Wyburns Primary School

First Aid Procedure

Read in conjunction with:

- *First Aid Policy*
- *Supporting Children with Medical Conditions*
- *Allergy Management Policy*

Last Review	September 2026
Next Review	September 2027

Responsibilities

All school staff may assess the condition of a child feeling unwell or suffering from minor hurt such as bumps and bruises. Trained first aid staff are able to give first aid to a child who has been hurt to the limit of minor bumps and bruises.

School staff may only give life saving medication where trained; epi-pen, or where a plan is in place; diabetes type 1. Staff may support a child to take medication only after the parent or legal guardians have completed a 'permission to take medicine in school form.' The form is to be retained. Medication is to be kept in the school office medical fridge.

In the case of more serious injury it is the responsibility of the school to notify the emergency services and parents or legal guardians.

Midday Assistants are responsible for first aid during the lunch break.

Definitions

Sickness is defined as unwell. Symptoms may include vomiting, upset stomach, high temperature, aches and pains, toothache and or headaches.

Minor hurt is defined as bumps and bruises likely to be encountered in normal play activities. Minor injuries can be painful but they do not threaten life or mobility.

First Aid Equipment Location

First Aid resources accessed from each classroom
First Aid supplies with each Midday Assistant
First Aid supplies, bed, and DEFIBRILLATOR are in the medical room
First Aid backpack for school trips is stored in the school office
If any supplies are running low, please let the office know.

Mitigations

The school ensures that aerosols are not used on the premises.

Minor Injuries

All treatment must be recorded. Recording books are in all first aid bags.

- Minor injuries that occur on the way to school are to be treated by class first aiders or first aid trained office staff.
- Minor injuries that occur in the classroom are to be treated by class first aiders.
- Minor injuries that occur at breaktime are to be treated by the trained first aiders on duty. *If this would cause a safeguarding concern due to lack of supervision the child can be treated by trained office staff.*
- Minor injuries that occur at lunchtime are to be treated by Midday Assistants.
- Midday Assistants are to record any injuries and treatments in their accident book. MDAs to advise class teachers of injury or report to the office if a call needs to be made to parents/carers. Or if a bumped head or stomach

assessment and letter are required.

Serious injuries

If the situation is life threatening or of cause for concern any member of staff can call 999 and request help.

- Treat **ALL head, face and abdominal injuries** as serious injuries.
- Treatment is to be given in the medical room, where viable to do so.
- Supervision must be retained at all times.
- Complete the relevant checklist form at the time of treatment.
- Complete a first aid accident/incident form at the time of treatment.
- For a **head, face or abdominal injury you MUST complete the relevant checklist form** at the time of treatment.
- Pass the completed form/s to the school office immediately.
- Clean the first aid room after use.

Office staff will inform Parents/carers of any serious injury or concern. Parents will be invited/encouraged to come into school to check their child over.

IF IN ANY DOUBT, SEEK A SECOND OPINION.
THIS MAY INCLUDE CONTACTING 111 FOR ADVICE.

PROCEDURE

First Aiders.

- Our school has a series of staff trained in First Aid, paediatric first aid, and individual care plans. . This ensures there is always someone on site with appropriate training.

Assessment & Treatment

- The child is assessed by a member of staff and basic first aid is administered. E.g. cold water compress for a sprain or cut or graze.
- If the child is suffering from a temperature or some other untreatable problem the child's parent is contacted and asked to come and assess or collect their child.
- If the parent has already filled in a medical treatment form giving permission for medication to be taken if necessary, parents must be informed if actioned.
- If spots and rashes are present, the child's parent will be contacted and asked to collect the child from school to seek medical advice.
- All accidents occurring outside of lunchtime are recorded in the Medical Accident Book.
- SLT are to be consulted if the first aider is unsure regarding follow up action.

Head & Abdominal injuries.

- A CHECKLIST form is completed by the office staff.
- For minor head injuries a text message/phone call is sent to the parent informing them their child has been treated and is now in class. When more serious head or abdominal injuries take place, parents will be phoned and encouraged to come and assess their child.

Lunch Time.

- All accidents occurring during lunch times are entered in the middays Accident Book.

Medication.

- Parents may complete a request form asking the office staff to administer medication. The staff and school take no responsibility for medication taken incorrectly or not taken, unless it is part of a medical care plan.
- Medication given during the school day is entered in the Medical Records Books held in the school office.

Epi-pens

- Please see our Benedict's Law compliant Allergy Management Policy.
- Medication should be stored in a clearly labelled box with the pupil's name and a photograph.

  The pupil's medication storage box should contain:

  - adrenaline injectors i.e. EpiPen® or Jext® (two of the same type being prescribed)
  - an up-to-date allergy action plan (Individual healthcare plan)
  - antihistamine as tablets or syrup (if included on plan)
  - spoon if required
  - asthma inhaler (if included on plan).

  It is the responsibility of the child's parents to ensure that the anaphylaxis kit is up-to-date and clearly labelled.

- Epi-pens (and matching IHPs) for children with allergies are kept by teachers in the classroom.
- Back up supplies are held in a secure cupboard in the school office - if two pens have been supplied.
- When off-site activities are arranged, the epi-pens are taken with the child.
- Midday Assistants are trained to access and use the epi-pens. A record is kept.
- A spare emergency pen is held in the school office. Parental permission must be sought and given before it can be used.

Inhalers.

- Children requiring an inhaler for the relief of asthma, will, where appropriate be encouraged to self-administer according to given instructions.
- Pupils' asthma pumps are kept in class.
- Staff supervise the inhalers administration.
- A record is made of its use (time and number of puffs).
- Parents are advised by the supervising adult.
- An emergency Inhaler is held in the office. Prior agreement is required from parents.

Individual Care Plans.

- Refer to individual care plans. They are held in the back school office.

Training (where staff are identified)

- Teachers, support staff, pastoral lead and middays are trained for the type 1 diabetes plan.
- Staff are epi-pen trained
- We have many paediatric trained staff
- We have staff trained to use the defibrillator
- The vast majority of staff are 1st aid trained

Treatment should not be provided by a member of staff that is not trained.

Wyburns Crescent Primary school

PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

NAME OF CHILD	
DATE OF BIRTH	
CLASS	
MEDICAL CONDITION/ILLNESS	

MEDICINE

NAME/TYPE OF MEDICINE (as described on the container)	
EXPIRY DATE	
DOSAGE	
TIMING	
SPECIAL PRECAUTIONS/INSTRUCTIONS	
ARE THERE ANY SIDE EFFECTS THAT THE SCHOOL NEEDS TO KNOW ABOUT?	

NB: MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY

CONTACT DETAILS

NAME	
RELATIONSHIP TO CHILD	
DAYTIME CONTACT NUMBER	

or

NAME	
RELATIONSHIP TO CHILD	
DAYTIME CONTACT NUMBER	

I understand that I must deliver the medicine personally to a member of the school office and collect any remaining medicine when the course is completed. I accept that the school has a right to refuse to administer medication.

Signature _____

Relationship to Child _____ Date _____