



First Aid Policy

Last reviewed: August 2025

Date of Next Review: August 2026

Reviewed by: Governing Body

Version 1.2

1 TABLE OF CONTENTS

2	Availability of the Policy (Reg 33(b))	3
3	Introduction	3
4	Aim.....	3
5	Roles and Responsibilities.....	4
6	Duties of an Appointed Person (Guidance on First Aid for schools – DfE)	5
7	Main Duties of a First Aider (Guidance on First Aid for schools – DfE).....	5
7.1	First Aid Provision	5
7.2	First Aiders:	5
8	First Aid Equipment and Facilities	5
9	First Aid Training.....	6
10	Dealing with Head Injuries	6
11	Procedures in the Event of an Emergency	6
12	Dealing with Accidents	7
13	Dealing with an Emergency	7
14	Administration of Medicines	7
15	Hygiene/Infection Control.....	8
16	Staff Procedure	9
17	Accidents and Injury Reporting	9
18	Administering First Aid off site.....	10

At Daffodil Preparatory School, we believe that every child should be given the opportunity to develop to the highest standard academically, with good morals, social skills and cultural awareness to become a well-rounded individual. Through our Vision, Ethos and Aims, at Daffodil Preparatory School we provide this opportunity for our children and are pleased to do so within our school environment.

We anticipate all applicants to give their commitment, respect and wholehearted support to uphold and maintain our school ethos and values. In line with our values, we do not tolerate extreme religious or political views in any capacity. This includes any views which are prohibited under the law as well as those views that contravene our ethos and stance on equality, tolerance and respect for all, regardless of race, gender, faith (or none) or sexual orientation or gender preference.

2 AVAILABILITY OF THE POLICY (REG 33(B))

This policy is available to all parents and carers:

- On the school website: www.daffodilprepschool.org.uk
- In printed form upon request from the school office

3 INTRODUCTION

At Daffodil Preparatory School, we are committed to ensuring the health, safety, and wellbeing of all pupils, staff, parents, visitors, and contractors. This policy outlines the school's responsibility to provide adequate and appropriate equipment, facilities, and qualified first-aid personnel, together with the procedures in place to meet that responsibility.

This policy should be read in conjunction with the Department for Education's *First Aid in Schools* guidance, which can be found here: <https://www.gov.uk/government/publications/first-aid-in-schools>, as well as the school's Health and Safety and Sick Child policies.

Our approach is in line with the **Independent School Standards Regulations (ISSRs)** and the expectations of **Ofsted**, ensuring that safeguarding and welfare standards are met. In providing high-quality first-aid provision, we uphold the principles of care, responsibility, and respect, reflecting the school's wider commitment to safeguarding and the promotion of **British Values**.

4 AIM

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992 & 1999

- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits in accordance with the Health and Safety First Aid legislation 1981

Objectives

- To appoint the appropriate number of suitable trained people as Appointed Persons and First Aiders to meet the needs of the school to maintain a record of that training and review annually
- To undertake a risk assessment of the first aid requirements of the school
- To provide relevant training and ensure monitoring of training needs
- To provide sufficient and appropriate resources and facilities
- To provide awareness of Health and Safety issues within the school and on school trips, to prevent, where possible, potential dangers or accidents
- To inform staff and parents of the school's first aid arrangements
- To give clear structures and guidelines to all staff regarding first aid and medicines
- To ensure the safe use, administration and storage of medicines in school and on educational visits
- To report, record and where appropriate investigate all accidents
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences' Regulation 1995 (RIDDOR)

5 ROLES AND RESPONSIBILITIES

The Governing Body is responsible for the health and safety of staff, pupils, parents and anyone else on the school premises. They ensure that appropriate risk assessments of the school are undertaken and that training and resources for first aid arrangements are appropriate and in place. The GB is responsible for ensuring that insurance arrangements are in place, providing cover for any claims arising.

The Head Teacher is responsible for putting the policy into practice and ensuring it is made available to all staff and parents. In the event of a medical emergency and the school being unable to contact the parents/carers the Head Teacher will act on 'Locum Parentis'.

Teachers and other school staff in charge of pupils are expected to use their best endeavours to always, particularly in emergencies, secure the welfare of the pupils at the school, in the same way parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

6 DUTIES OF AN APPOINTED PERSON (GUIDANCE ON FIRST AID FOR SCHOOLS – DfE)

- Takes charge when someone is injured or becomes ill
- Looks after the first-aid equipment e.g. restocking the first aid container, ordering equipment
- Ensures that an ambulance or other professional medical help is summoned where appropriate

7 MAIN DUTIES OF A FIRST AIDER (GUIDANCE ON FIRST AID FOR SCHOOLS – DfE)

- To give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, to ensure that an ambulance or other professional medical help is called

In addition to the above, first aiders are required to follow the procedures outlined in this policy

7.1 FIRST AID PROVISION

First Aid kits are available at the following destinations:

- The medical room where first aid is administered
- Reception
- 1 portable kit for sports and other out of school use (trips) - kept in school office

7.2 FIRST AIDERS:

- Anis Zaman
- Nusrat Jahan
- Stephen Montford
- Neya Chowdhury

8 FIRST AID EQUIPMENT AND FACILITIES

- The Medical room is designated as the first aid room for treatment, sickness and the administration of first aid. The medical room is to be used for medical reasons, no one is permitted to enter the room whilst it is being used for this purpose
- The room has a fixed lock store for medication, a yellow bin for waste materials, wash basin and a sick bed. Details of children with severe medical conditions are displayed in the first aid room – including a copy of their care plan
- The names of first aiders are displayed in all classrooms, passages, and school office

- A staff member responsible for the maintenance of the contents of the first aid boxes and other supplies have been appointed. They undertake a check of the contents every two weeks and restock as necessary
- Ice packs are kept in the freezer which is located in the kitchen area and staffroom
- The cleaners' closet is where the designated dustpan, brush and bleach is located
- All staff are trained in any aspects of first aid deemed necessary e.g. asthma, epilepsy, the use of an EpiPen
- Basic hygiene procedures are followed by staff administering first aid treatment
- Single-use disposable gloves are worn when treatment involves blood or other body fluids
- All staff are responsible for ensuring that they have read the school's first aid Policy

9 FIRST AID TRAINING

The GB and the Headteacher are responsible for ensuring that there are an adequate number of qualified First Aiders/Appointed Persons. They ensure relevant staff are trained in the use and administration of EpiPens. The school maintains an up-to-date list of those employees who have undergone emergency first aid training.

All staff are informed of first aid arrangements including reporting and recording and are made aware of this policy as part of their induction.

The Headteacher is responsible for ensuring that there is an adequate number of qualified first aiders.

10 DEALING WITH HEAD INJURIES

- Accidents involving a pupil's head can be complicated as the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time
- If the head injury is minor, and emergency treatment is not required, it should still be monitored closely, and a head injury slip should be completed and given to the parents outlining the injury sustained and the symptoms to look out for
- The school will contact parents by phone if they have concerns about the injury

11 PROCEDURES IN THE EVENT OF AN EMERGENCY

Examples of emergencies which will require calling the Emergency services are listed below:

- Serious injuries
- Significant head injuries

- Severe allergic reactions
- Asthma attacks
- Epileptic fits
- Difficulty in breathing
- Fainting or period of unconsciousness
- Hypoglycaemia in diabetics
- Bleeding
- Fractures or sprains
- Concussion

12 DEALING WITH ACCIDENTS

- If an accident is witnessed and the injured person can walk, staff shall take them to the medical room and contact a first aider. Do not leave them unattended.
- If an incident is witnessed and the injured person does not seem able to move, or if an injury is sustained in the region of the head, neck or spine, movement should be avoided except if the situation is life threatening in which case it is necessary to make sure that the airway is clear. The injured person should not be left unattended.
- Talk to the person to relax and reassure them of the action being taken.
- A message should be sent to the office to ask them to contact a first aider.
- If a first aider is not available, or the situation requires urgent medical assistance then an ambulance should be called without delay.

13 DEALING WITH AN EMERGENCY

- Where the injury is an emergency, an ambulance MUST be called following which parents should be contacted.
- Where hospital treatment is required but it is not an emergency, then SLT/Admin shall contact the parents for them to take over responsibility of the child.
- If the parents cannot be contacted, the Headteacher or SLT shall accompany the child to hospital and remain with them until the parents can be contacted.

14 ADMINISTRATION OF MEDICINES

- Parents give written consent to authorise first aiders to administer prescribed medication.

- A first aider can administer prescribed medicine providing that a 'Parental Agreement' form, kept in the school office, is completed and signed.
- Parents are responsible for ensuring the medicine is brought to school and taken home from school every day that it is required.
- Records are kept in the office of all prescribed medicines administered.
- Non-prescribed medicines are not allowed in school.
- Our trained first aiders administer medicines for chronic or long-term conditions.
- Medicines are stored in a locked cupboard. Staff shall record the time medication is given and sign the record sheet.
- Asthma sufferers are permitted to bring their own treatments (inhalers etc.) to school providing a consent form is completed by parents.
- Medication for asthma is stored in an unlocked cupboard in the school office.
- Asthma treatments are administered by the pupil but are supervised by a first aider when taking the inhaler and the time and date is logged on a recording sheet.
- A list of asthma sufferers is kept within the school office, and each class has a list of pupils suffering from Asthma.
- Asthma treatments are taken on educational visits and 'off site' sporting activities.
- Parents are responsible for checking that the inhalers are still within their 'Use by dates' and for replacing them.
- Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.
- EpiPens for anaphylaxis sufferers are kept out of reach in the individual's classroom.
- EpiPens are only administered by members of staff who have received EpiPen training.
- EpiPens and the appropriate trained member of staff are taken on educational visits and offsite sporting activities.

15 HYGIENE/INFECTION CONTROL

- Hands must be washed before and after giving First Aid.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Any soiled dressings etc. must be disposed of in the yellow clinical waste bin.
- Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with the designated dustpan and brush. This should also go into a yellow bag and be disposed of in the yellow waste bin. If possible, the area should be bleached (dilute 1:10).
- Body fluid spillages on hard surfaces should be cleaned up then bleached.
- Exposed cuts and abrasions should always be covered by hypo-allergenic plasters

16 STAFF PROCEDURE

- Breaktime and lunchtime incidents are dealt with by the staff on duty. For injuries that require closer attention children shall be sent to the school office.
- An adult witness shall be present if tending to areas of the body between the waist and the knees.
- If an injury is to the groin area, then reasonable efforts shall be taken to seek permission from the parents before attending to the child or request made to the parents to come into school and witness any first aid administered.
- If no trained first aider is present during lesson time, then the child shall be accompanied either by an adult or responsible child.

17 ACCIDENTS AND INJURY REPORTING

- Any pupil complaining of illness or who has been injured is sent to the medical room for the qualified first aider to inspect and, where appropriate, treat or seek expert medical help if required.
- Accidents involving blood loss or blows to the head shall always be reported to First Aid Personnel.
- All accidents/injuries/head injuries/ailments and treatment shall be recorded immediately in the Administration of First Aid book kept in the main school office.
- Parents shall be notified by letter if any first aid has been administered. A copy of the letter sent home shall be kept in the school office.
- Parents shall be informed by letter of any head injury sustained.
- Parents should be contacted by telephone if a child has received a bump to the head, or for significant incidents.
- If a staff member is concerned about the welfare of a pupil, they shall contact the school office immediately. If an injury has been sustained, the pupil should not be moved.
- Parents shall be contacted if there are any doubts over the health or welfare of a pupil.
- Admin/SLT shall contact the parents if there are any concerns about the injury, or a child needs to be sent home due to illness.
- More serious accidents or incidents of violence are recorded on 'Record of concern' forms obtainable from the school office.
- Any significant injury also needs to be filled out in the Accident Book. This needs to be completed by the person administering first aid and by the person who witnessed the accident. These records are normally kept for 7 years.

- In the event of a serious incident an ambulance shall be called, and a member of staff shall accompany the pupil to hospital. Parents shall be asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This is done on a voluntary basis. In such cases staff shall ensure they have specific cover from their insurance company.
- Staff shall complete the accident book for employees if they sustain an injury at work. The book can be obtained from the school office. 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 shall seek medical advice without delay.
- If the nature of the accident involves contacting Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR), the Headteacher will contact them.

18 ADMINISTERING FIRST AID OFF SITE

- First Aid provision is available always during school educational and sporting visits.
- A trained appointed person or first aider shall accompany all off-site visits and activities along with a suitably stocked first aid box.
- The first aider shall ensure that they are aware of the contents of the first aid box and its location always throughout the visit.
- All adults present on the visit shall be made aware of the arrangements for first aid.
- In the event of an accident or other incident on a trip, the trip leader is
 - responsible for ensuring the health and safety of the injured child and the rest of the party.
 - A member of staff is designated to contact the school with details.
 - Details to include:
 - Where the group is
 - What has happened
 - Any details of emergency services involved
 - The school will contact parents and advise on any further action.
 - A copy of the Parental Agreement form is taken along with the relevant medication on the visit. The medication shall be kept in the first aid box and shall be administered by the first aider at the necessary time and recorded.