

## First Aid Policy

- 1.1** It is the policy of the school to train sufficient staff (see appendix 1) in emergency first aid and paediatric first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points (see appendix 2) and a person has been made responsible for checking the contents on a termly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly. Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention where required (see appendix 3).
- 1.2** Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents/carers are to be contacted immediately where further medical attention is necessary and informed via the standard letter (see appendix 4) of any non significant head bumps which show no marks or only slight reddening. A head injury that is more serious and an obvious mark/lump with no other symptoms, parents will be sent a concussion note (see appendix 5) and it will be recorded on the 'Accident Record Form' (see appendix 6a/6b) and given to the school business manager to complete a FNOL form filed in the Accident Folder and sent digitally to the local authority Health and Safety Team digitally via AIR. A copy of this is forwarded to the headteacher for check and approval of details. Inspections and investigations will be completed when required as part of reviewing and monitoring this process.
- 1.3** Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.
- 1.4** Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection.  
In general:

  - Staff to wear disposable gloves while dealing with bodily fluids/incidents carrying a risk of infection.
  - Used/soiled dressings, wipes, nappies etc to be double wrapped
  - Area to be cleaned after use with antibacterial spray/wipes
  - Hot water and liquid soap available to wash hands as soon as the task is completed
  - Hot air dryer or paper towels available for drying hands
- 1.5** Minor injuries will be recorded by the person administering first aid on the 'Accident Log' within the area where first aid was administered. Injury/concussion notes will be completed by the first aider and, where required the 'Accident Record

- 1.7** All significant injuries, classified as type 3 or 4 injuries (appendix 3) will be recorded on an 'Accident Record Form' and given to the School Business Manager to process form AIR with a copy being kept on file and a copy sent to the Health and Safety Team digitally via AIR. A copy of this is forwarded to the headteacher for check and approval of details. Inspections and investigations will be completed if required as part of this process.
- 1.8** All significant staff injuries, classified as type 3 or 4 injuries (appendix 3) will be recorded on an 'Accident Record Form' and given to the School Business Manager to process form AIR with a copy being kept on file and a copy sent to the Health and Safety Team digitally via AIR. A copy of this is forwarded to the headteacher for check and approval of details. Inspections and investigations will be completed if required as part of this process.
- 1.9** The Headteacher is responsible telephoning the Incident Contact Centre (ICC) 0845 300 9923) in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). 'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.  
Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.  
Over 3 day' absence are injuries to staff do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.  
'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team (01522 836713) shall be contacted for further details if there is any suspicion of a reportable disease.  
Injuries to self employed persons working on school premises must be reported in the same way as for school staff.
- 1.10** Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These include fires or electrical short circuits which disrupt activities for more than 24 hours. The Health and Safety Team (01522 836713) shall be contacted if in doubt about reporting procedures.
- 1.11** First aid materials must be taken on all school off site activities.
- 1.12** All staff will be trained in recognising Anaphylactic shock, and administering adrenalin (Epipen/Anapen) . Refresher training will be undertaken approximately annually. Medication will be kept centrally, in the Medical Room, and securely in the

Last reviewed: September 2025  
Next review: September 2026

## **First Aiders**

### **Teachers**

Mrs S Banfield  
Mr L Batey  
Mr S Caton  
Mrs K Goodband  
Miss I Lees  
Mr J Liversidge  
Mrs N Selby  
Miss L Sugden  
Mrs S Tinkley  
Mrs T Ward  
Mrs S Watson

### **Teaching Assistants**

Mrs A Bird  
Mrs S Clark  
Mrs C Dawber  
Mrs B Hart  
Mrs V Morris  
Mrs J Rowlands  
Mrs J Stanley  
Mrs M Watson  
Mrs D Kay  
Miss L Smith

### **Midday Supervisors**

Mrs L Doncaster  
Mrs S Syedmuhammed  
Mrs S Clark  
Mrs C Dawber  
Mrs B Hart  
Mrs M Watson  
Miss A Burley  
Mrs K Walpole

### **Wrap Around Care**

Mrs A Hands  
Mrs N Rafferty  
Miss A Burley

### **Admin Area**

Mrs M Holmes

### **Site Staff**

Mrs L Doncaster  
Mrs T Walton

## **Paediatric First Aid**

Mrs J Stanley  
Mrs B Hart  
Mrs M Watson

Mrs K Walpole  
Mrs A Hands  
Mrs J Rowlands

## **Location of First Aid Equipment**

- . Classroom 1
- . Classroom 2
- . Classroom 3
- . Classroom 4
- . Classroom 5
- . Classroom 6
- . Classroom 7
- . Classroom 8
- . Classroom 9
- . Medical Room
- . Old School Room

## **First Aid Equipment Stock List**

- 6 x Pair Vinyl, Non Powdered Disposable Gloves
- 1 x Conforming Bandage 50mm
- 1 x Conforming Bandage 75mm
- 1 x Conforming Bandage 100mm
- 2 x Triangular Bandages
- 1 x First Aid Blanket
- 40 x Plaster Strips
- 2 x Medium First Aid Dressing
- 2 x Large First Aid Dressing
- 20 x Wound Cleansing Wipes
- 2 x Eye Pads
- 1 x Face Shield
- 1 x Roll Adhesive Tape
- 1 x Pair of Shears
- 1 x Small Burns Dressing
- 1 x Large Burns Dressing
- 2 x Finger Dressing
- 2 x Instant Cold pack

Please ensure if you are in an area without a mains tap that you also carry 1 litre of fresh, sterile water

**First Aid Kit In Here**



**Action:** Non required

**Type 2 Injuries - Low Level Injuries**

**Action:** Injury Note home and Accident Log completed.

This includes but is not limited to:

MINOR INJURY	SYMPTOMS	ADDITIONAL PROCEDURES REQUIRED
Minor Head Bump	No mark / small redness / No concussion symptoms	Wet paper towel.
Minor Cuts/ Grazes	Skin broken small amount of bleeding	Apply gloves. Clean from centre of wound with wipe, apply plaster if required.
Nettle Sting	Small red bumps on skin	Apply wet paper towel.
Bruise	Skin discolouration	Wet paper towel.
Nose Bleed	<15 minutes	Apply gloves tilt the child's head forward pinch end of nose.

**Type 3 Injuries - High Level Injuries**

**Actions:** Injury Note home, Accident Log and Accident Record Form completed.

This includes but is not limited to:

SEVERE INJURY	SYMPTOMS	ADDITIONAL PROCEDURES REQUIRED
Major Cut	Heavy bleeding	Apply gloves, elevate the affected area if possible and apply pressure to wound to stop bleeding. Apply dressing. If bleeding persists get second opinion and telephone parents.
Nose Bleed	>15 minutes	Apply gloves tilt the child's head forward pinch end of nose. Phone parents.
Bee/Wasp Sting	Pain. Swelling. Redness. Itching. Warmth	If the sting is visible carefully scrape it off the skin. Elevate the affected area and apply an ice pack for 10 minutes monitor for allergic reaction. Call parents.
Sprain / Fracture	Discomfort / Distressed	Apply ice pack. Apply a firm (not constrictive) bandage. Elevate the injury. Second opinion and possible call to parents.
Suspected Break	Discomfort / Distressed	Evaluate situation. Seek a second opinion. Do not move child. Call emergency services.

**Type 4 Injuries - High level Head Injuries**

**Action:** Concussion Note home, Accident Log and Accident Record Form completed.

INJURY	SYMPTOMS	ADDITIONAL PROCEDURES REQUIRED
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# Concussion

Concussion is a temporary injury to the brain caused by a bump, blow or jolt to the head.

It usually only lasts up to a few days or weeks, although it sometimes needs emergency treatment and some people can have longer-lasting problems.

## Signs and symptoms of concussion

Signs of a concussion usually appear within a few minutes or hours of a head injury.

But occasionally they may not be obvious for a few days, so it's important to look out for any problems in the days following a head injury.

Symptoms include:

- a [headache](#) that doesn't go away or isn't relieved with painkillers
- [dizziness](#)
- [feeling sick or vomiting](#)
- [memory loss](#) – you may not remember what happened before or after the injury
- [clumsiness](#) or trouble with balance
- [unusual behaviour](#) – you may become irritated easily or have sudden mood swings
- [feeling stunned](#), [dazed](#) or [confused](#)
- [changes in your vision](#) – such as blurred vision, double vision or "seeing stars"
- [being knocked out](#) or struggling to stay awake

Concussion can be harder to spot in babies and young children.

One of the main things to look for is a change in their normal behaviour after a head injury, such as crying a lot, a change in their feeding or sleeping habits, or a loss of interest in people or objects.

Name of Child \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

This is to let you know that in school today your child:

- Bumped     Bruised     Sprained     Cut/Grazed     Nose bleed
- Other (Specify) \_\_\_\_\_

Time of incident \_\_\_\_\_ Duration: \_\_\_\_\_ minutes

Incident details:

Treatment given:

- Cold Compress     Cleaned with wipe     Plaster     Elevated
- Ice pack     Other (Specify) \_\_\_\_\_



**Please circle injured part of body**

This was not considered serious enough to contact you during the day and your child was seen by a first aider.

If you are at all concerned please contact a doctor.



## *Barrowby Church of England Primary School*

### **Injury Note**

Dear Parent/Carer

Name of Child \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

This is to let you know that in school today your child:

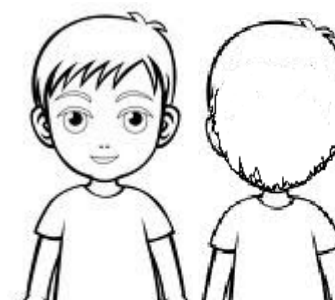
- Bumped     Bruised     Sprained     Cut/Grazed     Nose bleed
- Other (Specify) \_\_\_\_\_

Time of incident \_\_\_\_\_ Duration: \_\_\_\_\_ minutes

Incident details:

Treatment given:

- Cold Compress     Cleaned with wipe     Plaster     Elevated



Name of Child \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_  
Time of incident \_\_\_\_\_

This is to let you know that your child bumped his/her head at school today.  
In line with current guidance, we would advise that you continue to monitor your child for the next 48 hours in case of possible concussion.

Please send your child to hospital immediately if they suffer from : worsening head ache, nausea, vomiting, increased drowsiness, weakness in an arm or leg, speech problems, dizziness, bleeding or fluid from an ear or nose, visual problems, seizures or confusion.  
If at all concerned, please contact your doctor.

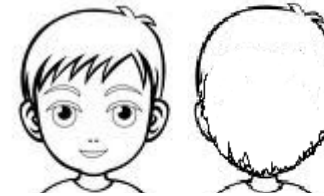
Treatment given:

Cold Compress     Cleaned with wipe     Plaster

Ice pack     Other (Specify)

Please sign and return this slip as soon as possible to confirm that you are aware that your child had a bump to the head.

Signed \_\_\_\_\_ Parent/Carer



**Please circle injured part of head**



## *Barrowby Church of England Primary School* **Concussion Note**

Dear Parent/Carer

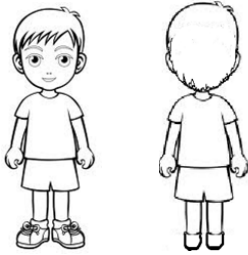
Name of Child \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_  
Time of incident \_\_\_\_\_

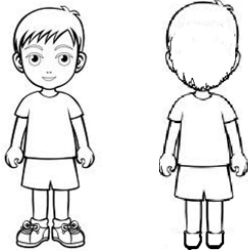
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If at all concerned, please contact your doctor.

Treatment given:

Cold Compress     Cleaned with wipe     Plaster

<b>Name of Child</b>	
<b>Date of Birth</b>	
<b>Date and Time of Accident</b>	
<b>Where Incident Took Place</b>	
<b>Details of Incident</b>	
<b>Nature of Injury (Circle diagram and describe)</b>	
<b>Treatment Given</b>	
<b>Name of First Aider</b>	
<b>Parent / Carer Notified?</b>	<b>Yes / No</b> <b>Email / Note / Telephone Call</b>
<b>Medical Aid Sought (if any)</b>	
<b>Name of any Witnesses</b>	
<b>What if any, further action is Needed?</b>	
<b>Head Injuries only:</b>	<b>Date of telephone confirmation:</b> <b>Date note returned:</b>

<b>Name of Employee</b>	
<b>Date of Birth</b>	
<b>Date and Time of Accident</b>	
<b>Where Incident Took Place</b>	
<b>Details of Incident</b>	
<b>Nature of Injury (Circle diagram and describe)</b>	
<b>Treatment Given</b>	
<b>Name of First Aider</b>	
<b>Medical Aid Sought (if any)</b>	
<b>Name of any Witnesses</b>	
<b>What if any, further action is Needed? (Hospital, Leave etc).</b>	