



Roberts Primary School

First Aid Policy



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Date of Next Review	Autumn 2027
Approved by Governors	December 2025
Approved By	Mr C Watkins (Headteacher) Mrs S Smith (chair of Governors)



Roberts Primary School First Aid Policy

Aims

Roberts Primary School is committed to ensure pupils and employees receive immediate First Aid attention if they are injured or taken ill at school irrespective of whether the injury or illness is caused by the work they undertake.

At Roberts Primary School, we aim to:

- maintain an appropriate ratio of qualified staff who undergo regular first aid training
- secure a sound provision of first aid trained staff for all school based both within and outside school
- ensure the health and safety of all pupils throughout the school.

Role of the Staff

Teachers have a common law responsibility to look after the children in their care. In the event of injury or illness a teacher will summon a first aider.

First aid trained staff will be released to undertake regular training to obtain and update first aid skills.

First Aiders will ensure the First Aid kits they have responsibility for are regularly checked and contents are in date and replenished as required. The Site Manager (Tina Beard/Paul Edwards) and the Admin staff will take overall responsibility for this.

All employees will ensure that they are aware of the First Aid arrangements within their area and of the names and location of the first aiders.

Arrangements for first aid training will be the responsibility of the Office Manager (Clare Drinkwater) and SENCo (Jake Stone).

First aiders should not be distracted or concerned by the potential for legal action arising from their actions. In the very unlikely event legal action should arise from their actions, they will be covered by the Dudley Council's insurance arrangements.

First Aid Supplies

First Aid boxes are maintained at strategic points around the school:

- Main Entrance – by lift
- Year 3 corridor – between girls toilet and cleaning cupboard
- Year 6 corridor/cloakroom
- Reception/KS1 corridor
- Nursery

As well as this, each class has a basic First Aid kit and green First Aid bum bags are available for use on the MUGA and educational visits. A separate sporting First Aid kit is available for sporting events.

First aid boxes contain the following:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves

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As part of their duty of care, these items can be used by any person in the absence of a first aider, without aggravating the injury, until further help is summoned.

On any out of school activity a named first aider will be given responsibility of facilitating the needs of children with medical requirements.

The Administration of Medicines

Parents are advised that children who are unwell should not be sent to school.

Parents will be notified if their child becomes unwell, during the school day. It is parent's responsibility to notify school of any change in contact details to avoid unnecessary delay in being able to do so.

Where children require medication for a short period of time the following procedure should be followed. For full details, please see "Information and Guidelines for all Medications/medical procedures in School".

- In the first instance the parent/carer will be asked if they are able to come in to school at an appropriate time to administer the medicine.
- An administration of medicines form should be completed by the parent/carer.
- A first aider will supervise the administration of the medicine and complete a written record on the reverse of the form. An additional member of staff will be present whilst medication is given and countersign the form.
- Medicine will be returned to the parent/carer following the end date specified on the form.
- Medicines will only be held in school if they have been prescribed by a medical practitioner qualified to do so and if they have been dispensed by a pharmacist. This must be made clear by the pharmacists' label.
- Over the counter medicines can now be administered for a maximum of 2 days.

It is the parent's responsibility to ensure that medicines administered in school are within their use by date.

If children are prescribed antibiotic treatment that requires 4 doses per day, then a first aider will administer one of the doses at the appropriate time as per the above policy.

The school will not administer antibiotics if the prescribed dosage is 3 times per day. These dosages can be given outside of the school day.

Where children have a serious ongoing medical condition or require regular medication, a care plan facilitated by the School Health Adviser will be sought and a long term medication form will be completed if medication is required.

Procedure for Accidental Injury

If anyone should become ill or suffer as a result of an accident, then the following procedure should be followed.

- Immediate first aid should be given by the nearest member of staff as far as their knowledge permits and a first aider summoned. The first aider will make an assessment of the injury and take appropriate action as per their training. Any symptoms observed should be recorded in the first aid log book by the first aider, the patient should be monitored for improvement or deterioration for the remainder of the day and document this in the first aid log book until a parent takes over responsibility. Should that first aider leave school before the end of the school day, there should be a handover of information to another first aider who will continue to monitor until a parent takes a responsibility
- In the event of a head injury, the head bump/accident book will be filled out and the parent will then be informed by a member of the office staff. It is at the discretion of the first aider if the child remains in school. Children with head bumps will be monitored for the remainder of the day for signs of deterioration and a head bump/accident letter will be sent home so that the monitoring can continue beyond the school day.

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- If a second opinion is needed with regard an injury, a further first aider can be asked. The original person dealing with the incident needs to remain dealing with the incident.
- All serious injuries are to be dealt with in Learning Room 1.
- In the event of an emergency, an ambulance should be called immediately, stating the nature of the injury or condition of the patient. The casualty should be given all possible reassurance and moved ONLY if absolutely necessary. If at all possible the patient should not be left alone.
- In the event of any person, child, parent/carer, staff or other adult/child, being injured on school premises, an accident form should be completed in detail as soon as possible and always within 24 hours. This is located in the school office.
- If there is any doubt about the severity of an injury, an ambulance should be called.
- If a child has an individual risk assessment/care plan for a specific condition and there is any doubt about their condition or the severity of an injury, an ambulance should be called.
- A member of the Senior Leadership Team needs to be informed should the need for an ambulance be required.

Child Reporting Sickness

The school takes its responsibility for the health, safety and welfare of all our children very seriously. It is vital to have consistent procedures for the handling of day to day illness. If a child reports feeling ill in school.

First aiders/staff will assess whether they think a child needs some supervised 'timeout' from the classroom/lesson and administer any first aid deemed necessary.

The responsibility for deciding whether the child should go home to recover resides with the first aider, if necessary in consultation with other staff. Any actions taken are at the discretion of the first aider, as per training. Children who have been sick should only be brought down to the main office when parents or carers have arrived.

Exclusion Conditions

These are regulated exclusion periods for:

- Fevers
- Infection
- Gastro illnesses
- Skin infections
- General infections
- Infestations

There is a Public Health England notice ["Guidance on Infection Control in Schools and Other Children's Settings"](#) giving details of actions to be taken in each case and this should be referred to prevent the spread of infection. A copy is also available in the school office.

Head Lice

If a child is found to have head lice, the information letters should be sent out to the relevant year group. These letters are kept in the school office. If head lice are noticed whilst at school, parents and carers of those children will be notified or if the school is notified of an absence because of head lice, the child will need to be treated by the parent/carer and then returned to school. If the child is not returned to school, it will be classed as an authorised absence and marked on Integris as (C).

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Reporting Accidents

Pupils

Injuries that require First Aid should be recorded in the accident book.

In the event of a head injury, the head bump/accident book will be filled out and the parent will then be informed by a member of the office staff. It is at the discretion of the first aider if the child remains in school.

With a head/face or minor injury, an accident letter will be sent home so that the monitoring can continue beyond the school day.

A serious injury sustained by a child, that involves a hospital visit, must be recorded immediately on the Roberts Primary School Accident/Incident Report form by the member of staff who dealt with the incident in the first place. This is kept in the school office and will be given to you by a member of the office staff.

The Roberts Primary School Accident/Incident Report form will need to be brought to a senior leader immediately. Full details will then be entered on Dudley Metropolitan Borough Council's Incident/Accident report.

If the accident involves a hospital visit, a child who has 1:1 support or a child with a risk assessment in place, an electronic copy should also be completed and sent off to Dudley Health and Safety and a copy placed on their pupil record.

Employees

All non-notifiable accidents to employees must be recorded on the Robert Primary School Accident/Incident Report form which is kept in the school office. Entries should be made in the presence of the injured person or their representative where possible.

Full details will then be entered on Dudley Metropolitan Borough Council's Incident/Accident report and an electronic copy should also be completed by the Nominated Person (Office Manager - Clare Drinkwater and Deputy Headteacher - Ken Hughes) in the workplace and the Headteacher notified. This is sent off to Dudley Health and Safety and a copy placed on their staff record.

Over-seven-day injuries to workers: This is where an employee is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Non-Employees

All accidents to parents/carers or other members of the public must be recorded as per the above policy.

All notifiable accidents must be recorded immediately in the accident book by the member of staff who dealt with the incident in the first place. Full details will then be entered on Dudley Metropolitan Borough Council's Incident/Accident report and an electronic copy should also be completed by the Nominated Person (Office Manager - Clare Drinkwater and Deputy Headteacher - Ken Hughes) in the workplace and the Headteacher notified. This is sent off to Dudley Health and Safety.

Full details will then be entered on Dudley Metropolitan Borough Council's Incident/Accident report and an electronic copy should also be completed by the Nominated Person (Deputy Headteacher - Ken Hughes) in the workplace and the Headteacher notified.

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Deaths

All deaths to workers and non-workers must be reported if they arise from a work related accident, including an act of physical violence to a worker.

General

If there is any doubt about the seriousness of a pupil's injury, the electronic copy should also be completed and sent off to Dudley Health and Safety and a copy placed on their pupil record.