Middleton Primary School

First Aid policy

MIDDLETON PRIMARY SCHOOL
FIRST AID POLICY

ADOPTION AND AMENDMENTS TO FIRST AID POLICY

Written May 2019

Section	Governors' Meeting or Committee
Whole Document	LGB, June 2019
Whole Document	LGB, June 2021
Whole Document	LGB, June 2022
Whole Document	LGB, June 2023
Whole Document	LGB, October 2024
Whole Document	LGB, September 2025
Whole Document	LGB, September 2026
Next review: 2027-2028	

MIDDLETON PRIMARY SCHOOL
FIRST AID POLICY

Contents

1. Introduction 3
2. Purpose 3
3. Roles and Responsibilities 4
The Health and Safety Manager 4
Parents and Carers 4
Paediatric-trained first aiders 4
All Staff 5
Governors 6
4. Training 6
5. Illness at School 6
6. Trips and Visits 7

1. Introduction

The first aid procedure at Middleton Primary School operates to ensure that every student, member of staff and visitor will be well looked after in the event of illness, or an accident, no matter how minor or major.

In the event of illness or an accident all members of the school community should be aware of the support available and the procedures available to activate this.

2. Purpose

To ensure that all students can be included in all activities and that no child feels excluded due to their medical condition.

To ensure that the school has adequate and appropriate equipment, facilities and procedures to provide appropriate first aid.

To ensure that the first aid arrangements are based on a risk assessment of the School.

To provide effective, safe First Aid cover for students, staff and visitors.

To ensure that all students and staff are aware of the system in place.

To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

3. Roles and Responsibilities

The Health and Safety Manager

Will

Ensure adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations 1981.

Monitor and respond to all matters relating to Health & Safety of all persons on school Premises.

Ensure all new staff are made aware of Health and Safety procedures in school.

Parents and Carers

Should provide the school with sufficient information about their child's medical needs, if treatment or special care is needed.

Parents/Carers should keep any child at home when they are acutely unwell in order to reduce the spread of infection. This is to protect other children with serious medical conditions, for whom illness can produce complications.

If parents/carers are unsure whether their child is well enough to return to school after being unwell, they may contact the school for advice. If a pupil is frequently absent due to medical reasons, the school may contact home to discuss and offer advice as appropriate.

Paediatric-trained first aiders

Will

Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.

Help fellow First Aiders at an incident and provide support during the incident.

Act as a person who can be relied upon to help when the need arises.

Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents/carers to pick up the pupil to take them to hospital; ensure that parents are aware of significant head injuries promptly.

Keep a record of each student attended to, record this on Medical Tracker and inform parents by email, including the nature of the injury and any treatment given. If the injury is more serious a phone call will be made to the parent/carers. In the case of a staff member having an accident, the injury will also be recorded on Medical Tracker.

Use an Automated External Defibrillator, if necessary. Two defibrillators are held in school (one in the school reception and one for external use attached to the modular building) which can be used, if required to help any child or adult who needs this in an emergency situation. These will be checked regularly to ensure that they are in working order.

Use a bleed control kit, if appropriate. A bleed control kit is held in the school reception.

Ensure that everything is cleared away, using gloves, and every dressing etc is placed into a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in the correct bin. Any blood stains on the ground must be washed away thoroughly.

All Staff

All Staff will have access to information on children's medical conditions and action to take in an emergency.

All staff in charge of students must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students in the same way that parents/carers would be expected to act towards their children.

They will:
Familiarise themselves with the first aid procedures in operation and ensure that they know who the current Paediatric-trained first aiders are.

Be aware of the specific medical needs of individual pupils.

Ensure that their pupils are aware of the procedures in operation.

Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.

Send for help to the Medical Office as soon as possible either in person or by telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained. Help will be requested via the school office. Help will take the form of our Medical Officer/Paediatric First Aider or a qualified First Aider in the first instance.

Reassure, but never treat, a casualty, unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency first aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.

For a pupil who has minor injuries or is unwell contact the Medical Office. The Medical Officer will assess the child and contact parents if necessary. The child will be accompanied by a member of staff at all times until the parent/carer (or a designated and appropriate adult) attends the school.

Have regard to personal safety.

Governors

Will

Monitor that this policy is adhered to.

Ensure that there are sufficient trained staff to meet statutory requirements and the assessed needs, as well as those identified in the health and safety risk assessments.

4. Training

Middleton will provide adequate and appropriate training for first aid staff and appropriate information for all staff to enable them to carry out their duty of care.

5. Illness at School

If a pupil becomes unwell during the school day and in the School's opinion the pupil is not well enough to remain in school, a parent/carer will be contacted by Office staff or the Medical Officer to discuss the situation and make arrangements for the parent/carer to collect the pupil from school. If a parent/carer is unable to be contacted, one of the other adults designated by the parents/carers will be contacted. Should a child's temperature be high, for pupils where parents/carers have already

provided written consent, verbal consent can be given by parents for Calpol to be administered. This also applies to any allergy where an antihistamine may be required. The child will be accompanied by a member of staff at all times until the parent/carer (or a designated and appropriate adult) attends the school.

It is a parent/carer's responsibility to arrange for their child to be collected from school if they are informed by the School that their child is too unwell to remain in school.

6. Trips and Visits

Children with medical needs will be encouraged to participate in trips and visits. Arrangements for taking any necessary medicines will also need to be in place. Staff supervising excursions should be made aware of any medical needs and relevant emergency procedures by the parent/carer on the consent form. A copy of any health care plans should be taken on visits in in cae the information is needed in an emergency.

If any staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, advice will be sought from parents/carers and/or health professionals.

When children are transported in the school minibus a first aid kit will always be present and any medication required by a child will be taken as well.

Adopted by the Local Governing Boday,
Middleton Primary School
Date: 28th September 2026