

Kingshill Infant School
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RESPECT – HARD-WORKING - TEAMWORK

“Preparing children for a life full of learning.”

Kingshill Infant School

First Aid Policy

Reviewed: November 2025

Review due: November 2026

Introduction

Kingshill Infant school is committed to ensuring that first aid provision at the school will be adequate to cope with all foreseeable minor and major incidents. This policy should be read in conjunction with our policies on 'Supporting Pupils with Medical Conditions', 'Intimate Care' and 'Health and Safety'.

Statutory Guidance

The policy is based on the guidance provided by the Department for Education and Employment: <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education> .

We have also consulted the Herts guidance on First Aid. Relevant documents can be found on the Herts grid at: <https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/health-and-safety-topics/first-aid-and-medication>

Qualified Staff

The majority of staff are emergency first aid trained. This training is updated every three years. In addition, we have staff that hold a Paediatric First aid (PFA) certificate. A list of staff with PFA is in the PPA room on the notice board. Nursery lunch club has Level 3 trained member of staff and a member of SLT. The level 3 trained member of staff has PFA. In this dining room one MSA has PFA.

First Aid Supplies

First aid supplies are stored in the toilet for the disabled and accessible to all staff. Each class has a first aid box in their classroom which is easily accessible in the event of an accident. There is also a first aid kit in the cupboard between the Year 1 classrooms. Gloves must be worn when dealing with bodily fluids and all blood-soiled products placed into a plastic bag in the bin provided in the toilet for the disabled. It is the responsibility of a trained first aid member of the teaching assistant team in school to ensure that the stocks are checked and any shortages reported to the admin team responsible for ordering. Small cuts/grazes are cleaned using cleansing wipe, wiping gently away from the wound. If required, a plaster may be applied after checking the child is allowed to have plasters (pupil list is held in each classroom). If a cold compress is needed, medical ice packs are kept in the freezer in the disabled toilet, which should be wrapped in a disposable cover before application. All incidents requiring treatment are recorded online via 'Arbor.'

Provision for Allergy/Medical Treatment

If a child requires non-emergency prescribed medication for a short period, this is kept in school and is securely stored in a fridge in the office with a copy of the medical protocol. Office staff will only dispense oral medicine that is required to be administered 4x a day. Parents will complete and sign a 'Medicine Log' form that is kept securely in the main office.

Any medication used on a regular basis e.g. inhalers, hay fever medication etc. are securely stored in classroom cupboards that are not locked. These are kept in a named bag within a container with a copy of the medicine protocol. Children with asthma are supported to administer their medication under the supervision of a first aid trained adult. Medications will be taken on school trips.

Adrenaline Auto-Injectors (e.g. EpiPen)

These are securely stored in classrooms in a zipped wallet displaying the child's name and medical protocol. A list of children requiring EpiPens can be found in the classroom, school office, PPA room and kitchen (in the case of food allergies). First Aid training for staff includes the use of auto-injectors.

All inhalers, epiPens etc. are sent home at the end of the school year and parents/carers are responsible for checking 'use by dates' and replenishing them. These are also checked half termly by our admin team.

Parents complete an annual Individual Health Plan which the class teacher has in September so that all staff are aware of medical needs and protocols.

Emergency Medication

Generic inhalers and adrenaline pens are kept for emergency use only and can only be administered to pupils and staff that have been prescribed this medication. These are kept in a locked cabinet in the school office.

Children with Medical Needs

These children will have an Individual Healthcare Support Plan (IHCP) drawn up in consultation with the Headteacher and parents/carers; the school nurse will be asked for advice when necessary, which will be shared with staff as appropriate. Children with medical needs will have their photograph and medical details displayed in the classroom and PPA room. These are reviewed annually.

First Aid during Class Time

Minor incidents will be dealt with by all first aid trained staff. Gloves must be worn if there is blood, vomit, or any other residue of the incident, the priority is to clear up as quickly as possible (the Site Manager may be asked to assist if on site). Any child needing to be sent home will wait in the entrance corridor with an adult to be collected. The Office, will telephone the child's parent/carer or other designated contact.

First Aid during Playtime and Lunchtime

Injuries will be assessed by the nearest adult who may decide to send the child to the First Aid Area on the playground or request first aid be taken to the child e.g. excessive bleeding on the playground. Paediatric first aiders may be called upon for advice.

MSAs concerned about accidents that occur during lunchtime will inform the appropriate member of staff so the child is monitored for the remainder of the day. Any incidents are record on Arbor by a member of the MSA team.

Children Needing Personal Changing

See Intimate Care Policy.

Emergency Procedures

In the event of serious injury or illness any staff member nearby will act to prevent further injury to the casualty, to others (including themselves) and to preserve life. Help will be summoned immediately from a designated first aider, or in their absence the nearest available adult. Emergency services will be called as required. Classroom phones can be used to call 999.

Automated external defibrillator

There is an AED in the school hall which can be accessed in the event of an emergency.

Documentation

When a child joins the school, the parents complete a confidential questionnaire. The questionnaire gives details of their family doctor, immunisations, any allergies or existing medical conditions of which we should be aware, along with other relevant medical information and emergency contact details of parents/guardians.

If a child requires medication, parents will be asked to sign a consent form which gives details of the protocol required when administering the medication.

Parents are required to inform the office Manager, as soon as feasibly possible of any changes to their child's health that may take place throughout the year. Parents are asked annually to review their child's details held by the school and inform the office of any changes required.

Recording and Reporting

All injuries are recorded online via 'Arbor' and an email is sent to the parents via Arbor. If an injury causes concern (particularly a head injury), the parent/carer will be telephoned by the Office and invited to come in to check the child/injury. Parents are always called if a head injury has occurred.

If following an incident a child becomes unwell during the school day, a member of the Senior Leadership Team (SLT) will be informed. If a child needs hospital treatment, the parent/carer will be contacted and an ambulance may be called.

Should a child have to go to hospital as a result of an accident or illness in school, the Headteacher, Deputy Headteacher or a member of the SLT will be informed and will then complete an accident form and take picture evidence of the area where the accident took place. This will then be reported to RIDDOR or James Ottery (H&S at HCC) for further guidance and support.

Injuries resulting in an adult, child and/or members of staff being sent for medical treatment will be recorded using the online HCC accident form. Serious injuries will be reported by the school office to the HSE using their online reporting system: RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

When a child receives medication in school e.g. antihistamines, inhalers (Asthma), Adrenaline Auto-Injectors (Epipens) etc. the details are recorded on the form kept with the medication.

Additional Guidance for Head Injuries

A minor bump to the head is common in children particularly those of primary school age. If a child is asymptomatic i.e. there is no bruising, swelling, abrasion, mark of any kind, dizziness, headache, nausea or vomiting and the child appears well then the incident will be treated as a 'bump' rather than a 'head injury'. However- parent's will still be informed by telephone.

If a child has a minor bump on the head during their day the following procedure is followed:

- The situation is initially assessed by the member of staff in situ.
- Where it is a minor injury, the bump may be treated with an ice pack if swelling/bruising is present under the supervision of a member of staff.
- An accident form will be completed on 'Arbor' and sent to parent/carer. The parent will also be contacted by telephone.

If the child has had a significant knock on the head or displays any symptoms which may indicate a more serious head injury then details of the incident will be conveyed to parents/carers by telephone. If the child becomes pale or shaky, is sleepy or vomits as a result of the incident, or if there is significant bruising or bleeding, the parents/carers/emergency services will be contacted as soon as possible.

Trips and Visits

A basic first aid kit will be taken on all excursions out of school including all medications e.g. Inhalers (Asthma), and Adrenaline Auto Injectors (Epipens). Details of injuries will be recorded online via 'Arbor' at the time if possible or on the return to school. Children with Medical Needs may require additional provision on such occasions and this should be detailed in the Risk Assessment, which should be submitted prior to the planned trip and shared with parents.

Staff and Visitor Accidents

An accident form should be completed online on 'Arbor as soon as reasonably practicable but at least by the end of the day.

Review of Accidents

Any patterns are addressed and discussion with the site manager if needed. Any incidents that have resulted in a child attending hospital are reported to governors.