Kingsway Infant School

First Aid Policy

June 2026

This policy has been created to enable us to work in according with the Hertfordshire County Council Health and Safety Guidance: First Aid Arrangements in Education Establishments: https://thegrid.org.uk/Restricted-assets/first-aid-in-schools-guidance.pdf, Managing Medication in Schools https://thegrid.org.uk/Restricted-assets/managing-medication-in-schools-2022.pdf and EYFST Ofsted first aid requirements.

All first aid supplies are stored in the Rainbow Room and accessible to 'First Aid' trained staff. Gloves must be worn when dealing with bodily fluids and all blood-soiled products placed into a plastic bag in the bin provided in the Rainbow Room/Lobby First Aid Area; these are disposed of daily. It is the responsibility of trained first aid staff in school to ensure that the stocks are checked and any shortages reported to the Teaching Assistant responsible for ordering, **Elizabeth Montague**.

Small cuts/grazes are cleaned using a wet paper towel or cleansing wipe, wiping gently away from the wound. If required, a plaster may be applied after checking the child is allowed to have plasters (pupil list is held in rainbow room and can be checked on Arbor). If a cold compress is needed, medical ice packs are kept in the staffroom freezer, which should be wrapped in a paper towel before application.

All incidents requiring treatment are recorded on Arbor. Which will send information home to parents/ carers and log information. An IPad is located in Rainbow room to access Arbor. In white class and reception classrooms Arbor can be accessed by laptops in the room. Parents/carers will be immediately notified in the event of a serious incident.

All staff have a list of children with medical conditions; this list is regularly updated and available in all Classrooms and with the First Aid resources in Rainbow Room. Information is also available on Arbor, noting specific medical conditions as well as permission forms, i.e. for plasters or first aid.

Provision for Allergy/Medical Treatment

All non-emergency medication kept in school is securely stored in Rainbow Room First Aid cupboard, in a labelled container and a zipped wallet for each child with access strictly controlled. First Aid staff dispense all oral medicine and adrenaline auto-injectors e.g. EpiPen; children with Asthma administer their own medication under the supervision of the First Aider (see Medication Policy). These medications will also be taken on school trips.

Emergency Medication may be kept in the classroom cupboard, out of reach of children with access strictly controlled, in a labelled container and a zipped wallet as per their medical needs plan.

Antihistamines and Inhalers (Asthma)
Prescribed Antihistamines and Inhalers are securely stored in the first aid cupboard in Rainbow Room, in a zipped wallet displaying the child's name and medical protocol.

Adrenaline Auto-Injectors (e.g. EpiPen)
These are securely stored in classrooms in a zipped wallet displaying the child's name and medical protocol. A list of children requiring EpiPens can be found in the Classroom, School Office and Kitchen (in the case of food allergies). First Aid trained staff includes the use of auto-injectors.

All Inhalers, EpiPens and Antihistamines etc. are sent home at the end of the school year and **parents/carers are responsible for checking 'use by dates' and replenishing them.**

School Emergency Inhaler and A**drenaline Auto-Injectors (e.g.** EpiPen)

School Emergency Inhaler:
1 x Stored within the school Grab Bag within the school back office and 1 x stored in the first aid cupboard in Rainbow room; both have a list of children with prescribed asthma inhalers and as well as parent consent forms.

The inhaler is only to be given to a child with a diagnosis and signed parent/ carer consent form.

School Emergency Adrenaline Auto-Injectors (e.g. EpiPen)
The two EpiPens are stored within the school Grab Bag within the school back office with a list of children with prescribed Adrenaline Auto-Injectors (e.g. EpiPen) and parent consent forms

The A**drenaline Auto-Injectors (e.g. EpiPen**) **is only to be given to a child with a diagnosis and signed parent consent form.**

Samantha Pither is to check on a monthly basis that Emergency Inhaler and Adrenaline Auto Injectors are present and in working order, and the inhaler has sufficient number of doses available; that replacement are obtained when expiry dates approach; replacement spacers are available following use; **Samantha Pither** is to check that the correct consent forms are stored with the inhalers.

Children with Extraordinary Medical Needs

These children will have an Individual Healthcare Support Plan (IHCP) drawn up in consultation with the Headteacher and parents/carers; the school nurse will be asked for advice when necessary, which will be shared with staff as appropriate. Children with special medical needs will have their photograph and medical details displayed in the Classroom, School Office and within the MSA resources.

First Aid during Class Time

Minor incidents will be dealt with by the Teaching Assistant (they may feel the need to enlist the help of a nearby adult). Gloves must be worn if there is blood, vomit, or any other residue of the incident, the priority is to clear up as quickly as possible (the Caretaker may be asked to assist if on site). Any child needing to be sent home will wait in the classroom to be collected. The Class Teacher, Teaching Assistant or the Office, will telephone the child's parent/carer or other designated contact.

First Aid during Playtime and Lunchtime

Injuries will be assessed by the nearest adult who may decide to send the child to the First Aid Area or request first aid be taken to the child e.g. excessive bleeding on the playground. First Aiders and MSAs concerned about accidents that occur during lunchtime will inform the appropriate member of staff so the child is monitored.

Children Needing Personal Changing

The child will be supervised by two members of staff - see Intimate Care Policy.

Incident to be recorded on Arbor; noting adults involved, what clothes were changed and the level of assistance needed.

A record will be made on Arbor that the child needed to changed, noting what has happened

Suspected Break/Fracture

Ice packs may be applied providing it does not cause additional pain.

Emergency Procedures

In the event of serious injury or illness any staff member nearby will act to prevent further injury to the casualty, to others (including themselves) and to preserve life. Help will be summoned immediately from a nominated first aider, or in their absence the nearest available adult. Emergency services will be called as required.

Recording and Reporting

All injuries are recorded on Arbor on the child's Arbor profile. Which will send information home to parents/ carers and log information. Parents/carers will be immediately notified in the event of a serious incident.

Head bump stickers are placed on children with head injuries so that all adults dealing with that child are alerted to the need for caution. If any injury causes concern (particularly a head injury), the parent/carer will be telephoned by the Class Teacher, Teaching Assistant or by the Office and invited to come in to check the child/injury.

If following an incident a child becomes unwell during the school day, the Headteacher, Deputy or member of the Senior Leadership Team (SLT) will be informed. If a child needs hospital treatment, the parent/carer will be contacted and an ambulance may be called.

Should a child have a more serious accident or illness, the Headteacher, Deputy or a member of the SLT should be informed to deal with the matter.

Injuries resulting in an adult, child and/or members of staff being sent for medical treatment will be recorded using the online HCC accident form. Serious injuries will be reported by the school office to the HSE using their online reporting system: RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

When a child receives medication in school e.g. Antihistamines, Inhalers (Asthma), Adrenaline Auto-Injectors (EpiPens) etc. the details are recorded on the form kept with the medication in classrooms and recorded on Arbor.

Additional Guidance for Head Injuries

Head Injuries are potentially serious so it is important that parent/carers know if their child has had a significant knock on the head. An 'Accident/Incident/Illness Report form will be completed on Arbor, which will inform the child's parents/carers. Class teacher will also inform the adult collecting the child of the incident. Children will be given a sad face sticker so adults in the school are aware an incident has occurred.

If the child becomes pale or shaky, dizzy, is sleepy or vomits, change in behavior or problems with their memory as a result of the incident, or if there is significant bruising or bleeding, the parents/carers/emergency services will be contacted as soon as possible.

Trips and Visits

A basic first aid kit will be taken on all excursions out of school including all medications e.g. Antihistamines, Inhalers (Asthma), and Adrenaline Auto-Injectors (EpiPens). All incidents requiring treatment will be recorded on Arbor, once staff have returned to school. Which will send information home to parents/ carers and log information. Parents/carers will be immediately notified in the event of a serious incident.

Children with Extraordinary Medical Needs may require additional provision on such occasions and this should be detailed in the Risk Assessment, which should be submitted prior to the planned trip.

First Aid Risk Assessments.

Completed on an annual bases and stored in the risk assessment folder in the back office.