



# OLD BEXLEY CE PRIMARY SCHOOL

Love God ♦ Love Each Other ♦ Love Learning

*Happy Children and Limitless Learning in an Anglican Christian School  
A place where everyone can flourish*

Reviewed	Agreed by Staff	Agreed by Governors	Review Date
July 2025	September 2025	September 2025	September 2026

*At Old Bexley CE Primary School, we aim to provide the best possible education for each child within the context of a caring Christian community.*

*Our school values are the Fruit of the Spirit – Love, Joy, Peace, Patience, Goodness, Kindness, Faithfulness, Gentleness and Self-Control (Galatians 5: 22-23) These values promote inclusion, respect and empathy whilst our broad and balanced curriculum inspires aspirational, lifelong learners. They underpin all aspects of school life, including behaviour and relationships within the school.*

## First Aid Policy

### INTRODUCTION

Old Bexley CE Primary is committed to providing an environment which is as healthy and safe as possible for its staff, pupils and visitors. Children and adults in our care receive good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school. The administration and organisation of first aid provision is taken very seriously at Old Bexley CE Primary. All staff are given a copy of this policy when they are appointed. As part of the induction process, new staff are given details of the provision of first aid in the school and the procedures that are in place. This policy is reviewed annually and updated.

There will be a **minimum** of 1 first aid trained member of staff on site for the whole school day, although there are a number of staff trained across the whole school. This will allow for cover during the school day including off site visits. External school clubs will have their own individual provisions in place. First Aid training for Old Bexley CE Primary employees is required every 3 years.

Mrs Bevan and Mrs Donaldson are our trained First Aid Office Administrators who will assess children where needed and liaise with staff and parents. Mrs Bevan deals with any long-term medical issues in which your child may need assistance in school.

### AIMS OF THIS POLICY

- To ensure that our policy is in line with the DFE Guidance on First Aid for Schools – a Good Practice Guide (a copy of which is on the display board in the office);
- To identify the first aid needs in line with the management of Health & Safety at Work Regulations 1992 & 1999;
- To give clear structures and guidelines to all staff regarding all areas of first aid;
- To clearly define the responsibilities of all staff;
- To ensure good levels of first aid cover are available in school and on visits;
- To keep appropriate accident records and report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences' Regulations 2013;

- To make records and arrangements available to staff and parents on request.

## ROLES AND RESPONSIBILITIES

### Head Teacher

- To assess the needs of first aid in school and on school trips, based on suitable and sufficient risk assessments, in line with Health & Safety First Aid;
- Reporting of serious incidents/accidents to HSE;
- Providing relevant insurance arrangements;
- Responsible for putting the policy into practice and developing detailed procedures;
- To make Parents/Carers aware of the first aid policy;
- To arrange adequate and appropriate training;
- To ensure that there are enough trained staff to meet the statutory requirements;
- To provide sufficient and appropriate resources and facilities;
- To provide relevant training;
- Review first aid needs following changes to any staffing, building, grounds and activities etc.

### Staff

- ALL members of staff are expected to do all they can to secure the welfare and safety of all pupils;
- ALL members of staff are expected to act 'in loco Parentis';
- ALL members of staff should administer basic first aid.

### Appointed Person

- Will not act as first aider;
- Will take charge when someone becomes ill and will contact emergency services;
- Will receive and direct ambulance personnel to the injured party.

### First Aiders

- All first aid trained staff must have completed a training course, approved by the HSE, and updated every 3 years;
- Give immediate help to casualties with common injuries or illnesses arising from specific hazards at school;
- Provide reliable communication to children, staff and parents;
- Ensure professional medical help is sought if required.

## FIRST AID PROVISION, EQUIPMENT, FACILITIES AND MATERIALS

- Basic first aid should be administered by ALL members of staff (see record keeping);
- Trained first aid members of staff are available across the whole school for more serious accidents;
- Access to toilets and hand washing facilities are available;
- Children with illness or accidents will be seen, in the first instance, by the class teacher, TA or Head of Year;
- Contact the office on Ext 242 or 240 for further first aid assistance;
- Pupils should be escorted by another pupil or member of staff to the office, if requested;
- Un-opened first aid emergency boxes are located in the main office and KS1 staff kitchen;
- First aid travel bags are kept in the school office for school journeys and off-site or sporting activities;
- Classroom sick buckets will be taken on school journeys;

- Mini first aid kits are kept in every classroom. Class teachers can request these are re-stocked by sending them to the office or emailing Lisa/Tina;
- First aid stock is checked and replenished on a regular basis;
- A list of first aid trained personnel is kept in the classroom 'Medical Information' file, as well as main sites within the building and is updated as needed.

#### HEAD INJURIES/BUMPED HEADS

The consequence of an injury involving a bump or blow to the head will not always be evident immediately. All pupils must have a bumped head sticker, ice applied and be monitored throughout the school day.

- Minor injuries will have a head injury form sent home;
- In the event of a major or visible injury, a trained first aider will see the child and a Parent/Carer will be contacted.

#### ILLNESS

If a child feels unwell they will have their temperature taken and if appropriate, will be monitored throughout the school day. If the child has a temperature or seems unwell, the Parent/Carer will be contacted for advice or sent home. Infection control guidance will be followed.

In the event of a child vomiting **or** having diarrhoea/loose stools, the Parent/Carer will be contacted and the child sent home. **The child will remain at home and allowed to return to school 48 hours AFTER THE FINAL EPISODE.** If your child returns to school before the 48 hour period, you will be contacted and asked to take your child home.

#### EMERGENCY ARRANGEMENTS

In the event of an accident, a first aider is to take charge of the first aid administration/emergency treatment within the range of their training. Following the assessment of the injured person, they are to administer appropriate first aid and make a balanced judgment as to whether further medical intervention is required. Contact the Parent/Carer in the first instance. If a Parent/Carer cannot be contacted on the numbers provided, contact a senior member of management and arrange for the pupil to be escorted to the local Urgent Care Centre or request an ambulance. A member of staff will stay with the child until a family member arrives.

- Only staff cars insured to cover transportation will be used;
- A second member of staff will be present to provide supervision of the injured pupil.

#### AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The school has two Automated External Defibrillators (AED's) in school. One in the main office and one in the KS1 staff kitchen. First aid trained staff have been shown how to use them, but they are simple to operate and safe for all users. The AED will analyse the individual's heart rhythm and apply a shock to restart it, or advise that CPR should be continued. Voice and/or visual prompts will guide the rescuer through the entire process from when the device is first switched on or opened. These

include positioning and attaching the pads, when to start or restart CPR and whether or not a shock is advised. Battery life is shown on the defibrillator. Consumables are checked regularly.

#### TRIPS AND OUTINGS

- Four travelling first aid bags are stored in the school office for school journeys and off-site sporting activities;
- Class medical rucksacks/boxes should be taken to all off-site activities, including Fire Drills;
- Children with Auto-Injectors (Epipen/Jext pen) MUST take their second device (kept in the office) to ALL off-site activities
- Paperwork for recording of accidents/incidents/medication given on school trips are in the red medical bags. This should be transferred to the child's profile on Bromcom once back in school.

#### RECORD KEEPING

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the HSE. The school must keep a record of all injuries and treatment given in either written or electronic form for a minimum of 3 years. Accidents reported to HSE under RIDDOR will be kept for 5 years. Due to data protection issues, all reports are kept in the main office and shredded at the end of the retention period.

First aid in Old Bexley CE Primary is recorded on the child's Profile on Bromcom (under medical events) which MUST include:

- Place of incident and what happened;
- Details of illness/injury and what first aid was given;
- What happened to the person afterwards – went home/back to class/hospital;
- Name of first aider or person dealing with the accident/incident;
- Note if head injury form and a sticker are given.

**PLEASE RECORD WHERE THERE HAS BEEN AN ACCIDENT/INCIDENT AND A CHILD HAS BEEN CHECKED FOR INJURIES, EVEN WHEN THERE ARE NO VISIBLE SIGNS OR SYMPTOMS AND ENSURE THEY HAVE A STICKER TO MAKE STAFF AWARE. SYMPTOMS MAY DEVELOP LATER.**

Accidents that result in a child or adult attending hospital MUST have an accident report filled in. These are kept in the office and on Google Shared Drives>Medical. Mrs Bevan will collate all accidents for the Head Teacher in order for reporting purposes to the HSE and School Governors.

A member of the office staff will contact Parents/Carers in the event of a child becoming ill or involved in a serious injury. Pupils must be signed out properly via the office.

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people whilst working on the premises:

- Accidents resulting in death or major injury, including as a result of physical violence;
- Accidents which prevent the injured person from doing their normal work for more than three days, including as a result of violence.

For definitions of major injuries, dangerous occurrences and reportable diseases, see HSC/E guidance on RIDDOR 2013 and other information on reporting school accidents.

Involving pupils and visitors:

- An accident resulting in the person being killed or being taken from the site of the accident to hospital;
- Accidents arising out of or in connection with work, i.e. it relates to:
  - Any school activity, both on or off the premises
  - The way the school activity has been organized and managed
  - Equipment, machinery or substances
  - The design or condition of the premises.

HSE must be notified of fatal or major injuries and dangerous occurrences without delay (e.g. by telephone). This must be followed up with ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508. The Head Teacher is responsible for ensuring this happens.

#### HYGIENE & INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Care should be taken when disposing of dressings or equipment.

- Disposable gloves are provided in the class first aid packs, first aid bags and office;
- Single use disposable gloves should be worn when dealing with ALL bodily fluids;
- Hand washing facilities are available in all classrooms, along with antibacterial hand soap;
- Please leave a note in the maintenance book should you require more soap/paper towels;
- Gloves and dressings should be disposed of in the first aid bins;
- Healthcare letters will be sent home via MCAS (My Child At School) should a confirmed case of the following be notified to the school:
  - Head lice
  - Conjunctivitis
  - Chickenpox/Shingles
  - German measles/Rubella
  - Hand foot and mouth
  - Impetigo
  - Ringworm
  - Scarlet fever
  - Covid-19/Respiratory infections.

Please see 'Supporting Pupils at School with Medical Conditions' policy for guidance on nappies/incontinence.

The school will follow protocol from the UK Health Security Agency (UKHSA) in the guidance of infection control in schools.

#### EXTERNAL PROVIDERS OF OUT OF HOURS SCHOOL ACTIVITIES

External providers are expected to follow their individual practices for health and safety, first aid and record keeping.

### CONFIDENTIALITY

The Head Teacher and all staff will treat medical information confidentially.

### STAFF TRAINING

Training opportunities are identified for staff and a register is kept of all first aid trained staff, along with expiry dates.

### RELATED POLICIES

For more information, see the 'Health and Safety' policy and the school's 'Supporting Pupils at School with Medical Conditions' policy.

### MONITORING

This policy should be reviewed annually in accordance with national guidance.

\*Parents, as defined in section 576 of the Education Act 1996, include any person who is not a parent of a child but has parental responsibility for or care of a child. In this context, the phrase 'care of the child' includes any person who is involved in the full-time care of a child on a settled basis, such as a foster parent, but excludes baby sitters, child minders, nannies and school staff.