor them. The First Aider will contact the child's parent to tell them of the incident and ask them to continue monitoring at home.
- 14.4. If a child deteriorates or the injury appears severe, or the child exhibits symptoms of head injury or concussion, parents are contacted immediately to come and fetch them for urgent medical attention. The First Aider in charge will make a decision as to whether to call the emergency services.

### 15. SEND

- 15.1. Parents are asked on the Registration Form, completed before their child enters the school, if their child has any particular medical condition the school should be aware of. If the answer is yes, they are asked to complete a more detailed form.
- 15.2. From this information the Chief First Aider liaises with parents to set up an Individual Healthcare Plan (IHP) if one is judged to be needed. The IHP includes a section on any specific action to be taken in the case of an accident or emergency requiring First Aid or a visit to A & E. Should a child need to be sent to A & E, a copy of their IHP and any medication will accompany them.