



First Aid Policy

Date approved: - Summer 2026

Date to be reviewed: - Summer 2029

Approved by – Jodi Ince

Blidworth Oaks Primary First Aid Policy

The school takes all reasonably practicable steps to prevent accidents, but in such an event all students or staff will be offered First Aid and, when necessary, be seen by a qualified First Aider. The school ensures all staff understand their duty of care to children and young people in the event of an emergency. The First Aid & Medical Conditions Policy is clearly communicated to staff to ensure its full implementation.

Roles and Responsibilities

- The **Head Teacher** has overall responsibility for the implementation of the policy and for ensuring that children and staff receive appropriate treatment in the event of an injury or medical emergency. The day-to-day responsibility for this is delegated.
- **Qualified First Aiders** are available at all times during the school day. It is their role to assess any medical or accident emergency, and put appropriate care in place.
- **All staff** will;
 - act like any reasonably prudent parent in the event of illness or an emergency, including taking action such as providing basic First Aid or administering medication,
 - be aware of specific medical details of individual students (HCP) in their care,
 - check if a medical condition indicates that a student suffers from a condition which requires them to carry medication with them or receive regular medical support e.g. EpiPens, inhalers, insulin.
 - ensure that they have checked for medical conditions for every student that they take out on a school trip, having regard to a student's HCP,
 - familiarise themselves with the First Aid procedures in operation and ensure that they know who the current First Aiders are,
 - never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger,
 - never put themselves in danger to assist a casualty,
 - send for help as soon as possible ensuring that the messenger knows the precise location of the casualty,
 - reassure, but never treat, a casualty unless life/death situation i.e. bleeding heavily or not breathing.
 - handover responsibility of casualty to the First Aider but remain, if requested, to assist/take messages,
 - have regard to personal safety.
- **Parents** are asked to complete First Aid / Medical Information forms annually to outline any specific medical needs, and give permission for the school to administer First Aid to their child when necessary. Parents are responsible for updating school with any changes to their children's medical needs or condition, and for disposing of any unused or expired medication.
- The **governing body** ensures the adequate provision of First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981, and monitors and responds to all matters relating to the health and safety of all persons on school premises.

Individual Health Care Plans

Health Care Plan (HCP) collect key information and actions that are required to support children with specific medical conditions such as asthma, diabetes or epilepsy.

Blidworth Oaks Primary First Aid Policy

Completed HCPs are attached to children's SIMs profiles, as well as Medical Tracker and the school takes into consideration the following factors when deciding which information should be recorded:

- The medical condition, its triggers, signs, symptoms and treatments.
- Arrangements for self-managing medication or for administration of medication by a member of staff.
- Who needs to be aware of the condition? Where confidentiality issues are raised by the parent/student, the designated individuals need to be aware of any issues.
- The student's needs in terms of medication, facilities, equipment.
- Support for student's educational, social and emotional needs.
- Emergency arrangements and contacts.
- Additional arrangements for school trips to enable participation.

Health Care Plans are written by the Inclusion Lead or a First Aider in consultation with parents, and are signed off by the Head Teacher within two weeks of a child starting school or of diagnosis. Not all students with medical conditions will require a HCP, it may only be necessary where a child has a medical condition which may require emergency treatment or where a child has complex medical needs. Where a child has Special Educational Needs or a Disability (SEND), but does not have an EHC plan, the SENDs should be mentioned in the HCP. HCPs are reviewed each year or earlier, if appropriate, and the level of detail on the HCP will vary according to the individual child's needs. (See Appendix 1).

Administering Medication Without an HCP

Prescribed and non-prescribed medicines may be administered in school by named members of staff where it is deemed essential. **Aspirin is only administered if prescribed by a doctor.**

In **all** cases, written parental permission must be given via the school office outlining the medical condition, the type of medicine, the dosage and the time the medicine needs to be given. This record is kept at the school office and further information is recorded upon administration of the medicine.

All medicines to be administered during a day are entered on to a **daily record** that details which children, at what time, require medication as well as who is responsible for administering it. Non-prescribed medicines will only be administered for **up to 3 days** before being reviewed with parents. All medication is stored securely with the child's name clearly labelled, along with its original container where possible, in accordance with its instructions. All unused medicine is either returned to families or taken to the local pharmacy at the end of each term.

- **Foundation** - after being signed in at the school office, the medication and a copy of the daily record is taken to a singular, named person within the unit who is responsible for administering it and who stores it in the locked Foundation kitchen.
- **Key Stage 1 and Key Stage 2** - medication is stored in the locked office kitchen and administered by a singular, named person within the administration team.

Before any medication is administered, the responsible person:

- opens the Medical Tracker app to check when the last dose was given
- checks with a second adult that the name on the medication matches the child.

After medication is administered, it is logged on medical tracker and an email sent to parents for information.

Wherever possible, the pupil will administer their own medicine, under the supervision of an adult. If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly.

Blidworth Oaks Primary First Aid Policy

All staff are aware that there is no legal or contractual duty for them to administer medication unless they have been specifically contracted to do so.

Asthma

All children with asthma must have their own inhaler kept in school. Parents sign a consent form, enabling their child to receive their reliever medication as and when they may need it. Parents are also agreeing to their child receiving the school inhaler, in event that their own is either unavailable or run out. When a child uses their inhaler, this **must** be logged on the Medical Tracker (under medication use) and an email sent to their parent or carer.

First Aiders

The term FIRST AIDER refers to those members of the school staff who are in possession of a valid First Aid At Work certificate or equivalent. The school has identified Designated First Aiders who are on call during the school day. Other First Aiders are identified to be called upon in an emergency when Designated First Aiders are not available. Many of our staff members are also Paediatric First Aid trained, in line with statutory requirements. A list of Designated and other First Aiders is kept in the school office (See Appendix 2).

First Aiders should:

- provide effective, safe first aid and medical cover for students, staff and visitors,
- ensure that all staff and students are aware of the systems in place,
- provide awareness of Health & Safety issues within school and on school trips to prevent, where possible, potential dangers or accidents,
- ensure that their qualification is always up to date,
- ensure medical equipment is well stocked and regularly checked for expiration,
- ensure that First Aid cover is available throughout the working hours of the school week and for school events between 3.30 – 5.30pm e.g. school extra-curricular activities.

First Aid in Event of a Significant Accident, Injury or Emergency

Designated First Aiders will:

- always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services,
- help fellow First Aiders at an incident and provide support during the aftermath of any incident,
- make appropriate use of specific First Aid equipment such as the school's Defibrillator (found in the Sports Hall) or emergency Salbutamol Inhaler (found in the Medical Room, Sports Hall and Breakfast/Afterschool Club room),
- insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital;
- ensure that a child who is sent to hospital by ambulance is either:
 - accompanied in the ambulance by a member of staff or parent at the request of paramedics,
 - followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted,
 - met at hospital by a relative.
- ensure that everything is cleared away, using gloves, and every dressing etc. is put in a yellow bag for contaminated/used items and sealed tightly before disposing of in a medical bin. Any bloodstains must be cleaned and washed away thoroughly.
- provide an accurate written record of events and actions through Medical Tracker detailing the name of the child, the nature of the injury and any treatment given. Serious Incident Reports are required to be completed whenever emergency services are called.

First Aid in Event of Illness or Medical Condition

Designated First Aider will:

- assess students who feel unwell on request of staff when they are unsure whether the medical condition can be cared for in school,
- use an external thermometer to take temperatures so that a student can be sent home if they are obviously unwell,
- examine or treat children discretely, if necessary, in a private, sanitary area in line with the school's Intimate Care Policy,
- send students back to class if there are no obvious symptoms,
- be aware of safeguarding issues or Health Care Plans and ensure the safety and wellbeing of all students,
- immediately report any safeguarding concerns to the school's Designated Safeguarding Officer.
- provide an accurate written record of events and actions detailing the name of the child the nature of the illness and any treatment given.

Complaints

Should parents or pupils be dissatisfied with any First Aid delivered in school, they should in the first instance discuss this with the child's Class Teacher. If they find themselves still dissatisfied, they may choose to make an appointment with the Inclusion Leader, or the Head Teacher. Formal complaints can be made at any time using the school's Complaints Procedure, details of which can be found on the school website or from the school office.

Appendix 1: Health Care Plans

Long Term Care Plan Form

Student's name

Medical condition

Is this an ongoing condition?

☐ Yes

☐ No

Medication name(s)

Dosage of medication(s)

1. Medication use time (if applicable)

2. Medication use time (if applicable)

Student's condition and individual symptoms

Daily care requirements

3. Medication use time (if applicable)

Self administration

☐ Yes

☐ No

Date medication(s) dispensed by pharmacy

Medication expiry date(s)

Special precautions

EXAMPLE: Medication should be taken before/ after lunch.

Additional information (if needed)

Using the information provided we will create a long term care plan for your child. We will let you know when this is ready to be reviewed and authorised by you.

DETAILS OF PERSON COMPLETING THIS FORM:

Name

Date

Email address

Signed

OFFICE USE ONLY: RECORDED ON MEDICAL TRACKER: ☐

Blidworth Oaks Primary First Aid Policy

Appendix 2: First Aid Qualifications

The following employees are First Aiders who have been trained to First Aid at Work level.			
Name	Date of Expiry of Certificate		
Hollie Plews	February 2029		
Amanda Crampton	May 2028		
Julie Amphlett	April 2027		
The following employees are trained in Paediatric First Aid:			
Name / Date of Expiry of Certificate			
Katy Payling	November 2028	Louise Elsom	October 2028
Zoe Lambert	November 2028	Sarah Marshall	January 2028
Holly Stark	October 2028	Helen Madeley	November 2027
Emma Houghton	November 2028	Daniel Brickles	July 2028
Julie Amphlett	November 2028	Abbie Burns	October 2027
Alison Saunders	September 2028	Amanda Crampton	September 2027
Eve Downie	November 2028	Amy Fetherston	May 2028
Becky Barson	November 2028	Hollie Gray	May 2028
Zoe Lambert	November 2028	Emma Watson	November 2028
Kirsty Overton	November 2028	Ceri Blackbourn	November 2028
Tracey O'Kane	November 2028	Trish Budynska	November 2028

The following employees are trained in Mental Health First Aid:

Name	Date of Expiry of Certificate
Amanda Crampton	July 2028
Abbie Burns	March 2027
Amanda Crampton (Youth)	January 2029

The person responsible for ensuring First Aid qualifications are maintained is:	Amanda Crampton
---	-----------------

The person responsible for ensuring First Aid cover is provided for staff working out of normal school hours is:	Amanda Crampton
--	-----------------

First Aid boxes are kept at the following points in the school:

Location of First Aid Boxes	First Aid Record
Medical Room	Medical Tracker (accessible on iPads or class computers)
FS Unit	
Lower School Corridor	
Sports Hall	

Blidworth Oaks Primary First Aid Policy

Travelling First Aid boxes are kept at the following points in the school:

Location of Travelling First Aid Bags	Location of School Inhalers	Location of Defibrillator	Location of Anaphylaxis Kit
FS Unit	Sports Hall	Sports Hall Main school Office Changing room in FSU	Medical Room
Medical Room	School Office		
Individual Classrooms	Breakfast / After School Club		

Anaphylaxis Kit checked by:	Amanda Crampton
------------------------------------	-----------------

Defibrillator battery and pads are checked by:	Amanda Crampton
---	-----------------

Location of Defibrillators
Sports Hall entrance
School Office on top of cabinet
After school/Breakfast Club top cupboard above oven
Foundation Unit Changing room

Weekly checks on the location and contents of all First Aid boxes is made by:	Amanda Crampton
---	-----------------

Use of First Aid materials and deficiencies should be reported to:	Amanda Crampton
--	-----------------

The address and telephone number of the nearest medical centre/NHS GP is:	Blidworth Surgery
	01623 700805

The address and telephone number of the nearest hospital with accident and emergency facilities is:	King's Mill Hospital, Sutton in Ashfield, Notts.
	01623 622515