



BOWLING GREEN ACADEMY

First Aid Policy

Approved by:	Local Governing Board		
Responsible department:	SLT		
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FIRST AID POLICY 2025

RATIONALE

The Health and Safety (First Aid) Regulations came into effect on 1 July 1982 and apply to all employees, both teaching and non-teaching who work in schools. The Regulations do not apply to non-employees, although the Health and Safety Executive (HSE) has recommended that employers should consider making some provision for them. The education sector is unusual in that non-employees, i.e. pupils, normally outnumber employees. The Health and Safety at Work Act 1974 (HSW Act) imposes a general duty on employers to ensure that their establishments are safe and healthy places.

RESPONSIBILITIES

The responsibility for Health and Safety, which includes First Aid, rests with the Trust Board. The Principal in each academy is responsible for putting the policy in place. All staff should be aware of available first aid personnel, facilities and the location of first aid boxes and information.

First Aid provision must be available at all times, including out of school trips, during PE and other times the school facilities are used e.g. Parents' evenings.

Adequate first aid cover will be provided in all school buildings as well as during break times.

Staff attending first aid courses must attend a recognised course approved by (HSE) and attend refresher courses every three years.

PROCEDURES

Each academy has a nominated first aider and a good ratio of staff have up to date Emergency First Aid certificates (See Appendix 1). This is renewed every three years.

First Aid Container

The main first aid container is stored in the adult toilet beside the main school entrance. This kit contains at least the suggested items recommended by the DFEE 'Guidance on First Aid in Schools'.

Portable 'trip' kit bags are also stocked for use on excursions.

Minor Injuries

In class time

Support staff (where classrooms have allocated support) are to treat minor injuries occurring in the classroom, if support not available then pupils are sent to the school office. Staff should ensure that plastic gloves are worn at all times when dealing with accidents and that all first aid equipment is disposed of in the yellow plastic bags.

In the playground at break time

Children are to be brought into the main entrance by the person on duty. This person will then administer the appropriate First Aid. This person does not need to hold a First Aid Certificate. There should always be two members of staff on the playground.

Staff should ensure that plastic gloves are worn at all times when dealing with accidents and that all first aid equipment is disposed of in the yellow plastic bags.

If dealing with a more serious injury, staff on duty will alert another adult, who is First Aid trained, to assist.

In the playground at lunchtime

Children are to be brought into the main entrance by the mid-day supervisor on duty. This person will then administer the appropriate First Aid. This person does not need to hold a First Aid Certificate. There should always be two members of staff on the playground.

Staff should ensure that plastic gloves are worn at all times when dealing with accidents and that all first aid equipment is disposed of in the yellow plastic bags.

If dealing with a more serious injury, staff on duty will alert another adult to assist. This is likely to be the lead mid-day supervisor or another First Aid trained member of staff.

Bumped heads

In the event of a bumped head, the child must be asked if they feel sick or dizzy. Any bump to the head should result in the parent being notified by email.

Parents are contacted by the school office regarding all bumps to the head or face. If it has not been possible to contact a parent/family member then a note will be put in the child's book bag to be sent home.

Burns

In the event of a burn at school, it is important to provide immediate and appropriate first aid to minimise injury. The affected area should be cooled as quickly as possible by running cool (not cold) water over the burn for at least 10 minutes, or using a cool

compress if water is not available. Avoid using ice or very cold water, as this can cause further tissue damage. After cooling the burn, remove any tight clothing or jewellery around the area, but do not attempt to remove anything stuck to the skin. If the burn is severe, or if it involves the face, hands, feet, or genitals, seek medical attention immediately. Parents are contacted by the school office regarding all burns. For minor burns, cover the area with a sterile dressing or clean cloth, and monitor the student for any signs of shock, such as dizziness or rapid breathing.

Severe allergic reaction

In the event of a severe allergic reaction (anaphylaxis) at school, it is crucial to act quickly and administer an epinephrine injection using an EpiPen if prescribed for the child. The first step is to ensure the student's safety and assess the severity of the reaction, such as difficulty breathing, swelling of the face or throat, or hives. If an EpiPen is available, remove the cap and firmly press the tip against the student's outer thigh, holding it in place for 10 seconds to deliver the medication. After administering the EpiPen, call emergency services immediately, even if the student starts to feel better. The student should be monitored closely, as symptoms may return. Inform the parents as soon as possible and ensure an incident report is completed. Staff have been directed how to administer an EpiPen and we have a 'practice' pen in school for training. EpiPens should always be easily accessible in an emergency.

Injuries requiring First Aider assistance

In the event of serious injuries, where the equipment in the basic first aid boxes is not appropriate, the injured person is to be taken to a named First Aider. There is a list of named First Aiders in the school office. In the event that the injured person cannot be moved, the First Aider will go to the injured person. Any accident which requires a hospital visit must be recorded on the **Wirehouse Accident/Incident Investigation report Sheet**.

Accident Reporting

All minor accidents and incidents which occur on the premises will be recorded in the school office. For children, there is an Accident folder where adults record incidents and treatment, as well as writing notes to be sent home to families. For adults, there is an Accident Book.

More serious injuries and/or those which require a hospital visit, must be recorded on the **Wirehouse Accident/Incident Investigation Report sheet**.

All accidents which meet the criteria below must be reported to the Chief Operations Officer within two hours of the incident occurring. Great Heights Academy Trust will notify CYPS H&S Accident Dept.

- a) **Illness or injury to an employee** resulting in a visit to hospital, doctor, or time off work

- b) **Non employees taken to hospital** (including pupils, clients, contractors, public, etc.)
 - c) **Any major injury** or illness reportable to the HSE
 - d) **Any assault** causing an employee to be taken to hospital, doctor or resulting in time off work.
 - e) **Fatal accidents** or accidents where there is a possibility of injuries leading to death to employees or non-employee.
- All HSE reportable accidents will be reported by the Corporate Health and Safety Section.

Should further treatment be required, staff are to attempt to contact the parents/guardians. Should this prove impossible, then the appointed person will decide whether to take the child for further treatment, either to transport the injured person to A&E or to call emergency services. On no account must children be transported in cars without appropriate insurance and the permission of either the Principal or a member of the Senior Leadership Team.

Off-Site Visits

An identified member of staff holding a First Aid certificate must accompany all school visits off site and must be named in the risk assessment. A basic first aid container is to be taken on all off-site visits and is to be held by the identified first aider. 'Lead staff' for the visit need to be aware of the first aid facilities of the site they are visiting.

Pandemic Influenza

The decision to close the school due to pandemic would be made by the Principal or their nominated representative.

The school will notify the Trust and the Environmental Health Dept.

Any pupil showing symptoms of pandemic flu at school will be isolated from other pupils and arrangements made for them to be collected and taken home. If the school is aware of a large number of children with specific symptoms information will be sent out to all parents to minimise the spread of infection whilst the school remains open. Advice to follow to minimise infection:

- Cover nose and mouth when coughing or sneezing using a tissue when possible
- Dispose of dirty tissues promptly and carefully
- Wash hands frequently with soap and water to reduce the spread of the virus from hands to face or to other people
- Clean hard surfaces (e.g. door handles) frequently using a normal cleaning product.

Medication - Temporary

Where a child needs to be given medication during the school day that is where the prescribed dose is at least 4 times a day, parents need to complete the 'Administering Medicine' form. The medicine is then to be stored in the main office, in either the fridge or office cupboard. When administering the medicine, the adult giving it to the child must record the details on the medicines administration form and sign and date accordingly.

Medication – Long-term

If a child requires medication on a regular basis, such as hayfever tablets, the parent is required to complete a 'Administering Medicine (long term)' form. A copy of this will be kept in the school office in the 'Medicines in School' file and a further copy will be kept in the class register.

If a child requires an inhaler, the parent is required to complete an 'Asthma Care Plan'. Copies of the Asthma Care Plan are kept in the office. Class Teachers are responsible for inhalers.

LINKS WITH OTHER POLICIES

Emergency Management Policy – Pandemic sheet

Health and Safety Policy

Medical Needs Policy

Staff Handbook