



First Aid Policy

Article 24 - Right to the best possible health

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. The school has a separate policy for the administration of medicines.

Purpose

This policy:

- Gives clear structures and guidelines to all staff regarding all areas of first aid.
- Clearly defines the responsibilities of all staff.
- Enables staff to see where their responsibilities end.
- Ensures good first aid cover is available in the school and on visits.

Guidelines

New staff are given access to a copy of this policy when they are appointed. All staff will be given access to a copy of the policy should significant changes be made to it. The policy will be included in the annual induction. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored. This policy is annually reviewed and updated.

First aid in school

At Poplar Farm School, we ensure that there are always 10 members of staff trained in 'First Aid for Primaries and Academies' including at least two members of staff with 'Paediatric First-Aid'. This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits.

For Foundation Stage visits, we ensure that a paediatric first aider accompanies the group.

Training

The school keeps a register of who is first-aid trained and when their training is valid until. The Senior Administrator is responsible for organising first-aid training and keeping the training register up to date.

Roles and Responsibilities

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

Appointed Persons

Appointed persons within the school take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the appointed persons, the Head Teacher or a Senior Leader will carry out this role.

Accident and Injury Reporting

Appendix A (below) shows the way in which accidents are recorded. In the case of a serious injury, a staff member should speak to the parent / carer concerned. If they cannot be contacted, a Class Dojo message can be sent. Where a child has a serious injury or injury to the head, the staff member should inform the Head Teacher or Senior Leader who will decide whether parents should be contacted immediately. All serious injuries should be reported to the Head Teacher or Senior Leader.

Calling the emergency services

In the case of major accidents, it is the decision of the Head Teacher or Senior Leader if the emergency services are to be called. If a member of staff is asked to call the emergency services, they must:

1. State what has happened.
2. The child's name.
3. The age and date of birth of the child.
4. Whether the casualty is breathing and/or unconscious.
5. The location of the school.

In the event of the emergency services being called, a member of the admin staff or another member of staff, should wait by the school gate and guide the emergency vehicle. If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are located on the school management system.

This policy was adopted on:	March 2018
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Review Cycle:	Annually
This policy was subsequently reviewed:	February 2021
	February 2022
	February 2023
	February 2024
	February 2025
	March 2026

Appendix A

How we record accidents and injuries



At Poplar Farm School we take the recording of accidents and incidents extremely seriously. However, we also recognise that children will often bump into one another or fall over but have no significant injuries or marking. As such we have a protocol for dealing with accidents and injuries each of which are categorised below:

Head injury

- If a child states they have hurt their head or a member of staff sees a child bang their head, then the child should be examined and appropriate treatment provided.
- School advice to parents should always be that the parent decides any next steps.
- The head injury is recorded on CPOMS by the staff member dealing with the injury with office staff alerted to the injury on CPOMS.
- All actions following the incident will be logged on CPOMS.
- The parents will be informed by MCAS sent by a member of the office staff.

An injury in which there is immediate concern for a pupil's well being

- Some injuries at school may cause first aiders to have immediate concerns about a pupil's wellbeing. Examples would include possible broken bones, instant swelling or a pupil being sick. In such cases, parents/carers will be contacted immediately and recommended that advice from a doctor should be taken.
- Should the first aider have reason to believe an ambulance is necessary then it will be called immediately. Parents/carers will then be informed of the situation.
- The injury is recorded on CPOMS by the staff member dealing with the injury. The Head Teacher or Senior Leader on site will report to the Health and Safety Executive (using RIDDOR) should the injury meet the guidelines.

Injuries that produce marks, signs or symptoms

- If a pupil has a mark, sign or symptom associated with an accident then they receive first aid attention. The injury should be recorded on CPOMS.
- Parents will be informed through the MCAS app sent by a member of the office staff.
- Generally speaking, parents will only be informed where grazes are more significant than is common.

Other Injuries

If a child states that they have had an accident or an injury but there is no physical mark, sign or symptom then the accident should be recorded on CPOMS.