

Meadgate Primary School

First Aid Policy

“Unlocking Learning Together”

Date adopted: Autumn 2025

Date of review: Autumn 2027

Meadgate Primary School
First Aid Procedure and Policy

This procedure must be followed by ALL members of staff when treating an injury at school.

This procedure applies to children and adults alike.

If the injuries are life threatening

- Immediately send for designated first aid trained members of staff with the message “Emergency in Class ... /on the playground/field/car park” etc. Use the **RED** card if you have it or send an adult/responsible child.
- Remember at the scene that you must ensure the area is safe before taking any further action. Call for help
- The most capable 1st aid person with the injured person will provide immediate emergency first aid (Airways, Breathing, Circulation, recovery position).
- If the injuries are serious a member of office staff will immediately call 999 and ask for an ambulance. During this phone call the member of staff will give details of the incident and the person affected.
- Whilst providing First Aid try to find out how the accident happened so that you can provide doctors/paramedics with the information. Stay calm, keep other children away and reassure the injured person. The person giving the first aid treatment will stay with the injured person.
- The school office will contact the parents/next of kin to inform them of the situation.
- If an ambulance has been called a member of staff will report to the person administering first aid that the ambulance is on its way.

If the injuries are acute, but not life threatening

(If in doubt treat an injury as life threatening – see 1 above)

- These are injuries which require immediate medical attention. (Serious head injuries, broken bones, acute cuts).
- Immediately send for Executive Headteacher or Head of School “Injury in Class ... /on the playground/field/car park” etc. Use the **RED** card if you have it on you or send an adult/responsible child.
- Provide appropriate first aid (see below) until a trained first aider arrives.
- The Executive Headteacher or Head of School will decide whether to contact the parents/carers to take the child to hospital or whether to phone for an ambulance. (If appropriate the injured person may be taken to Accident and Emergency in a car. Two members of staff to accompany them)

Non-acute child injuries

- Discover the extent of the injuries.
- Provide appropriate first aid – see below.

- If appropriate move child into school office and inform the Office Staff. If in doubt do not move the child until first aider arrives to give further support.
- Check again whether the child is aware of any other injuries.
- Monitor the child (this will probably be done by the Office Staff once they have been informed). If the injuries are not deteriorating and the child appears to be alright s/he may return to class. Remind the child to tell the teacher or other member of staff if they feel worse or if something else starts hurting.
- If the injuries are deteriorating the office staff will contact the parents and inform them of the accident and ask them to pick up their child.

All injuries: These are kept in the accident book in the medical room. **For all injuries** tell the child to tell his/her teacher about the injury or tell the teacher yourself if necessary.

If the person treating the injury is uncertain about what to do s/he must inform the Executive Headteacher, or Head of School immediately.

Out of School Trips

The member of staff leading the trip will liaise with Office Staff to ensure that appropriate first aid equipment is taken at all times. Children's asthma pumps and epipens are included.

Appointed Person

The Appointed Person is the Headteacher. For those staff who know their training is out of date or who are unsure when they were last trained speak to Headteacher to check if more training is required.

First Aid Kits

The main First Aid Box is in the kitchen/medical room next to the main office – Office Manager and Admin Assistant ensure this box is kept stocked.

Hygiene

There are only very slight risks in school, but good hygiene routines are essential.

Disposable gloves must be worn when dealing with body fluids (blood, urine, faeces).

Always wash your hands before and after dealing with wounds and applying dressings.

If mouth to mouth resuscitation is required this must begin immediately. Use a resuscitator if one is available, but do not delay mouth to mouth whilst looking for one. Serious infection is highly unlikely from mouth to mouth.

Wash all skin that has been in contact with bodily fluids with soap and hot water as soon as possible. If body fluids spill onto surfaces, mop up with absorbent materials and disinfect with bleach, which is kept in the cleaners' cupboard.

Splashes into eyes or mouths should be rinsed for several minutes with clean cold water.

For All Accidents

- Speak with others who were involved or who saw the accident to find out how the accident occurred.
- If the accident is "Reportable" (certain types of mainly serious injuries, especially those caused by failure of health and safety procedures) inform the Headteacher and he will decide whether to contact the Health and Safety Executive. (Please note: "Reportable" accidents do not include typical playground accidents such as bumping into one another, falling over whilst running/walking etc.)
- All accidents should be recorded in the **Accident Book**.

Head injuries

If the injury is to the head (this includes the skull, face, nose, ears, mouth, eyes) tell the Executive Headteacher, Head of School, or Office Manager who will write an incident letter which explains what has happened so the parents/carers can monitor their child for signs of any injuries that were not immediately apparent.

Sending an ill child home

If a child is taken ill in school, then the office should be informed immediately. If a child is deemed to be sufficiently unwell that s/he needs to be sent home then the parents must be contacted as soon as possible in order that they may collect their child from school.

Referring to hospital

If the accident is such that a visit to hospital may be required the parents must be contacted as soon as possible to inform them of the accident and to ask them to take their child to casualty.

If the accident/illness is of a very serious nature an ambulance must be called immediately and the parents contacted as soon as possible. A member of staff will accompany the child in the ambulance if the parents have not been able to get to school in time.

If there is any doubt as to how serious an accident is then a senior member of staff must be consulted immediately. All accidents/illnesses which are serious enough to possibly require hospital treatment must be reported to a senior member of staff as soon as possible.

In all cases of accident and illness the child's wellbeing is the primary concern and therefore it is better to be over cautious when making judgements and deciding on what action to take.