



'Believe. Achieve. Be Proud.'

First Aid Policy

Lyngford Park Primary School & Nursery

Signature *N. Arnold* *Headteacher* *Date October 2026*

Signature *F Forsyth* *Chair of Governors* *Date October 2026*

To be Reviewed: October 2027

STATEMENT OF FIRST AID ORGANISATION

The School's arrangements for carrying out the policy include seven key principles:

- Duty of the Governing Body to approve, implement and review the policy.
- Where appropriate to report, record and investigate all accidents.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees and review annually.
- Establish a procedure for managing appropriate First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of school.

ARRANGEMENTS FOR FIRST AID

School will provide equipment as set out in DfE 'Guidance on First Aid for Schools'.

The location of First Aid Kits in school:

School Office	Every classroom block
Kitchen	Security Cupboard (used for visits)

An **Automated External Defibrillator (AED)** and **Adrenaline Auto-Injectors** are located in the school reception, and also in the Nursery Department.

First Aid kits are checked periodically by Kath Stephens.

OFFSITE ACTIVITIES

At least one first aid kit will be taken on all off site activities, along with individual pupil's medication and a copy of the administering form such as inhalers, epi-pens, etc. A person who has been trained in first aid will accompany all off site visits.

INFORMATION ON FIRST AID ARRANGEMENTS

The Headteacher will inform all First Aid trained at the School of the following:

- arrangements for recording and reporting accidents.
- arrangements for First Aid.
- location of First Aid kits.

The Headteacher will ensure signs are displayed providing the following information:

- names of employees with first aid qualifications.
- location of first aid boxes.

All members of staff will be made aware of the School's First Aid Policy.

MEDICAL INFORMATION

Medical information about a child is gathered through the Data collection sheets, which are issued annually, as well as through information provided by parent or carer. All important medical information is provided for class teachers and kept in classrooms. Permission will

be sought from parents to allow all staff to be aware of relevant medical information and allergies.

The production kitchen is notified of all children with food allergies. Photographs are provided to help staff identify and provide the appropriate care for specific children.

Lyngford Park Primary School will not discriminate against pupils with medical needs.

In certain circumstances it may be necessary to have in place an Individual Health Care Plan (IHCP). This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they, and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals. They will include the following:

- Details of the young person's condition
- Special requirements i.e. dietary needs, pre-activity precautions
- Any side effects of the medicines
- What constitutes an emergency
- What action to take in an emergency
- Who to contact in an emergency
- The role staff can play

DEALING WITH BODILY FLUIDS

Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit:

- Isolate the area.
- Wear appropriate PPE.
- Always use disposable gloves (located with First Aid equipment) NEVER touch body fluids with your bare hands.
- Clean the spillage area with diluted bleach in ration of 1:10 and anti-bacterial and virus cleaner (containers for which can be located in the Caretaker's room)
- Use bucket and mop with red mark from Caretaker's room (inform Caretaker if used by leaving a note)
- Use a medical waste bag (yellow) to bag all materials used.
- Blood loss – if possible give individual cotton pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

ADMINISTRATION OF MEDICINES

Ideally it is preferable that parents, or their nominee, administer medicines to their children, either by the pupil going home during a suitable break or the parent visiting the School.

However this may not be appropriate. In such cases a request must be made for medicine to be administered to the pupil at School using the appropriate form. (**Appendix 1**). The form must contain clear instructions regarding dosage. The form is to be kept in the school office with a record of each administration signed by two members of staff. Each request for medicine to be administered to a child in school will be considered on its merits. Each time a child is administered medicine by the school, the details are recorded and signed using the medication administration record (**Appendix 2**).

MEDICINES

Medicines that have been prescribed by a doctor, dentist or nurse prescriber should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. **We will not accept medicines removed from a container as originally dispensed nor make changes to dosage on parent's instructions.** Ideally if medicines are prescribed in dose frequencies which enable it to be taken outside school hours, parents could be encouraged to ask their prescriber about this. We may administer medicines bought over the counter such as Piriton and Calpol however staff will **never** give a non-prescribed medicine to a child unless there is a specific prior written agreement from parents. **A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

Medicines brought into school are kept in the fridge or the designated locked cabinet in the Business Manager's office or Foundation Unit (if for Foundation pupils). They are stored strictly in accordance with the product instructions and in the original container in which dispensed. Staff ensure containers are labelled with the child's name, dosage and frequency of administration. All dispensing of medication will be noted on the back of the current form which will be kept in a file in the locked cabinet.

All medicines, including controlled drugs, will be returned to the parent, when no longer required, for them to arrange for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines they should be taken to a local pharmacy for safe disposal.

ASTHMA

Parents of asthmatic children are asked to complete a school asthma card and to ensure their child is equipped with a labelled inhaler. We also request school is provided with a spare inhaler. Inhalers are stored in the classrooms and the child has access to them at all times. Inhalers must be taken to each PE lesson by the child requiring this medication. We encourage children with asthma to participate in all aspects of the curriculum including PE. The school does all it can to ensure a favourable environment for pupils with asthma.

ACCIDENT REPORTING

The Governing Body will implement the Local Authority's procedures for reporting:

- 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 at work:

- 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.
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Information will be submitted using the accident reporting facility on EECLive (website address <https://www.eeclive.co.uk/public/plogon.asp>). EECLive will determine whether the accident is reportable to RIDDOR and will send a report direct to HSE.

For each instance where the Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought. Where a pupil has a serious accident it will be reported to the LA and RHT. All accidents to non-employees which result in injury will be reported to the LA.

PUPIL ACCIDENTS INVOLVING THEIR HEAD

The Governing Body recognise accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after time.

- Where emergency treatment is not required, a 'Head bump' text will be sent to the child's parents or guardians.
- Parent contacted by telephone, if required.
- Child will receive a 'Bump' sticker with the date and time of the accident, to alert staff that they have had a bump to the head.

TRANSPORT TO HOSPITAL OR HOME

The Headteacher / member of SLT will determine appropriate sensible action:

- Where the injury is an emergency an ambulance will be called, the parents.
- Where hospital treatment is required but it is not an emergency, the Headteacher will contact the parents to take over responsibility for the child.
- If the parents cannot be contacted, the Headteacher will make the decisions.

Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.

The above will apply to after school clubs / offsite with pupils - trips or sports events

PERSONNEL

There are designated First Aiders in all blocks. Full list is in Reception.

APPENDIX 1

Lyngford Park Primary School

Request for School to Administer Medication

Form for parents to complete if they wish the School to administer medication

The School will not give you child medicine unless you complete and sign this form. A newly completed form should be submitted every time the dosage or timings of medication are changed.

DETAILS OF PUPIL:

Name:	
Date of Birth:	Class:
Condition/Illness:	

MEDICATION:

Name of Medication (as on the container):					
Dosage		Frequency		Method	
Allergic reactions/side effects:					
Procedures to take in an emergency:					
How long does your child need to take this medication:					

PARENT/CARER CONTACT DETAILS:

Name:	
Daytime Tel No:	Relationship to pupil:
I understand that I must deliver the medicine personally to the school office.	
Signed:	Date:

APPENDIX 2

Medication Administration Record

[illegible]

