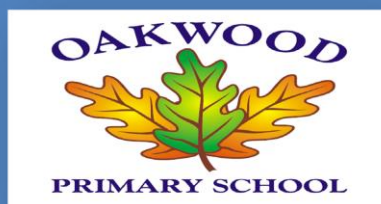




Gardners Lane &
Oakwood Federation

FIRST AID AND
MEDICINES POLICY
Approved May 2026
Review May 2027



1. Aims

The aims of our first aid policy are to:

- ensure the health and safety of all staff, pupils and visitors.
- ensure that staff and governors are aware of their responsibilities with regards to health and safety.
- provide a framework for responding to an incident and recording and reporting the outcomes.

2. Roles and responsibilities

2.1 Appointed person(s) and First Aiders

Both schools have paediatric and emergency first aid at work first aiders and First Aid at Work as necessary. They are responsible for:

- taking charge when someone is injured or becomes ill.
- designated person ensures there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.
- ensuring that an ambulance or other professional medical help is summoned when appropriate.

First Aiders are trained and qualified to carry out the role and are responsible for:

- acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
- filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident they attend (see the template in appendix 1).
- completing a red letter for any head and facial injuries they attend (see the template in appendix 2).
- Make a call to parent/carer to inform of any head or serious injury.

Our school's First Aiders are listed and displayed prominently around the school. Copies of certificates are kept in the medical folder in the office.

2.2 The Local Authority and Governing Body

Gloucestershire Local Authority has ultimate responsibility for Health and Safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Governing Body.

The Governing Body delegates operational matters and day-to-day tasks to the Head Teacher and staff members.

2.3 Head Teacher

Head Teacher is responsible for the implementation of this policy, including:

- ensuring that an appropriate number of trained first aid personnel are present in the school at all times.
- ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- ensuring all staff are aware of first aid procedures.
- ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- ensuring that adequate space is available for catering to the medical needs of pupils.
- ensuring specified incidents are reported to the HSE when necessary (see section 5)

2.4 Staff

School staff are responsible for:

- ensuring they follow first aid procedures.
- ensuring they know who the First Aiders in school are.
- completing accident reports (see appendix 1) for all incidents they attend to where a first aider is not called.
- completing a red letter for any head and facial injuries (see the template in appendix 2).
- contacting parent/carer to inform of any head injury
- informing the Head Teacher or their line manager of any specific health conditions or first aid needs.

3. First aid procedures

3.1 In-school procedures

In the event of an accident resulting in injury:

- the closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified First Aider, if appropriate, who will provide the required first aid treatment.
- the First Aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- the First Aider will also decide whether the injured person should be moved or placed in a recovery position.

- if the pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the First Aider will recommend next steps to the parents/carers.
- if emergency services are called, the School Administration team will contact parents immediately.
- the relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- It is recognised that for minor injuries including minor cuts, scraps, bruises and bumps a first aider may not need to be consulted and staff will attend to the injury. All injuries that are deemed more serious should be referred to a first aider.

3.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone.
- A portable first aid kit.
- Emergency inhaler kit if necessary.
- Information about the specific medical needs of pupils.
- Access to parent/carer contact details.

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one First Aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one First Aider on school trips and visits in Key Stage 1 and 2. Where this is not possible a risk assessment is in place.

4. First aid equipment

A typical first aid kit in our school will include the following as a minimum:

- first aid guidance leaflet
- 2 eye pad bandages
- 4 triangular bandages
- adhesive tape
- 6 safety pins
- disposable gloves
- 20 antiseptic wipes
- 20 plasters of assorted sizes
- scissors
- cold compresses/ice packs
- 2 sterile dressings approx. 18x18cm
- 6 sterile dressings approx. 12x12cm

- 4 saline eye-pod solutions
- 2 finger dressings
- 1 resuscitation aid
- 1 emergency thermal blanket
- bio hazard bags
- PPE

No medication is kept in first aid kits.

First aid kits are stored in:

- the main office
- classrooms
- designated first aid areas

5. Record-keeping and reporting

5.1 First aid and accident record book

- a minor accident form is completed if the injury needs only very minor first aid - a wipe, cold compress, plaster or ice pack for a short time. A red letter is completed and sent home only if the injury is to the head or face, along with a phone call to inform of the head injury
- an accident/near miss/violence at work reporting form will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury if required.
- as much detail as possible should be supplied when reporting an accident.
- records held in the first aid and accident book will be retained by the school for the required amount of time as per the School Records Retention Guidelines and Schedule.

5.2 Reporting to the HSE

The school will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Business Manager will report these to the Gloucestershire County Council SHE unit as soon as is reasonably practicable and in any event within 10 days of the incident. Reporting is made via the ASSURE system.

5.3 Notifying parents

The school will inform parents of any accident or injury sustained by a pupil to the head or face or any injury that may require further attention. Contact will be made verbally or via Class Dojo along with a red letter if required.

5.4 Reporting to child protection agencies

The Head Teacher will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

6. Training

All school staff are given the opportunity to undertake first aid training if they would like to.

All First Aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained First Aiders, what training they have received and when this is valid until.

School will renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

7. Administration of Medicines

7.1 Medication

Where a child requires regular medication, the school will administer this. Parents/Carers are required to complete an Administration of Medicines form giving school permission to administer the medication. All medicines must be in their original containers with dosage instructions (original label from the pharmacy should be attached) with the exception of pain relief purchased over the counter. The school requires 2 staff members to check and sign before the medication is administered.

7.2 Asthmatics

Pupils with asthma will need a Healthcare Plan which will be completed by the Parent/Carer and school. A copy of the plan is kept in the pupils file, office medical file and a copy with the inhaler in the classroom. Pupils are expected to keep inhalers in their classroom in a named bag. Staff are responsible for pupils who are unable to collect their inhaler if they are having an asthma attack. However, another member of staff will remain with the child.

The school has an Emergency Asthma Inhaler kit and this is used in the event a pupil has an asthma attack where their inhaler is not available. Prior consent will need to have been obtained from the Parent/Carer to be able to use this equipment.

7.3 Diabetics

Pupils with diabetes will need a Healthcare Plan which will be completed by The Diabetic Team, Parent/Carer and school. A copy of the plan is kept in the pupils file, office medical file and a copy in the classroom medical folder. The pupil will keep their testing kit with them at all times. Insulin and needles will be kept in the classroom out of reach of other pupils, this will be kept with the class teacher when pupil is out of their usual classroom.

7.4 Anaphylactic

Pupils with severe allergic reactions will need a Healthcare Plan which will be completed by Parent/Carer and school. A copy of the plan is kept in the pupils file, office medical file and a copy in the classroom medical folder. EpiPen's are kept in the pupil's classroom and the office. Members of staff will receive training in how to administer EpiPen's if necessary.

7.5 Epileptics

Pupils with Epilepsy will need a Healthcare Plan which will be completed by Parent/Carer and school. A copy of the plan is kept in the pupils file, office medical file and a copy in the classroom medical folder. Any medication will be stored in the office.

All Healthcare Plans are reviewed annually.

8. Hygiene and Infection Control

8.1 General hygiene control

All staff giving first aid at school will take precautions to avoid infection. Hands must be washed before and after giving any first aid, single use gloves must be used and care taken when dealing with blood and any body fluids.

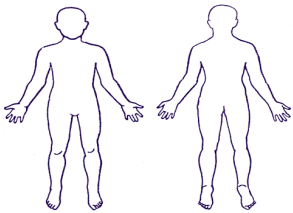
All waste products to be sealed in a bio hazard bag and disposed of in the specialist bin in the office toilet.

8.2 Coronavirus

Full PPE to be worn when dealing with a possible case of Covid 19. PPE must include disposable gloves, disposable apron, disposable face covering and eye protection. All PPE must be disposed of in a sealed bag and quarantined for 72 hours before putting into general waste bin.

Appendix 1

MEDICAL INCIDENT FORM

Date of incident dd/mm/yyyy	____/____/____
Time of incident	____:____ am/pm
Name of person completing form	
Pupil's name (forename and surname)	
Pupil's class	
Where did the incident occur (location)	
Where on the body was injury	
Description of injury and how it occurred	
Action taken	
Was class teacher made aware	Yes / No
Has red letter been completed?	Yes / No
Was Parent contacted (if so how and what advice was given)	Yes by - face to face / phone / dojo / email No

Additional information	
First Aider name	
First Aiders comments	

Appendix 2

HEAD/FACIAL INJURY

Today your child was involved in an accident resulting in a head/facial injury.

Child's name	
Date of incident	
Time of incident	

The appropriate treatment has been carried out in school and your child has not required any further medical treatment. All children who receive a blow/bump to the head should be closely observed for 48 hours after the incident occurs.

It is unlikely that they will have any further problems, but seek medical advice promptly if you have any concerns about your child's injury or if any of the following occur:

• Unconsciousness or lack of full consciousness (for example, problems keeping eyes open) • Any confusion (not knowing where they are or getting things muddled up) • Any drowsiness (sleepy) that goes on for longer than 1 hour when they would normally be awake • Difficulty waking them up • Any problems understanding or speaking • Any loss of balance or problems walking	• Any weakness in one or both arms or legs • Any problems with their eyesight • Any painful headache that won't go away after simple pain relief • Any repeated vomiting • Any fits (collapsing or passing out suddenly) • Bleeding or clear fluid coming from one or both ears • New deafness in one or both ears.
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