



Derry Hill School

First Aid Policy

The Governing Body acknowledges that it has responsibilities for the Health and Safety of pupils, staff and visitors to the school premises and on official outings: within these responsibilities these arrangements have been made for First Aid.

Information

The head teacher is responsible for implementing the Governors' First Aid Policy.

There are currently 19 trained First Aiders in the school:

12 members of staff who are trained in Emergency Life Support, 1 members of staff trained for First Aid at Work and 6 members of staff trained in Paediatric First Aid. There are also 11 members of staff trained in anaphylaxis/use of EpiPens.

The Council offers a paediatric first aid course which meets the Ofsted requirements. Details are available in the training section on Right Choice.

First Aid equipment is located in the first aid area in the staff/disabled toilet in link corridor and in Year 1 classroom. Icepacks are kept in the freezer in the first aid room/disabled toilet.

A First Aid box and sick bucket with clean-up equipment is available for school visits and journeys and will be in the care of the teacher in charge of the outing.

First Aid boxes in the First Aid areas should contain:-

- An assortment of first aid dressings, cleaning wipes, instant ice packs disposable gloves, triangular bandage, tape and yellow wristbands.

Signage Notices and signs giving the name, contact details, location and directions to the nearest first aider must be prominently displayed and kept up to date throughout the school.

All named inhalers are kept in classrooms in an individually named plastic wallet and a spare inhaler in the school office cabinet. When a child uses their inhaler it must be documented by a member of staff with date, time and amount on their record sheet kept with their inhaler. Staff must sign to say they have witnessed the child taking it.

Yellow wristbands are used for children who have a head injury or bang of any sort. This is to ensure all staff are alert and aware if a child has had an accident involving their head, this information will go on Medical tracker which instantly informs the parents via email as per below.

Intention

The intention is to ensure that any child, staff member or visitor who sustains an injury or becomes ill whilst on school premises or on an official school outing, receives quick and appropriate first aid attention.

Method

It is the responsibility of each Teacher/TA to ensure that all children are safe.

If an accident does happen resulting in an injury to a child, the Teacher/TA will do all they can to aid the child concerned.

In the event of an injury which requires more than the basic level of first aid, then one of the named Trained First Aiders should be called, who will:-

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called

Administration

A medical questionnaire is completed for every child that needs one. These replies are kept in the office in a central area. The file contains medical records of all children sub divided into year groups with specific areas of first aid needs. It also contains any individual Health Care plans and details of children who are asthmatic with procedures for administration of inhalers. Each class has their own class file with a list of specific medical issues relating to that class and information on first aid procedures.

This information is also logged on Medical Tracker, an on-line, paperless system for managing accidents and recording illnesses.

Record Keeping

An incident and illness register is also available on Medical Tracker and can be accessed using a computer or ipad. All staff have access to this system. This record will include:-

- The date, time and place of the incident
- The name and class of the injured or ill person
- What happened to the person immediately afterwards
- The name of the First Aider or person dealing with the incident.

Short term medication e.g. paracetamol cannot be dispensed in school without a full Health Care plan completed with the school nurse.

All medicines and epipens are stored in a locked cupboard in the main office.

All staff are responsible for maintaining the First Aid boxes and these should be checked regularly.

Communication

Reporting to Parents

Once an incident has been logged on medical tracker a child's parent/named contact person will receive an automatic message. All serious or significant incidents will be reported to the child's parent by also telephoning the parent.

For more significant incidents/accidents an Incident Report and Investigation Form will be completed and logged with Wiltshire Council.

The Admin Officer is responsible for updating and administration of medical records on Medical Tracker.

The Admin Officer is responsible for the setting up of Individual Health Care Plans with parents and relevant professionals and to give information to teachers within the school.

Infection Control

Disposable gloves must be worn when dealing with all body fluid spills and bleeding injuries.

When dealing with body fluid spills absorbent powder is available in First aid areas. This should

be sprinkled over spill, allowed to absorb fluids, and then brushed up. All waste should be double bagged in plastic bags and disposed of. All equipment and the spill area must be sprayed and washed with anti-bacterial cleanser. If appropriate inform the school cleaners to do a more intensive clean of the affected area.

If a child becomes ill at school with sickness/diarrhoea, parents will be called and the child taken home. They should not return to school until 48 hours after the last bout of sickness/diarrhoea.

For further guidance on the control of infectious illnesses see information chart on wall in staff/disabled toilet.

Date of policy last review: 24th November 2025

Reviewed by: SBM

Ratified by: FGB

Date of next review: November 2026