



Pudsey Primrose Hill Primary School

Policy for First Aid

At Pudsey Primrose Hill School we endeavour to provide the very best possible care for our pupils.

We have a number of staff who are Emergency First Aid trained and in addition we have staff who are trained in Paediatric first aid. **Appendix A** contains a list of these staff and their relevant training dates. This information is also kept in the 'sick bay' adjacent to the main school office.

Storage

First Aid equipment is stored in the school office and in the hygiene suite. Each classroom also has a small supply of first aid materials that can be used to deal with minor injuries. It is the responsibility of class based staff to ensure the box is properly stocked. Additional supplies can be obtained from the school office.

Procedures

With the exception of very minor injuries, children are brought to the school office for first aid treatment.

Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled dressing and used gloves should be disposed of in the lidded bin in the school office or sanitary boxes in the staff toilet. Whenever possible, a child should be dealt with immediately and if appropriate should be returned back to their lessons promptly.

More serious accidents should be recorded on the First Aid Record sheets kept in the box file in the school office and a white slip detailing the injury and care needed given to the child should be completed. A copy should be sent home with the child to inform their parents and a copy should be retained in school. The class teacher should be informed.

An up-to-date list of child medical conditions, asthma etc. is kept in the school office and the staffroom. Information regarding medical conditions is passed on to staff during transition meetings.



Head Injuries

Parents to be informed by telephone in every case and the child given a 'minor injuries' letter. The class teacher should always be informed. More serious injuries should be recorded on the First Aid Record sheets kept in the box file in the school office.

Accidents at Lunchtime

Lunchtime Assistants should have a supply of antiseptic wipes and plasters so that they are able to deal with minor accidents on site. More serious cases are brought to the school office for first aid treatment.

Accidents in the Classroom

If a minor accident happens in the classroom, the child should be dealt with by the TA working in that classroom. More serious injuries or illness are dealt with by a first aider and the child should be brought to the school office.

Precautions for offsite Activities

Classes leaving the school premises take a First Aid box, and a sick bucket containing essential cleaning aids.

Dealing with Emergencies

In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parent will then be contacted.

If the parent cannot be contacted, then a member of staff will accompany the child to hospital. Every attempt to contact the parents will be made by the school.

The Headteacher or most senior member of staff on site must be informed if there is an emergency, if an ambulance is called or if the parent attends and is given advice to seek medical attention.

Following an emergency in school a form CF/50 must always be completed.

Hygiene Control Guidelines

At Primrose Hill we follow the Hygiene Control Guidelines recommended by the DfE. Listed below in all instances to provide protection against a range of infections to which staff in schools may be exposed.

The following is the basic hygiene procedure recommended.

Personal Hygiene

Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.



Sanitary towels should be placed in the disposal bins provided in the staff and pupil toilets and hygiene suite.

Accidents Involving External Bleeding

Normal First Aid procedures should be followed, which should include the use of disposable gloves.

Wash the wound immediately and copiously with water. Apply a suitable sterile dressing and pressure pad if needed.

Cotton Wool should not be used in cleaning wounds since it is not sterile and could cause infection.

After accidents resulting in bleeding, contaminated surfaces, e.g. tables, or furniture should be disinfected.

Waste Disposal

Soiled nappies should be double bagged and placed in the lidded bin provided for this purpose. These will be then disposed of by Biffa waste. Dressings contaminated by bloods should be disposed of in the sanitary bins. These are collected regularly and the contents disposed of by an outside contractor.

Administration of Medicines

Prescribed medicines may be administered in school where it is deemed essential. (For further information please see policy on administration of medicines.) In many instances prescribed medicines can be taken outside of normal school hours. If medication is administered at school then a written record is kept on the 'medicines' whiteboard in the school office.

A written request must be made on behalf of the child by someone having parental responsibility.

In most instances medicines must be prescribed by a registered medical practitioner. On rare occasions staff will administer mild analgesics (e.g paracetamol) if there is a written request by the parent and if doing so would make the difference between a child being able to attend school or not.

If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly.

Except in the case of asthma inhalers or epipens for severe allergies, as stated below, medicines should be stored in a safe place when not in use. (The first aid cupboard in 'sick bay' adjacent to the school office or the fridge in the sick bay as appropriate) School will ensure that medicines held on the pupil's behalf are 'in date'.



If medicines become out of date, parents should be notified and the medicine returned to them. All medication held in school at the end of each academic year is returned home to the child's parents. Medication must be collected by a parent. If a child still requires medication in school, then a new written request must be made by a parent at the start of the following academic year.

Asthma Inhalers

Asthma can be a life threatening disease and attacks can start very rapidly. It is therefore vital that the asthmatic pupils have instant access to their inhalers. In the case of a pupil with severe asthma, it is entirely reasonable to allow pupils to keep their inhalers on their person, in their classroom, or their school bag. (See separate policy on Asthma)

Epipens

Pupils with severe allergies should have instant access to their epipens. These should be kept in the classroom and taken with them on any visit outside of school. If possible a 'spare' should be kept in the school office.

Children with Special Medical Conditions

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may be: Epileptic; Asthmatic; have severe allergies which may result in anaphylactic shock; Diabetic

Parents/guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition. Children with specific conditions and treatment are photographed and their details are placed on the staffroom wall and in the school office. All other medical conditions are kept on a list in the school office and staffroom. Information is passed from teacher to teacher during transition meetings.



Appendix A

First Aid – Trained Staff 2022/23

Name	First Aid Qualification	Expires
Andrea Lee	Emergency First Aid at Work	March 2023
Ben Jack	Paediatric First Aid	February 2024
Nic Holdsworth-Lofts	Paediatric First Aid	February 2024
Mandy Riddiford	Paediatric First Aid	February 2024
Sharron Ryan	Paediatric First Aid	September 2024
Angela Fletcher	Paediatric First Aid	September 2024
Nigel Hopper	Emergency First Aid at Work	September 2024
Kim Marshall	Paediatric First Aid	October 2024
Tanisha Guy	Paediatric First Aid	November 2024
Donna Millard	Paediatric First Aid	June 2025
Stephanie O'Neill	Paediatric First Aid	June 2025
Sarah Alderson	Paediatric First Aid and EipPen Trained	January 2026
Sharon Womersley	Paediatric First Aid and EipPen Trained	January 2026



This Policy for First Aid was adopted by Pudsey Primrose Hill Primary School on 31/01/2019

Chair of Governors – Mr G Gibson		
Signature:		Mr G Gibson
Frequency of review:	2 years	
To be reviewed and approved by:	PPHPS Full Board	
Date of next review:	February 2025	

REVIEW RECORD

Date of review	Reason for review	Date of next review
01/12/2020	Agreed review schedule.	December 2022

Name:		Signature:	
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on behalf of PPHPS Full Board

Date of review	Reason for review	Date of next review
07/02/2023	Agreed review schedule.	February 2025

Name:		Signature:	
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on behalf of PPHPS Full Board

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Name:		Signature:	
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