

# FIRST AID POLICY



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| <b>Owned and Written by</b> | Helen Scarrott<br>Acting Headteacher | Date<br>Autumn 2026 |
| <b>Approved by</b>          | Full Governing Body                  | Date<br>Autumn 2026 |
| <b>Date for Review</b>      | Autumn 2028                          |                     |

# **BUSHMEAD PRIMARY SCHOOL**

## **HEALTH AND SAFETY FIRST AID POLICY**

### **AIMS**

1. To ensure the safety of children and adults within the school building and environment.
2. To ensure a complete record of all reported incidents is maintained, both major and minor.
3. To ensure that relevant personnel are suitably trained in procedures.

### **PRACTICE**

1. Minor injuries are dealt with by a First Aider. All First Aiders must hold a current first aid certificate. At least one First Aider must be on duty at any time during the school day.
2. Any injury other than minor grazes, cuts etc. will be recorded on CPOMS and the parent/carer will receive Bromcom communication to that regard.
3. Open wounds are cleaned using non-alcohol based antiseptic wipes. Open wounds are covered by a dressing.
4. Any injury which is of a more serious nature will be reported to the parent if obtainable or the next available contact. For injuries which require professional medical treatment, and in the absence of a contact person, the Headteacher will make arrangements to transport the child to the hospital or dentist.
5. Foreign bodies in the eyes are treated by irrigation. If this does not work, a parent is contacted to take the child to their doctor's surgery. More serious eye injuries would be bandaged first.
6. Serious injuries resulting in hospital treatment are reported on the Health & Safety Assessment Website which is linked to the Borough Council.
7. An equipped medical cupboard is kept in the Medical Room, and also 'mobile' first aid bags for breaktimes and lunchtimes, outside visits and sporting events. These are collected when needed and replenished as required by the First Aiders.
8. Bodily fluids (i.e. urine, blood etc.) are cleaned up by the First Aiders / Site Team. Thick rubber gloves and absorbent granules are provided for this. Children are cleaned up, with as little distress to them as possible. Parents would be contacted if necessary. Children who have vomited or have diarrhoea are asked to be collected and the parent are asked that their child remain at home for at least 24 hours. If they feel recovered e.g. eating/no other symptoms they can then return to school 24 hours from the last occasion of vomiting or diarrhoea. Anyone with 'active' symptoms MUST remain at home.
9. First Aid staff agree that they will be responsible for administering prescribed medicines. These medicines must be prescribed four times a day or for long-term dosage and contained in the original container. An indemnity form must be signed by the parent or responsible adult.
10. Treatment for an individual presenting with an allergic reaction will be administered in line with the Allergy Safety policy. Immediate administration of an epipen can be undertaken by any member of the school staff as training has been provided to all staff.
11. Treatment of an individual with asthma will be administered in line with the Asthma policy. Children who are prescribed asthma medication have access to this in class, PE lessons and school trips.