



Eastfield Infant and Nursery School

First Aid Policy

Introduction

The Local Authority (Cambridgeshire County Council) is the employer and its **Policy Statement for First Aid** is as follows:

Schools have a responsibility to ensure that adequate and appropriate equipment and facilities are provided to enable first aid to be rendered to employees who become ill or are injured at work. It is reasonable to expect this responsibility to include children, adult learners and visitors to the school.

The amount of first aid provision will depend on the nature of the establishment, in particular:

- *The number of people using the premises*
- *The nature of the hazards*
- *The geographical layout*
- *Accessibility to assistance / NHS facilities*

Each Centre must have access to at least 1 first aid box and 1 Appointed Person. Every member of staff should be aware who the first aider is and the location of the facilities.

Arrangements should be made for activities taking place in the evenings, at weekends and during school holidays.

The first aider or an appointed person is responsible for checking and replenishing first aid boxes on a regular basis. A first aid box must be available for groups taking part in activities off-site.

The function of first aiders is to preserve life and minimize the consequences of illness in an emergency until further help is obtained. If a first aider is not available and immediate first aid treatment is required, the necessary action should be taken by a responsible person that is available at the time.

Rationale

In accordance with the Health and Safety Regulations (First Aid) 1982 and in line with the Cambridgeshire County Council policy Statement (as outlined above), the staff of Eastfield Infant and Nursery School will abide by this policy in situations where it is considered first aid is required.

It is the policy of Eastfield Infant and Nursery School to provide emergency first aid to staff, children and visitors to the school site or to any pupil, member of staff or volunteer parent on an educational visit taking place in a location away from the school site.

Eastfield Infant and Nursery School Working Day

The school is open to staff and deliveries from 8am and is usually closed by 5pm. There are occasional evening meetings and lettings. The school must ensure there is first aid provision throughout that time. At times where there are few staff on site (early mornings, late afternoons, governor meetings, lettings and events) it is sufficient to have an appointed person (who does not have to be first aid trained), a first aid kit and access to a phone.

Appointed Person

The school will identify a person (or persons) to be the Appointed Person who will take charge of an emergency situation, arrange for first aid and/ or call an ambulance / inform parents. In the absence of this person, the Head or Deputy or Caretaker (after hours) will assume this role. The Appointed Person is the School Business Manager for calling an ambulance/ parents. The Midday Coordinator is responsible for stocking and ordering of first aid provisions. The HR Administrator will ensure training records are kept up to date and the School Business Manager will be responsible for reporting any incidents via the on-line reporting system IRF96

Emergency First Aiders

As many full-time members of staff as possible are provided with one day emergency first aid training. Refresher training will be arranged every 3 years. The HR Administrator will maintain records of members of staff trained and arrange refresher training before the current qualification expires. The school will ensure that such a course will include resuscitation of children.

The main duties are:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards in school
- When necessary, ensure that an ambulance or other medical professional help is called
- Advise the parent or next of kin of the situation

Paediatric first aiders

From 1 September 2025, updated EYFS requirements mandate that a Paediatric First Aid (PFA) qualified staff member must be present during all mealtimes, and all staff counting towards ratios must hold a valid PFA certificate. At least one PFA-certified person must be on-site whilst children are present. Seven staff members from the Early Years Foundation Team have completed this training. Refresher training will be arranged every 3 years. The HR Administrator will maintain records of members of staff trained and arrange refresher training before the current qualification expires.

First Aid Box

First Aid supplies are held in the cupboard in the main hall mini kitchen area.

Epipens and inhalers are stored in the staff room cupboard with a list of children with specific conditions. Records as to expiry dates will be maintained by the School Business Manager and Office Administrator.

Training will be provided to key support staff working with children with specific conditions to ensure the school's responsibilities identified through individual care plans can be met.

Travelling First Aid Boxes

For visits and off-site activities, the EVC (Education Visits Coordinator) must assess the level of first aid provision and number of qualified staff required. Staff will have a mobile available to them to make emergency calls and will be aware of any care plans for children attending the visit.

For each individual trip/visit, which takes place off site, the school will provide a travel first aid box and this box will contain as a minimum (equivalent or additional items are acceptable; additional items may be necessary for specialised activities):

- A leaflet giving advice on general first aid
- 6 individually wrapped sterile dressings
- Micropore tape
- 1 large (18 x 18) individually wrapped sterile unmedicated wound dressing
- 2 individually wrapped triangular bandages (preferably sterile)
- 2 safety pins
- A pack of individually wrapped moist cleansing wipes
- Ten pairs of disposable gloves, in different sizes
- Waste bag
- Sick bags
- 2 instant ice packs
- Head bump notes – see Appendix 1 below

First Aid Station

The school hall alcove is the main first aid station. There is a fridge for medicines and ice packs in the school staffroom.

Hygiene Control

All staff are expected to follow basic hygiene procedures. Single use disposable gloves are provided, and handwashing facilities are available. Staff must take care when handling blood and other body fluids. If they are in contact with blood or body fluid and believe there is a risk to their health, they must report this immediately to the Headteacher and via the County's On-line reporting system. Soiled dressings should be disposed of in waste bags.

Illness procedure

Pupils

When a child feels unwell, the staff attached to the class, should contact the office to arrange for parents/carers to be contacted to collect the unwell child. At lunchtime the Midday Coordinator should liaise with the office to arrange for parents/carers to be contacted.

Staff and other adults

Members of staff or other adults (other adults include parents, governors, visitors, contractors, students on work experience and any other adult authorised to be on the school premises) who are taken ill at school should liaise with the Appointed Person to either seek medical attention or go home, accompanied if appropriate. In an emergency, an ambulance would be called and, for staff members, the next of kin contacted.

Accidents and Minor Injury Procedures

Pupils

Superficial injuries such as small bumps, scratches and grazes can occur regularly with children as part of normal play. This type of injury should be cleaned up and attended to by the first aider in that class or the first aider on duty (break and lunchtime).

First aiders have the responsibility to make a judgement at the time of the incident as to whether the injury requires more intensive medical attention before contacting the office. They are advised to act in loco parentis and decide, if it were their child, would they apply first aid or comfort and distract them from the incident. Where the child is treated/ cleaned up and judged to require no further attention but is fit and happy enough to remain in school, the green first aid folder will be completed and the blue class book informing the class teacher and parent/carer of the treatment given. If a head bump (see Appendix 1 below) has been attended to then the child will receive a bumped head letter, to highlight the incident. If the injury is substantial, the matter will be referred to the school office and the parents will be contacted by phone to warn them that their child has been in an accident and given treatment.

Where a child has received a substantial bump to the head, the child will be treated by a trained first aider and given a bumped head letter (see Appendix 1 below). Parents /carers will be contacted where the injury is causing concern or, if appropriate, emergency medical treatment sought. In all cases the bumped head letter will be sent home detailing the treatment given on school. This will also be the case if any injury occurs near or directly to the child's eye/s.

Where an accident is judged to be of a serious nature, first aid will be provided and the child comforted whilst the parent/ carer is contacted and /or the emergency services called. This may mean calling an ambulance (where the child would be accompanied to hospital by a familiar adult) or the child would be taken by car to Hinchingsbrooke Hospital for treatment (accompanied by a driver and a carer).

Staff and other adults

Where a member of staff or other adult (other adult includes parents, governors, visitors, contractors, students on work experience and any other adult authorised to be on the school site) is involved in an accident at school, first aid will be provided and the next of kin contacted for members of staff. Where time is of the essence an ambulance will be called or the casualty will be taken to a Health Centre or Hinchingsbrooke Hospital for treatment.

Major Accident Checklist

In the case of a major accident where the appointed person has assessed the needs of the pupil/adult as needing URGENT hospital treatment the following should take place:

- First aid is administered, if appropriate
- An ambulance is called immediately
- The Head is notified, even when off site
- Parents/carers/next of kin are called to meet at the hospital
- A member of staff accompanies the pupil/adult in the ambulance
- The incident is recorded in the accident reporting book and on the County online reporting system as soon as possible or within a school-working day of the accident
- The school makes follow-up calls to the parents/carers
- The school investigates the incident to establish the need for changes to avoid a similar accident.

Care Plans / Food Allergies

Children with known medical needs will have their image displayed in the kitchen and the staffroom and class staff will be made aware of children with allergies, to ensure swift treatment on any emergency situation. Their emergency prescribed medicine is stored in the staffroom.

Medicines for children with on-going medical needs are also kept in the staffroom. Children with dietary requirements or food allergies will have their image displayed in the kitchen to ensure that they are easily identified and the trigger foods avoided. Records will be kept in the school office.

Record Keeping

The school accident book for pupils is the green first aid folder which is kept in the first aid alcove, in the main hall. The following information should be recorded:

- Date and time of incident
- Name of child / adult
- Name of person providing treatment
- Details of treatment

The small blue classroom first aid books are for notifying class staff of incidents and to ensure information is passed to parents at the end of the day.

An IRF96 folder will be maintained for adults and serious pupil incidents.

Records are kept for a minimum of 3 years in a catalogued box folder. The green first aid folder and blue books will be considered confidential information

The Appointed Person will arrange for the accident to be logged on the County's on-line accident reporting system IRF96 where the accident/incident meets certain criteria. The accident book should be annotated to indicate this incident has been reported to County. A copy of the on-line record should be printed off and kept on file.

The green first aid folder should be reviewed regularly by the Headteacher but not later than termly, to identify any recurring incidents which should be highlighted to the Senior Leadership Team and Governors.

School Activities

School will ensure a first aider or staff member with emergency first aid training is on site for all pupil 'after school' clubs and activities run by the school. For adult after school activities including staff meetings, parents evenings, adult learning workshops, parent information evenings, governor meetings and any other activity taking place outside the school's core hours a member of staff will be nominated as the 'appointed person'; access to a first aid box secured and a phone line provided.

Where it is a private or community letting, it is the responsibility of the hirer to ensure they have appropriately trained first aid support and an emergency phone.

Employee responsibility

Each member of staff at Eastfield is expected to ensure their own safety and the safety of their colleagues by acting responsibly at all times. In addition, the care and safety of the children should be paramount in their working day at Eastfield.

First Aid for a Lone Worker

Working unaccompanied on the school site should be avoided wherever possible. Where it is essential for an employee to work alone on the school site, he/she will inform the Head, or in the case of the Head, the Caretaker, to make them aware that they are on site and when they expect to leave. They should have access to the school phone system or a mobile phone and a first aid box.

First Aid for Lettings

The school should include a paragraph in the letting agreement regarding first aid provision. However, it is the responsibility of the hirer to ensure they have adequate provision/ suitably qualified adults for first aid and an emergency phone. First aid resources are available for them to use.

Insurance

In the event of a claim alleging negligence by a member of staff, action is likely to be taken against the employer rather than the employee. Cambs County Council's insurance explicitly states that employees who assist in any medical procedure are acting within the scope of their employment and are indemnified.

Appendix 1

Bumped Head Protocol

To ensure that pupils are monitored for concussion.

1. The first aid station in the school hall at breaktime and lunchtime is manned by a first aid trained employee
2. Completion of accurate paperwork is key to ensure that we have gathered all facts, checked key indicators for concussion and that, if needed, can give medical professionals a full and clear account of the incident
3. Each child will have:
 - a. A bumped head letter advising parents of the head bump and what to look for in case of concussion
 - b. Concussion Signs and Symptoms Checklist - please use your knowledge and judgement as to whether you feel the head bump warrants this level of 1:1 observation.
 - c. Any pupil being sent home should be handed over to the parents/carers or medical professional by the first aider who dealt with the head bump

Appendix 2
Sample First Aid Recording Sheet
Please complete all sections

Date	Time	Name of Pupil	Class	Nature of Injury and cause –please give as much detail as possible	Treatment and follow up details – Were parents called? Was the child collected?	Name of First Aider	Have you completed the Blue Book?
12/01/20	12.30	John Smith	Badger	Bumped head – ran into climbing frame on playground	Ice pack 10 mins, phone call to parents, mum came to collect to take to GP	Ann Jones	P