



Full Governors

27.09.23

Signed *Enonith*

First Aid Policy

Policy Statement

The Governors of Portway Infant School, following Health & Safety Guidelines, will ensure that adequate and appropriate equipment, facilities and trained personnel are available to enable first-aid to be given in the event of any foreseeable incident. The governors have adopted the Derby City LA Guidelines and Code of Practice for the administration of medicines in schools

Staff Responsibilities

The Headteacher is responsible for putting the Governor's policy into practice, for developing detailed procedures and for informing parents.

The School Office will,

- order the first-aid equipment
- re-stock the first-aid box

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the children in school.

All staff are required to follow the agreed policy and procedures for first-aid and the administration of medicines.

Communicating

All staff, including temporary staff and students, will be informed of the first-aid arrangements as part of their induction procedure.

Notices concerning first-aid will be easily accessible in the First Aid room. First aid updates will be provided, as required, via email to all staff.

Hygiene & Effective Control

All staff are made aware of the need to take precautions to avoid infection and to follow basic hygiene procedures.

Special care should be taken when dealing with body fluids and disposing of dressings with single use gloves should be used if the skin is broken or if preferred.

Dressing/swabs should be disposed of in the designated bin in the first aid room.

Appointed Person and First-Aiders

The governors of Portway Infant School will ensure that there is an appointed person in the school who will:

- Take charge when someone is seriously ill or injured

- Ensure that an ambulance or other professional medical help is summoned when appropriate
- Ensure that a record of serious incidents is kept by completing the appropriate forms
- The names of the appointed person is Mrs Lisa Kemp.

First Aiders

Emergency first aid trained staff are available during the school day. Adequate provision for first-aid will be provided to cover breaks, absences and off-site activities.

All staff are first aid trained and at least 2 members of staff are paediatric first aid trained (see appendix 1)

Resources

A first aid box is kept in the first aid room in the main school building which is also accessible for out of hours events.

Items available in the first aid room include,

- A travelling first-aid container to be taken on off-site activities
- A supply of single use disposable gloves
- Emergency First Aid Book

All year groups have a first aid bag that goes out with the adult in charge at playtimes and lunchtimes. They will also carry a walkie talkie to use to request additional help if required. The adult will de triage outside and send children in if they need further treatment. All children with head injuries or other serious injury will be treated in the first aid room.

Reporting & Record Keeping

Serious injuries, accidents or dangerous occurrences will be recorded on the approved Derby City Council accident form, available from the school office. The completed form will be sent to the LA Health & Safety Officer.

Portway Infant School will follow the guidance given by the LA concerning reporting of accidents. Less serious injuries and head-bumps will be reported to parents on a school accident form and a copy will be given to the teacher for the child to take home. This form (appendix 2) will be completed by the trained first-aider and the duplicate record will be kept in school.

These records will include:

- date and time of accident
- name of injured person
- details of injury and what first-aid was given
- Signature of person dealing with the incident

In an emergency, or for a more serious injury, should the first-aider or headteacher have concerns about a child then an ambulance will be called and the child's parent/guardian/named contact will be contacted as soon as possible by the school office or headteacher. If relevant, parents/guardians will sign the accident log before they take the child.

In case of concern about a member of staff, the school office or Headteacher will contact the next of kin.

Monitoring & Review

The school provision of first-aid resources will be reviewed by the school office in line with the allocated budget for first aid and the stock level/expiry dates as required.

Procedures will be reviewed following the notification to the headteacher by the LA or Health & Safety of new guidelines or regulations.

The school first-aid policy will be reviewed every three years or sooner if required following the introduction of new regulations.

Children with Specific Medical Needs

Parents of children with specific medical conditions e.g., diabetes, epilepsy, anaphylaxis should discuss their child's needs with the headteacher and their class teacher. An Individual Healthcare Plan will be created where necessary and approved by the parent. Further information can be found in the Supporting Pupils with Medical Conditions policy.

A report generated from Integris showing a full list of each child's medical needs is kept in the class Additional Information folder for those unable to fully access Integris e.g., a supply teacher.

Employee Medicines

Employees may need to bring medicines to school. All staff have a responsibility to ensure that personal medicines are stored securely and not accessible to children.

Other Policies to be read in conjunction with this document,

- Pupils with Additional Health Care Needs
- Supporting Pupils with Medical Conditions
- Health and Safety

Mrs Lisa McSherry

Autumn 2023

To be reviewed autumn 2026

Appendix 1



First Aid Certificate Holders September 2023

Name	Role	Expiry Date
Hayley Anderson	Teacher	August 2025
Louise Anderson	MDS	April 2024
Caroline Ball	Assistant Administrator	August 2025
Michelle Basile	MDS	April 2024
Binish Bhatti	Teaching Assistant	April 2024
Amy Broad	Teacher	August 2025
Nicole Bromhead	Apprentice TA	April 2024
Kate Brown	Teacher	August 2025
Karen Hilton	Teacher	August 2025
Georgia Howard	Teaching Assistant	August 2025
Abigail Hughes	Teacher	August 2025
Sharne Kelly (P)	Senior MDS	April 2024
Lisa Kemp (P)	Office Manager	April 2024
Jo Key	Teacher	August 2025
Sarah Levick	Teaching Assistant	August 2025
Dawn Marshall	MDS	August 2025
Lisa McSherry (P)	Headteacher	April 2024
Jacqueline O'Gara	Teaching Assistant	August 2025
Claire Paterson	Administrator	August 2025
Andrea Phillippe	Teacher	August 2025
Laura Robinson	Teaching Assistant	April 2024
Valerie Smith	MDS	August 2025
Claire Stockwell	Teacher	August 2025
Jane Thurman	Teaching Assistant	April 2024
Minna Walters (P)	HLTA	May 2025
Emma Hallam	Learning Mentor	August 2025

P = Paediatric First Aider

Appendix 2

ACCIDENT / INCIDENT / ILLNESS REPORT SLIP		Date		Portway Infant School Tel : 01332 550702
		Time		
		Class		
Pupil's Name				
Location and details of accident/incident/illness				
Head Injury		Sprains / Twists		Stomach Pains / Upset Tummy
Asthma		Nosebleed		Mouth Injury / Tooth Ache / Loose or Missing Tooth
Bump / Bruise		Parent / Carer Contacted		TLC Applied
Cut / Graze		Unable to contact Parent		IMPORTANT Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.
Headache / High Temperature		Well enough to remain in school after First Aid		
Vomiting / Nausea		Collected from school		Authorised Signature
Details of Treatment and Additional Comments				

