



MANAGING ACCIDENTS, AND FIRST AID POLICY

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Duties of First Aiders

- To ensure the First Aid facilities are available and boxes are stocked according to the issued instructions;
- To maintain records in all the cases that they treat;
- To inform the person who is responsible for first aid and medication of any matter relating to the provision of First Aid that they deem necessary;
- To carry out the duties of an Appointed Person as appropriate;
- To maintain a current First Aid certificate;
- Ensure to follow the first aid policy
- Ensure posters around school to inform who are the first aiders, are up to date

Duties of Appointed Persons

These people are Francesca Mackenzie/SENCO, Leanne Jarvis/Headteacher, Pedro Lima/DSL and Jessica Warman/Administrative role.

To take charge of situations where someone is injured or falls ill;

- To ensure a First Aider is summoned (if available);
- To call an ambulance and/or other emergency service;
- To give any emergency First Aid treatment to the level for which they have been trained;
- Maintain the First Aid box and replenish as necessary.

- Ensure to follow the first aid policy

Medication

Only members of staff who have completed training on how to administer medication are allowed to give any medication to students.

IF IN DOUBT DON'T. ASPIRIN MUST NOT BE GIVEN TO ANY STUDENT

Medication will only be administered if it has been prescribed by a doctor or is supported by written parental consent. In exceptional cases, verbal consent from a parent or primary carer may be accepted by a named member of staff. All administration must be recorded in the Accident, First Aid and Medication Book.

All medication brought into school must be handed to an Appointed Person, who will check the dosage and frequency instructions and record these on the student's Information Form/Pupil Passport and in the Accident, First Aid and Medication Book. These records are stored in the medical cupboard in the medical room (Class 4).

All staff must be aware of pupils' individual medical needs. Students requiring regular or "as needed" medication must be supervised when taking it.

Only trained staff may supervise medication and maintain records. Where medication is taken on a non-routine basis, parents must be informed the same day by phone or letter, and this communication must be recorded.

All medication must be stored securely in a locked safe, clearly labelled, and kept in its original packaging.

During offsite visits the teacher in charge is responsible for identifying students on the visit who take regular medication or may need medication on demand (eg asthmatics). The teacher in charge of the visit is responsible for: a) Ensuring that the medication is taken and that this is logged on return; b) In the case of a non-regular user that information is shared with the parents and recorded in the meeting log.

Further information is available in the Administering Prescribed and Non-Prescribed Medication Policy.

First aid and emergency admissions to hospital

For the purpose of this policy, an emergency is defined as any incident requiring the immediate attendance of an ambulance, for example in cases of serious injury. In such situations, an ambulance must be called without delay, the Senior Leadership Team informed immediately, and assistance sought from a qualified First Aider. Where staff feel confident to do so, emergency first aid may be administered.

A member of staff must accompany the student to hospital in the ambulance. The Headteacher will decide which member of staff will attend. Parents or primary carers

must be contacted immediately and will usually travel to the hospital to meet the ambulance on arrival. Relevant medical information will be shared with the ambulance crew by the school, and the accompanying staff member will continue to provide care and support for the student until handover is complete. Parents will be fully informed at the point of handover at the hospital.

Only qualified First Aiders are permitted to administer non-emergency first aid. First Aid kits are available in the main kitchen, main office, Oak kitchen, Willows Kitchen, and in designated off-site/visit packs.

Following the initial assessment of a non-emergency situation, the First Aider will:

- a) Provide treatment in line with their first aid training;
- b) And/or, where necessary, consult the Headteacher or a member of the Senior Leadership Team before taking any further action, such as contacting parents, arranging transport to hospital, or calling an ambulance.

The attending First Aider is responsible for completing the accident report. They must also liaise with an appointed person to ensure that a letter or email informing parents of the incident is sent, and that a copy is retained on the student's file within the provision map.

Injuries and epileptic seizures occurring in school.

MINOR CUTS AND BRUISES

Send the student to the medical room; a first aider will be called to attend.

EPILEPTIC FIT

A First Aider must be called immediately if a student experiences a seizure. The attending First Aider will assess the situation, provide appropriate support, and ensure that parents or carers are informed by telephone as soon as possible. The incident must be fully recorded in the school's accident and medical records. All First Aiders are appropriately trained to recognise and respond to the needs of a young person experiencing a seizure.

In the case of an injury that results in immobility, staff must act promptly and cautiously. A First Aider should be called immediately, either directly or via the school office if required. The student must not be moved unless they are in immediate danger, as this could worsen the injury. The surrounding area should be cleared, and other students moved away to ensure safety and allow space for appropriate care.

If a student with no known history of epilepsy or seizures experiences a seizure, staff must treat this as a medical emergency. The Senior Leadership Team must be informed immediately, and an ambulance must be called without delay. Parents or carers must also be contacted as soon as possible to inform them of the situation and the action taken.

Where possible, staff should carefully observe and record key details of the seizure, including the time it started and how long it lasted, as well as any visible symptoms. This information can be vital for medical professionals in assessing the student's condition.

For students with a known history of seizures, staff must follow the individual healthcare or medical plan provided by the pupil's GP or specialist. These plans will outline specific instructions for managing seizures, including when emergency services should be contacted. Staff must ensure they are familiar with these plans and implement them consistently.

PHYSICAL INTERVENTION

After any incident where physical intervention techniques have been used, a first aider must check on the people involved. Information regarding first aid must be added to the behaviour and medical reports.

Injuries that have occurred outside of the school day

Send the student to the Head or a designated First Aider on the premises immediately;

Illness

If a student complains of feeling ill in class, then send the student to the main office, if necessary, with a member of staff. The Headteacher or a member of the Senior Leadership Team in charge will then decide what action is appropriate. Staff should contact home and either the parent comes to fetch the student, or alternative arrangements are made in discussion with a Senior leader.

If parents or carers cannot be contacted and the illness is deemed sufficiently serious, then arrangements should be made to send the student to hospital, in discussion with the Senior Leadership team. The student is made as comfortable as possible and then rests in the Medical Room and is checked regularly; The area in class 2 disabled toilet is used as a medical room in these circumstances. It is equipped with a basin and paper towels, a portable bed, blanket and pillow, and is next to the toilet.

School visits including regular offsite activities

The teacher in charge of the visit is responsible for the health and safety of students when off-site. Always take the mobile phone and keep it switched on.

In the case of an emergency, staff are to contact 999.

Staff are to contact the Senior Leadership Team in the case of any injury, staff must remember to complete the students medical records as soon as possible and accident books.

First aid/injuries

The teacher in charge of the visit may need to establish the first aid facilities available at the place to visit. This is especially important if students are likely to be fairly active. Where possible a first aider will accompany the group but there will always be at least one other adult accompanying the group. The lack of a first aider should be taken into account when making the risk assessment. If the group is travelling by public transport then the teacher in charge should take a first aid kit. If an emergency occurs (i.e. a student has to go to hospital) then the teacher should stay with the group and get them back to school. This could mean contacting school to arrange for another driver to get to the group. The other adult would accompany the patient to the hospital. The teacher in charge is responsible for completing an accident report and informing parents via a standard letter (copy into the student file).

Blood spillages/exchange of bodily fluid

Any exchange of blood or bodily fluids between individuals must be reported immediately to the Senior Leadership Team, and appropriate medical advice must be sought without delay. While incidents involving the exchange of bodily fluids are infrequent, staff are informed at interview that immunisation against Hepatitis B is available and will be arranged by Springboard upon request.

If a child soils themselves, staff can support them to the toilets but not change or clean them. Parents or carers will be contacted and asked to collect the child along with the soiled clothing.

Cleaning of Blood and Bodily Fluid Spillages

All spillages of blood, faeces, saliva, vomit, nasal discharge and eye discharge must be cleaned up promptly. Staff must always wear appropriate Personal Protective Equipment (PPE) when dealing with such incidents.

Spillages should be cleaned using a product that combines both a detergent and a disinfectant. The product must be used in accordance with the manufacturer's instructions and must be effective against both bacteria and viruses, as well as suitable for use on the affected surface. Mops must never be used for cleaning blood or bodily fluid spillages. Instead, disposable paper towels should be used, and all waste must be disposed of as clinical waste in line with the procedures outlined below.

Laundry must be handled in a separate, designated facility and not on the school premises. Any soiled clothing belonging to children must be placed in a bag and sent home; it must never be rinsed or cleaned by hand on site.

Clinical waste

Gloves, aprons and soiled dressings should be stored in correct yellow clinical waste bags in foot operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

Pandemic/Outbreak support plan

As far as possible the Director of Springboard Education, with the Headteacher, will try to maintain normal routines for the children in our care. Our top priority will be to ensure that infection control is practiced consistently and rigorously. We will keep up to date with advice from the Chief Medical Officer and all advice received through our local authority.

- A sick child will be isolated in the head's office, with immediate access to the toilet and basin.
- Lists of contact names, phone numbers and addresses (including mobile numbers and e-mail addresses where possible) for all staff will be kept in the staff files;
- Policies for applying for medical leave (or for special leave to take care of family members) are in place. Staff will be made aware that government advice is that they should not come to work, if they think they are ill, during the pandemic;
- The school premises are fully equipped with materials needed to implement infection control measures in time to cope with any imminent pandemic;
- If a child in our care dies, we will inform DfE as required and ensure that the other students are fully supported. Bereavement counselling will be offered and paid for to any who are in such need.
- When a child has died we will ensure that the family is supported by a key senior member of staff.
- A child or staff member who has been bereaved will be supported by a named key member of senior staff.
- Health, safety and hygiene arrangements will be maintained to a high standard, e.g. cleaning toilets, prompt disposal of waste;
- Rapid access to medical help will be arranged if and when required;

- Staff will be encouraged to take on a different role for some or all of the duration of a pandemic, and any necessary additional support and supervision will be arranged by flexible use of staff across both schools and both businesses.

Link to other policies

Behaviour Policy

Child Protection and Safeguarding Policy

Positive behaviour support and Physical intervention Policy

Education and Welfare Policy

Lone Working Policy

Critical incident Policy

Pastoral intervention procedure

Health & Safety Policy and Procedure