Annie Lennard Primary School

Policy and Guidelines for administering First Aid 2026-2027

Statement of First Aid organisation.

The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school, which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

AIMS:

The Aim of this Policy is to set out guidelines for all Staff in school in the administering of First Aid.

STAFFING:

The schools qualified first aid trained staff are as follows and have designated responsibility for administering First-Aid in school:

First Aiders (first Aid at Work)

Debbie Kirk
Julie Wildman
Amanda Hill
Richard Phillips
Emily Adam
Hannah Higham – Jones
Ellen Hadden
Louise Skipp
Karen Blunn
Natasha Pemberton

Paediatric Frist aiders

Hannah Higham – Jones
Ellen Hadden
Rachel Read
Julie Wildman
Kelly Dolan
Andria Kyriacou

School first aid (All dinner staff)

The above members of Staff **MUST BE CONSULTED** in the event that a child (or member of staff) should sustain **a major injury** or injury of the following nature:

- Cut to head or serious knock
- Suspect sprain or break

- Burns
- Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)

In addition, the above members of Staff **MUST BE CONSULTED** to treat pupils who are known to have a specific illness i.e. diabetics/pupils known to have allergic reactions/pupils with epipens in school / pupils with asthma - irrespective of the type. of illness or injury sustained. On NO ACCOUNT must these pupils be left / sent to self-administer their own treatment.

Pupils with specific needs have a personal care plan to ensure their safety. This should always be consulted.

FIRST- AID:

In the event of an injury or illness the designated member of First-Aid staff should be sent for immediately or where appropriate the child sent or taken to the reception. An informed assessment will be carried out and the appropriate treatment given. Should the injury require medical assistance (i.e. Parent called into school / hospital visit / ambulance), a member of the first aid team should seek urgent authorisation from the Head / Deputy Head Teacher (injury type permitting) and the relevant action taken.

If we feel the injury is significant enough to call parents, a member of the first aid team or SLT will call 111 for medical advice. We must not give parents personal advice only what is recommended by 111.

Incidents during the day should be treated as follows:

DURING LESSON TIMES: children may be sent/taken to a first aider for an assessment of the severity of any illness or injury and appropriate action will be taken.

BREAK: children may be sent/taken to a first aider for assessment and treatment.

LUNCHTIMES: The Principal supervisor Mrs Rachel Read will call on First Aiders as needed and may contact other first aiders or the Headteacher for support. All incidents must be reported to class teachers, school first aiders and a letter must be issued for home.

PE: PE coaches are first aid trained, in the event of an accident they must liaise with school first aiders and a first aid slip must be completed and class teachers must be informed.

Any child who is sent home or sent to a doctor or hospital, owing to injury in school, must be sanctioned by the Headteacher or, in her absence, by a member of the SLT.

In the event of minor injury, once treated, the pupil must return to class

Should the child be feeling unwell or have been sick in school, the class teacher must be notified so that an informed decision may be made. Should the decision be that Parents be notified/the child needs to go home, The Office should be contacted to contact the Parents.

Record Keeping:

All accidents are recorded on the online accident reporting system Meditracker. An email notification is always sent to parents, a text reminder is also sent where there is a head injury. A phone call to parents is made is there is a serious nosebleed or injury to the genitals.

If the incident is more serious an '012 incident form' must be completed. These are kept on file and reported to Governors. Where the details of the accident or injury trigger RIDDOR reportable regulations, SLT/ Site Manager will report it to Sandwell SMBC IMMEDIATELY for further advice.

EPIPENS:

There are a number of pupils in school requiring 'Epipens'. Each has a box individually fully labelled with their name and photo that contains their Epipen, this is kept in their classroom and follows them when they move to another

lesson in a different room. This information is also in the medical section of the childs record in SIMS. All staff have received Epipen training. The nearest member of staff in the event of an emergency and/or when anaphylactic shock is apparent irrespective of whether Piriton has been administered first must carry out the administering of Epipens. Please ensure you are familiar with the use of epipens and/or symptoms of anaphylactic shock. Pupils must take their epipens on all off site visits and outdoor activities. School now hold spare epi-pens, however they MUST not be given unless we have specific authority from the parents to do so.

ASTHMA:
There are a number of pupils in school with Asthma. This information is available in the medical section of the pupils record on SIMS. All pupils with asthma have a full asthma care plan and parental consent for the use of the schools emergency inhalers. If you have any concerns over a pupil who may be having an asthma attack please see support from a trained first aider immediately. Pupils must take their inhalers on all offsite visits, outdoor activities and PE lessons.
Generic inhalers are kept in school but can only be administered if written consent has been received from the parent.

Allergens:
All parents were written to and asked to complete an allergen form for their child to inform us if they are allergic to any of the DFE updated allergen list (14 specific allergens) this information is recorded in the dietary section of the pupil record on SIMS.

Diabetes:
Specific diabetic risk assessments should be carried out where necessary.

PUPILS WITH SPECIFIC NEED:
Details of Pupils with specific need i.e. diabetes are available from the Family Support Officer where full care plans are available upon request. This information is recorded in the medical section of the pupil record in SIMS.

Medicines in school:
ONLY MEDICINES PRESCRIBED by a GP can be administered in school, this can only occur if the parent or guardian brings the medicine into the school reception and completes the appropriate medical consent form. All other medicines are not allowed on the school premises, if your child requires un-prescribed medicines (such as paracetamol, anti-histamine etc…) they will need to be administered by a parent or guardian, if there is an ongoing specific requirement or during residential trips a care plan will need to be discussed and agreed with the School's Family Support Officer or Head Teacher
All prescribed medicines including epi pens and inhalers will be returned home with the pupil at the end of each school year. Please use this as an opportunity to check expiry dates and review the administering instructions.
It is recognised that some doctors won't prescribe paracetamol. In certain circumstances we may agree to administer pain killing relief but only with prior agreement with a member of SMT and written consent from the parent.

Pupil accidents involving their head:
The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- If there are any concerns regarding a head injury a phone call is made to parents, all accidents are recorded on Meditracker and parents notified immediately as part of he logging process via email. A reminder to check emails is sent via text also where there is a head injury.

Transport to hospital:
- The head teacher will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which
    - the parent will be called. If the ambulance arrives before the parent a member of the school staff will accompany the child to hospital.
- Where hospital treatment is required but it is not an emergency, then the Head teacher will contact the

parents for them to take over responsibility for the child.
- If the parents can not be contacted then the Head teacher may decide to transport the pupil to hospital, with an accompanying first aider.

Staff and Visitors:
All staff and visitors who become unwell or have an accident whilst at school must seek the advice and / or treatment of one of the first aid team. All accidents must be reported medical tracker, serious accidents must also be recorded as advised by he LA and where required by RIDDOR accidents reported to the HSE. Generic epipens are kept in school but can only be administered if written consent has been received by the parents

Accident Reporting:
The school will report to its Governing Body:
- all accidents to employees
- all incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.
- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:
- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at hospital

For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

COVID
Separate risk assessments were introduced as a result of the unprecedented events as a result of the global COVID-19 Pandemic. Special measures were introduced which, whilst there were restrictions in place, relating to stopping the spread of the virus will affect some aspects of this policy and additional measures have been introduced.
Please ensure that this document is therefore read in conjunction with COVID specific risk assessments for special measures we at Annie Lennard may be following during a pandemic.

Reviewed
August 2026