Burman Infant School

First Aid Policy

Summer 2026

Introduction

Burman Infant School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees, pupils and visitors.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

SMBC is responsible for all Health and Safety in our school. The Headteacher maintains the responsibility that staff are trained and have the correct equipment available to them in order to fulfil any first aid requirements.

The Governing Body will review the First Aid Policy and ensure it adheres with relevant legislation including:

- The Administration of Medicines in Schools advice from the NHS
- DfE ' Guidance on First Aid for Schools '
- The Health and Safety (First-Aid) Regulations 1981
- Education (School Premises) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)
- UK Health Security Agency Advice

Guidance on Infection Control in Schools and other Childcare Settings - The Spotty Book (UK HSA)The Governing Body and/or Headteacher will regularly review the school's first-aid needs and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

Appointed Person

It is good practice to ensure that appointed persons have emergency first aid at work and Pediatric First Aid training/refresher training, as appropriate:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid for the unconscious casualty;
- first aid for the wounded or bleeding.

The Appointed people for Burman Infant School are the Headteacher, Deputy Headteacher and Office Manager.

Information for staff, pupils, visitors

The Headteacher or Office Manager must inform all staff of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs. The number of first aid personnel within the school is dictated by the LA.

Location of first aid boxes

- First Aid Area
- School Office

- Burman's Buddies

First Aiders

A list of First Aiders with name and area worked in, are listed in the First Aid File, School Office, Reprographics Room, Staff Room and in every Register, for reference.

Hygiene/Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Reporting Accidents & Record Keeping

Head Injuries

Any child that receives a head injury during the school day will be assessed by a first aider. If the child is distressed or has a visible sign (ie. lump, redness, bruising) the parent/carer will be called immediately.

If there are no visible signs of injury and the child shows no signs of distress, a cold compress will be applied and the treatment recorded. A notification of bump/injury letter (hard copy) will be given to the parent/carer by the class teacher {(at the end of the day) and the child will be monitored for the remainder of that day. If there is any doubt, parents will be contacted. In cases where there are signs of injury to the face, a courtesy call will be made to the parent to inform them and a notification of bump/injury letter (hard copy) will be provided.

Recording of first aid treatment

For any first aid treatment given to a pupil, this is recorded in the first aid file and parents/carers are notified as appropriate.

We will record the following information:

- Date and time of the accident
- Name of injured person
- Type of accident/injury (e.g. head injury etc)
- Any additional comments
- Treatment provided and action taken
- Name of staff member who has administered first aid

All school staff are issued with a First Aid reference guide for First Aid duty and are expected to sign/agree to their responsibly in following school protocol and procedures, these records are kept in the Headteachers Office.

Reporting accidents to the LA

Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of 3 years. Any staff accident is reported to the LA Health & Safety team electronically and within 24 hours through the SHEAssure online system.

Care Plan

If a child has an ongoing medical need or a requirement for daily medication or is at risk from allergies, they will be referred to the School Nurse Team where a Care Plan will be completed by the School Nurse. The Office Manager will then disseminate the information to all appropriate staff via email.

Administering Medicines

There is no legal or contractual duty for staff to administer medicines or supervise a child taking it.

At Burman Infant School, staff will administer prescribed medicines only to pupils if the medicine cannot be administered by the parent, or during times when the parent can administer at home. The child's class teacher and Burman's Buddies leader should be made aware of any pupil in their class who is required to take medication during the school day.

A Request to Administer Medicines Form must be completed and signed by parents for any medication administered during school hours. The medicine will be handed by an adult to a staff member at the School Office and will remain safely in the School Office. It will be returned to the parent/carer only from the School Office.

For any non-prescribed medicines (e.g., Calpol, antihistamines), these must generally be administered by the parent. Exceptions are made for Calpol, which is kept on school premises, and antihistamines, if held at school for a child's known allergy. In such cases, the medicine may be administered to the child with parental consent if deemed necessary.The dosage of any medicines will be checked by school staff and where possible, parents will be requested to administer the medicine prior to the child arriving at school.

No pupil will be given any medicine containing aspirin or ibuprofen (including teething gels) unless prescribed by a doctor.

Medicines should have the prescription on the bottle and be clearly labelled with the child's name, or on the equipment (ie Asthma Inhaler) in order to be administered by school staff.

Cough sweets, lozenges, vaseline, antiseptic creams will not be administered by any staff member and will only be admitted to school at the Headteacher's or Appointed Persons discretion.

Emergency arrangements

Upon being sumoned in the event of an accident, the First Aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgment as to whether there is a requirement to call an ambulance.

The first aider is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a serious allergic reaction
- In the event of a period of unconsciousness

· Whenever the first aider is unsure of the severity of the injuries

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents/carers of their child's accident if it:

· is considered to be a serious (or more than minor) injury
· results in a reaction that causes concern

Our procedure for notifying parents/carers will be to use all telephone numbers available to contact them and leave messages where no answer is received.

In the event that parents/carers cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact via all emergency contacts listed for the child every half an hour. In the interim, we will ensure that the qualified First Aider, Appointed Person or another member of staff remains with the child until the parents/carers or an emergency contact can be contacted and arrive (as required).

Children with medical needs

Children with medical needs have the same right to admission to our school as other children. Most children with medical needs can attend school and take part in all school activities, with support if needed. The Governing Body will ensure the necessary arrangements are made to support these children.

Parents/Carers have the prime responsibility for their child's health and should provide the school with all information about their child's medical condition. All children with significant medical needs will meet with the school nursing team or their health visitor to complete a care plan. A copy of the Care Plan will be stored at the school.

Asthma treatment

Staff will receive online training from the School Nurse team on how to recognise asthma attacks and how to administer inhalers. Burman Infant School will only give inhalers that are prescribed for the specific child. These inhalers must be provided by the parent and will be stored in the child's classroom, moving with the child as needed. Staff will take the inhaler with them whenever the child participates in offsite activities, such as school trips or sports events.

Epi-pens & anaphylaxis shock

Staff will receive online training from the school nurse team on how to administer epinephrine (EpiPens) to children who have been prescribed them.

All staff will be fully informed of any children at risk and a list is kept in the front of each Register for reference.

Diabetes & Insulin Medication

Staff will receive training from the Paediatric Diabetic Team on how to manage a child with Diabetes Type 1. The child will keep their medication on them at all times. A care

plan will be required for any child with diabetes.

Administering First Aid off site

A First Aider will accompany each class/group on a school trip or event. Each class teacher and/or Visit Leader will be responsible for taking the correct first aid kit and any prescribed medicines and paperwork with them.

Policy Adopted by Board of Governors

Signed ……M Allen……Chair of Governors

Date ……June 2026…

Policy to be next reviewed Summer 2028