

Dinglewell Junior School

First Aid Policy

Reviewed: November 2025 (C&S)

Next review: November 2026

Dinglewell Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

"We have carefully considered & analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the public sector equality duty requirement to have due regard to the need to eliminate discrimination, advance equality or opportunity and foster good relations."

The Governors and Head Teacher of Dinglewell Junior School accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within school.

We are committed to the authority's procedure for reporting accidents and recognize our statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995.

The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs
- To ensure that DFEE guidelines are followed; taken from *GUIDANCE ON FIRST AID FOR SCHOOLS*

First Aid Provision

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified first aiders.
- Portable first aid kits are taken on educational visits, which are stored in the accessible toilet.
- The first aiders will ensure the maintenance of the contents of the first aid boxes and other supplies that are situated in every class, Reception & Playground First Aid Point.
- All teachers and TAs hold basic first aid certificates and all staff will be trained in any aspects of first aid deemed necessary e.g. asthma, epilepsy, the use of an epi-pen.
- Staff are given safeguarding training and are aware of policy.
- Emergency conditions for individual pupils and staff are shared with all on the emergency medical list (e.g. epilepsy for a child).

First Aid Boxes

First Aid Boxes are located in:

- Accessible toilet & kitchen; in all classrooms in a labelled box under the teacher desk.
- Classroom first aid boxes should contain first aid equipment, and class inhalers and Epi-pens for immediate use. No medicine/tablets are to be kept in the classroom first aid boxes.
- Playtimes & Lunchtimes: Each Classroom TA takes a first aid bag into the playground to treat minor injuries. For more serious injuries, the child is taken into the Reception area by a first aider and treated accordingly.
- The Hub Kitchen.
- Medicines cabinet (locked) kept on wall in accessible toilet – key in office.

First aid boxes in class are monitored and re-filled by designated year group first aider. First aiders collectively take responsibility for checking main first aid equipment and ordering stock. A daily designated first aider takes the playground first aid equipment outside and back in after play and lunch and refills the box for the next day. Days on duty are varied, and covered by one of the fully paediatric trained members of staff. Attached is a full staff list and their current first aid training.

Procedures

In school:

- Any injury that raises concerns over a pupil's safety either at home or at school should be reported to the appropriate person. If staff have concerns regarding the safeguarding of a pupil they should speak with the DSL or Headteacher - therefore this policy needs to be read in conjunction with our Safeguarding Policy. Concerns over a pupil's safety whilst at school should be raised with the Headteacher or if the allegation/concern is regarding the Headteacher, the Chair of Governors.
- Trained first aiders will make their assessment on the injury and decide the best course of action, if deemed a serious injury i.e. dislocation, fracture, serious head injury they will request an ambulance is called as well as the parents.
- Any pupil complaining of illness or who has been injured is sent to Reception for the qualified first aider(s) to be called and, where appropriate, treated. Constant supervision will be provided if appropriate due to nature of illness or injury. Parents should be contacted as soon as possible so that the child can be collected and taken home.
- Parents are always contacted if there are any doubts over the health or welfare of a pupil.
- IF THE SITUATION IS LIFE THREATENING, THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE.
- The school recommends that first aid is carried out in public areas or if necessary, in private in pairs with one member of staff as a witness.
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training.
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions. Disposable gloves should be worn at all times, exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering first aid.
- All serious accidents should be reported to Headteacher or first aider after calling an ambulance and the child's parents ASAP (numbers located in office phone book, pupil contact numbers in blue class folders) - the incident will be logged on SHE by designated staff (Headteacher or School Business Manager).
- In the event of a serious incident and an ambulance is called, a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance - this should be on a

voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.

- If staff are concerned about the welfare of a pupil, they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.

Out of School: to be read in conjunction with Educational (Offsites) Visits Policy.

- A MOBILE TELEPHONE is taken on trips out of school. Teachers to check that pupils who have asthma take their inhalers and those children who use epi-pens.
- If the trip is via minibus or coach, teachers must take a first aid kit, and any child specific medication.

Educational Visits

a) The Head Teacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' (as set out in the Health & Safety Handbook) when organising a visit. All staff should have a copy.

b) A Risk Assessment will need to be carried out as part of an educational trip. Particular attention needs to be paid to:

- Outdoor Educational Visits
- Hazardous Activities
- Supervision ratios
- Swimming lessons. Swimming instruction is provided by qualified swimming instructors. We use GL1 Leisure Centre for swimming lessons, and ensure that pupils adhere to the swimming pool rules.

Incident Reporting

- All incidents are dealt with in class or on the playground. All incidents, injuries, head injuries, ailments and treatment are reported on the pink accident record file.
- Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for. Details of any medication that has been administered are also passed to parent.
- First aiders contact parents by phone if they have concerns about the injury.
- Staff should complete the pink accident record if they sustain an injury at work.

All major incidents where the patient is taken to hospital either at school or on a day trip/activity are required to be reported on the SHE website as stated in GCC SHE procedure: Accident Reporting and Investigation.

The responsibility to report a major incident to the Health & Safety Executive when the patient is taken to hospital on a residential visit, is that of the residential venue.

An injured member of staff or other supervising adult should not continue to work, if there is

any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines

a) Staff members administer medicines (which are kept securely in the school office or nominated refrigerator dependent on instructions). Before any are administered, parents must supply written instructions and their signed consent, and a record of all administered medicine is kept in the school office which must be completed by staff member administering medication.

b) No other medication is either stored or administered by the school. If any medications (such as asthma inhalers & epi-pens) are brought into the school, it is the parent's responsibility to ensure that they inform the school. The children's medication (inhalers & epi-pens) must be stored in the child's class First Aid bag.

c) An emergency Salbutamol inhaler is kept in the medical cabinet in the accessible facilities for children who suffer an asthma attack and do not have their inhaler in school. The emergency inhaler may only be administered by a trained first aider to children whose parents have consented to its use, with a single-use spacer unit & one-way valve to prevent cross-infection. Parents must then be informed that the emergency inhaler has been used.

d) An emergency epi-pen is kept in the school office for children and staff who suffer an anaphylactic shock and do not have their epi-pen in school. The emergency epi-pen may only be administered by a trained first aider to children whose parents have consented to its use. Parents must then be informed that the emergency epi-pen has been used.

Body Spillages

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the accessible room.
- Sponges and water buckets must never be used for first aid to avoid the risk of contamination.
- All body fluid spillages (vomit, diarrhoea and blood) must be cleaned immediately. This is vital if the spread of infection is to be reduced. Disposable gloves should be worn when contact with blood or body fluid is likely.
- Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dustpan and brush is available for body spillages and is kept in school office. Wash the affected area with warm water and detergent and dry. Disposable gloves should be available for first aid and hygiene care procedures (these are available in the accessible toilet). Spillages should be disposed of correctly in the yellow bodily fluids bags.

Staff Training:

- All staff will receive training for basic first aid, this will be ongoing.
- Designated staff will receive regular first aid in the workplace training, paediatric first aid for early years training (to cover crèche and events where younger pupils are invited) and any other necessary training.

- Designated Safeguarding Lead, Headteacher and Deputy Head teacher will receive training to support signs and symptoms of abuse, substance misuse, and domestic abuse.
- Staff to receive regular updates and training where necessary such as: *Clinical Guidelines for Asthma in Schools & Early Years Settings*; *Clinical Guidelines for Allergy & Anaphylaxis in Schools & Early Years Settings*; *Clinical Guidelines for Epilepsy in Schools & Early Years Settings* (these can be accessed on GSCB website).

This policy should be read in conjunction with the following school policies:

Supporting pupils with Medical Needs, SEND, Educational (Offsites) Visits, Health & Safety, Safeguarding and GDPR Data Protection Policy.

IS THE CASUALTY CONSCIOUS?

NO

Get help! Qualified First Aider!

Call (9)999 for an ambulance

Do not move casualty

Recovery position or CPR if appropriate

YES

Is it a MAJOR injury?

(Sever bleeding, broken bones, sprained or dislocated joint, allergic reaction)

NO

Take casualty to medical room.
Treat injury

Record on accident/injury forms
(pink or yellow slips)

No letter to parents required

YES

Can the casualty be moved without causing further damage?

YES

Take casualty to medical room.
First Aider to treat injury.
Complete accident/injury forms.
First Aider to contact parents.
Parent to collect casualty and be advised to seek further medical advice.

NO

DO NOT MOVE casualty.
Call for help.
If severe bleeding begin treatment immediately while waiting for First Aider to arrive.
In case of severe allergic reaction, call office for ambulance assistance immediately.

HEAD INJURY

Is there a visible bump or cut?

NO

Apply Ice Pack for 10 minutes.
Observe casualty for signs of concussion.
If no signs of concussion return casualty to class.
Adults in class to continue observations.
Head injury letter goes home to parents.

YES

If bleeding – Dress wound.
If there is NO BLEEDING apply ice pack for 10 minutes.
First Aider dealing with casualty to contact parents to inform them about accident and decision taken.
If there is no concussion casualty may go back to class where they can be observed.
If signs of concussion casualty needs to be taken to hospital – following the major accident/injury route.

First Aider to continue to treat casualty
Ambulance and parents to be called
First Aider to stay with child until ambulance/parents arrive.
Record on accident/injury forms.
Complete SHE report via GCC

First Aid Box Contents:

- Instant Ice Packs
- Surgical Gloves
- First Aid Record Book
- Adhesive Wound Dressing
- Sterile Saline wipes
- Plasters
- Bodily Fluid Bags

**First Aid Box/Bag contents subject to change due to legislation and stock requirements*

List of staff current First Aid Training qualifications

Name	First Aid Qualification	Expiry Date of Qualification
Geraldine Brogan, Head	Basic Life Support Child & Adolescent Mental Health First Aider	Certificate October 2027
Tanya Naylor, Deputy Head	Basic Life Support & Emergency First at Work	Certificate May 2024 March 2026
Sarah Baker, Pastoral Inclusion Manager	Basic Life Support Child & Adolescent Mental Health First Aider	Certificate May 2024
Charlotte Barltrop, Student Teaching Assistant	Basic Life Support	Certificate May 2024
Andy Barnett, Head of Maintenance	Basic Life Support	Certificate May 2024
Sharon Benfield, Teacher	Basic Life Support	Certificate May 2024
Lauren Brooke, Teacher	Basic Life Support	Certificate May 2024
Linda Cave, Teacher	Basic Life Support	Certificate August 2026
Rachel Conforti, Teaching Assistant	Basic Life Support	Certificate July 2026
Wenda Ederveen, Teaching Assistant	Pediatric First Aid Basic Life Support	Certificate Certificate October 2026
Kerry Frost, Teacher	Basic Life Support	Certificate July 2026
Rita Gough, Teaching Assistant	Basic Life Support	Certificate May 2024
Vik Halford, Teacher	Basic Life Support	Certificate September 2026
Jen Hayward, Teacher PPA	Basic Life Support	Certificate May 2024
Kate Hazell, Teacher	Basic Life Support	Certificate June 2026
Shelley Johnson, 1-1 Teaching Assistant	Basic Life Support	Certificate May 2024
Ben Jones, Teacher	Basic Life Support	Certificate May 2024
Su Kamath, Teaching Assistant	Basic Life Support	Certificate May 2024
Sophie Lavis, Teaching Assistant	Pediatric First Aid Basic Life Support	Certificate November 2026 Certificate May 2024
Laura Lyons, Teacher	Basic Life Support	Certificate May 2024
Rachel Moorhouse, 1-1 Teaching Assistant	Basic Life Support	Certificate August 2026
Amanda Pope, 1-1 Teaching Assistant	Basic Life Support	Certificate May 2024
Kelly Hipkiss, 1-1 Teaching Assistant	Basic Life Support	Certificate August 2026
Simon Randell, Teacher	Basic Life Support	Certificate September 2026
Sophie Richardson, Teacher	Basic Life Support	Certificate August 2026

Caroline Sargeant, 1-1 Teaching Assistant	Basic Life Support	Certificate June 2026
Megan Short, Teacher	Basic Life Support	Certificate May 2024
Jane Sinclair, Teaching Assistant	Pediatric First Aid Basic Life Support	Certificate October 2026 Certificate August 2026
Amy Stanley, Teacher	Basic Life Support	Certificate May 2024
James Sullivan, Teacher	Basic Life Support	Certificate September 2026
Judith Symons, Teaching Assistant	Pediatric First Aid Basic Life Support	Certificate September 2024 Certificate October 2026
Michelle Wherton, 1-1 Teaching Assistant	Pediatric First Aid Basic Life Support	Certificate November 2026 Certificate May 2024
Nicky Wilkes, Teacher	Basic Life Support	Certificate May 2024

Updated 12th November 2025