



Hart Hill Nursery School

First Aid Policy

Updated Summer Term 2023

Ratified by Governors on 9/5/23

Signed 

To be updated Summer Term 2026



Rationale

Hart Hill Nursery School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, children and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, children and visitors. Details of such precautions are noted throughout many policies in school, including the school's Health and Safety, Behavioural, Safeguarding, Lone Working, Supporting Pupils with Medical Conditions and Educational Visits Policies.

The school's SENDCO and First Aid Officer have 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.

Aims

As a school, we aim to:

- Ensure 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
- Enable staff to use their best endeavours to secure the welfare of pupils
- Highlight anyone on the school's premises is expected to take reasonable care for their own and other's safety
- Ensure that the school has adequate, safe and effective first aid provision for every child, member of staff and visitor to be supported in the event of any illness, accident or injury, no matter how major or minor
- Ensure that staff and children are aware of the procedures in the event of any illness, accident or injury at an appropriate age or experience level
- Ensure that medicines are administered at the school, in line with the relevant policy
- Promote effective infection control

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 will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes

- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 medium individually wrapped sterile unmedicated wound dressings
- 2 large individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves

Roles and Responsibilities

The governing body is responsible for implementing effective policies and procedures are in place to ensure that children are kept safe in school. They must ensure that this policy is maintained and disseminated to all staff. The governor in charge of safeguarding will include incidents or concerns in safeguarding reports or feedback to the governing body. The governor responsible for health and safety will complete reviews of first aid incidents across a school year and link this with visits to look at areas of risk or concern in the school environment. The governing body will ensure that the school develops and implements a policy for supporting pupils with medical conditions. It will ensure that suitable accommodation for the care of pupils with medical conditions is available. It will ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions. It will ensure that the appropriate level of insurance is in place to cover staff providing support to pupils with medical conditions.

The Headteacher is responsible for the day to day management of this policy and ensuring a consistent approach to managing first aid provision. They will ensure the school provides a safe environment for staff, children and visitors, by having clear and concise risk assessments. The Headteacher will work with governors to ensure compliance with relevant legislation and will inform them of any issues and developments concerning first aid administration.

The SENDCO is responsible for ensuring that staff have the skills to provide relevant first aid provision to children, staff and visitors. The SENDCO is responsible for sourcing training to enable them and staff to be sufficiently trained and to ensure that a good proportion of staff across the school are Paediatric first aid trained, in liaison with the School Business Manager. The SENDCO will assist with the monitoring and review of this policy. The Headteacher will contact the school nursing service in the case of any child who has a medical condition that may require support at school.

The lead first aider is responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use, ensuring they are restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

All first aiders are responsible for ensuring that they remain up to date with practices linked to first aid, to ensure that the provision is of high standard. They will administer immediate first aid to children, staff or visitors and will ensure that an ambulance or medical help is sought when necessary. First aiders will ensure that their first aid certificates are kept up to date through liaison with the SENDCO and the School Business Manager.

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All school staff are responsible familiarising themselves with this policy. They must ensure that all first aid kits are properly stocked and maintained, with support of the lead first aider. They are also responsible for ensure that a first aider is called immediate should advice need to sought, even in small cases where staff are unsure. Any member of staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help. Training will be provided to all staff.

All staff must read the leaflet on general advice for first aid and have clear understanding of who the first aiders are in their classroom and across the school, as well as the location of first aid kits, should they need to support a first aider in any way.

All school staff are responsible for ensuring that all emergency medication is in date and that parents are given plenty of notice as to when it will pass its expiry date, as well as ensuring that emergency medication is available for parents to take home on each holiday and to ensure that it returns with the children on the first day back, in agreement with the child's Care Plan.

The site agent is responsible for regularly checking the school premises for disrepair or accidental damage that could become a safeguarding risk and must report any concerns to a member of the Senior Leadership Team, preferably the Deputy Headteacher (Antonia Robinson). The site agent must adhere to the health and safety policy, in regards to site walks and reporting of defected equipment.

Emergency Procedures

Parents will advise the school when a child has chronic medical condition or severe allergy that require medical assistance or medication, so that a Care Plan can be implemented and staff can be trained to deal with any emergency in an appropriate way. A disclaimer will be signed by the parents in this regard, as part of the Care Plan.

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.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate

actions can prevent the accident from becoming increasingly serious, or from involving more victims.

- Call an ambulance or a doctor, if this is appropriate, moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, the incident will be reported promptly to the Headteacher and the victim(s) parents/carers. Where a child needs to be transported in an ambulance, without a parent, two members of staff must accompany the child and take the child's registration form and any care plans with them. Where a parent collects the child and decides to take the child to hospital, an ambulance must be offered and the reporting must be in line with if they went to hospital from school (riddor).

Where a serious accident/injury has taken place, a full investigation must take place by a member of the senior leadership, including reviewing risk assessments and the procedures that took place. Parents will receive a written outcome of the investigation as soon as practicable.

Reporting of Accidents, Injury or Illness

In the event of incident or injury to a child, at least one of the child's parents will be informed as soon as practicable. All injuries will be recorded on Cpoms under a relevant heading and assigned to the class teacher and the member of senior leadership responsible for First Aid. The incident/injury reporting must include the date and time of the incident, as well as the nature and location of the accident with any witnesses named. A body map must also be highlighted for the area of injury. In addition to this, parents will be informed of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

In the event of a serious injury or an incident requiring emergency medical treatment, the children's class teacher will telephone the children's parents as soon as possible. All emergency contact details are held in the school office. All serious incidents or injury must be recorded via the Local Authority Riddor system.

In the event of illness, the school will contact the parents of the child and ask them to pick up their child from school as soon as possible. A quiet area of the classroom will be used to withdraw and monitor the child while they wait for their parent. They will be encouraged to rest and a member of staff will reassure them during this time – they will not be left alone, in case their illness changes.

Where a child has an infectious illness or outbreak, the school will follow the NHS and PHE guidelines for periods of incubation. School will use NHS 111 website to support decision made and will contact the PHE where required and follow guidelines or procedures given.

Offsite visits and events

Before undertaking any offsite events or visits, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved, in line with the Educational Visits Policy.

Administration of Medication

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. No child under 16 will be given prescription or non-prescription medicines without their parents' written consent. A child under 16 should never be given medicines containing aspirin unless prescribed by a doctor.

Staff administering a controlled drug and/or over the counter medication (OTC) must do so in accordance with the prescriber's instructions and/or in accordance with the recommended dosage. The school will keep a written record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects should also be noted.

During school trips, the member of staff in charge of first aid on the trip will carry all medical devices and medicines required.

If a pupil refuses to take medication or carry out a necessary procedure they should not be forced by staff. The procedure agreed in the individual healthcare plan should be followed and the parent/carer informed.

Sharp boxes should always be used for the disposal of needles and other sharps. When no longer required, medicines should be returned to the parent to arrange for safe disposal. Medication no longer required or out of date should not be allowed to accumulate.

Storage of Medication

Medicines will always be stored securely and appropriately in accordance with individual product instructions. All medicines will be stored in the original container in which they were dispensed, together with the prescribers instructions for administration, and properly labeled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Any emergency supply of medication for potentially lifesaving equipment eg an EpiPen must be stored safely and clearly in the child's main classroom and follow the agreements of the Care Plan.

All medicines, prescribed and ones for an emergency, will be returned to the parent for safe disposal, when they are no longer required or have expired.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers alongside details of any allergies or chronic condition. These forms will be updated at the start of each school year.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind.

Monitoring and Review

It is the responsibility of the Lead and Deputy First Aider to ensure that this policy is updated in line with any new legislation or guidelines regarding first aid. The Headteacher and Senior Leadership Team will support with the review of the policy, however the made changes they will make will be in regards to provision and procedures, which are operational, rather than legislation.

Current First Aiders in School

Name	Location in School	Certificate	Date of expiry
Jeanette Day (LEAD FIRST AIDER)	Hedgehogs	Full Paediatric	May 2023
Daisy Wainwright (DEPUTY FIRST AIDER)	Badgers	Full Paediatric	May 2023
Ade Ogunleye	Otters	Full Paediatric	November 2023
Alison Stone	Robins	Full Paediatric	November 2024
Annette Baker	Owls	Full Paediatric	November 2023
Antonia Robinson	Squirrels	Full Paediatric	November 2024
Carol read	Badgers	Full Paediatric	September 2024
Claire O'Neill	Robins	Full Paediatric	November 2024
Clara McGee	Kitchen/After School	Full Paediatric	May 2024
Elizabeth Musonda	Squirrels	Full Paediatric First Aid at Work	May 2023 December 2023
Jenna Hewitt	PPA	Full Paediatric	November 2023
Karen Cannella	Owls	Full Paediatric	May 2024
Klaire Burrows	Squirrels	Full Paediatric	November 2024
Melissa Maya	Hedgehogs	Full Paediatric	September 2024
Nahida Islam	Badgers	Full Paediatric	September 2024
Salma Malik	Maternity	Full Paediatric	May 2024
Shona Ustun	Family Room	Full Paediatric	November 2023
Sophie Hughes	Robins	Full Paediatric	September 2024
Sophie Tillotson	EAL	Full Paediatric	November 2023
Tahira Batool	MDS	Full Paediatric	May 2024
Vikki Cariney	Squirrels	Full Paediatric First Aid at Work	September 2024 December 2023

Location of First Aid Boxes

Type of first aid box	Location in School	Name Person Responsible
First Aid Cabinet	Badgers Bathroom	Daisy
First Aid Carry Box	Family Room	Shona
First Aid Mini Carry Box	Robins	Alison
First Aid Cabinet	Otters Bathroom	Lisa
First Aid Carry Box	Dining Room	Clara/Jeanette
First Aid Carry Box Burns Kit	Staffroom	Jeanette
First Aid Box	Squirrels	Antonia
First Aid Cabinet	Hedgehogs/Owls Bathroom	Jeanette

Appendix 2

Parental/carer consent to administer a prescribed medicine

- All prescribed medicines must be in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose and the frequency of administration, the expiry date and the date of dispensing included on the pharmacy label.
- A separate form is required for **each medicine**.

Child's name	
Child's date of birth	
Class/form	
Name of medicine	
Strength of medicine	
How much (dose) to be given. For example: One tablet One 5ml spoonful	
At what time(s) the medication should be given	
Reason for medication	
Duration of medicine Please specify how long your child needs to take the medication for.	
Are there any possible side effects that the school needs to know about? If yes, please list them	

Mobile number of parent/carer	
Daytime landline for parent/carer	
Alternative emergency contact name	
Alternative emergency phone no.	
Name of child's GP practice	
Phone no. of child's GP practice	

- I give my permission for the my child's keyworker to administer the prescribed medicine to my son/daughter during the time he/she is at school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal and supplying new stock to the school, if necessary.
- The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carer name	
Parent/carer signature	
Date	

Appendix 3

Parental/carer consent to administer an 'over-the-counter' (OTC) medicine

- All over the counter (OTC) medicines must be in the original container.
- A separate form is required for **each medicine**.

Child's name	
Child's date of birth	
Class/form	
Name of medicine	
Strength of medicine	
How much (dose) to be given. For example: One tablet One 5ml spoonful	
At what time(s) the medication should be given	
Reason for medication	
Duration of medicine Please specify how long your child needs to take the medication for	
Are there any possible side effects that the school needs to know about? If yes, please list them	

Mobile number of parent/carer	
Daytime landline for parent/carer	
Alternative emergency contact name	
Alternative emergency phone no.	
Name of child's GP practice	
Phone no. of child's GP practice	

- I give my permission for the Keyworker to administer the OTC medicine to my son/daughter during the time he/she is at school. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is no longer needed.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.
- I confirm that the dose and frequency requested is in line with the manufacturers' instructions on the medicine.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal. If the medicine is still required, it is my responsibility to obtain new stock for the school.
- The above information is, to the best of my knowledge, accurate at the time of writing.

Parent/carer name	
Parent/carer signature	
Date	