



# HIGHFIELD PRIMARY SCHOOL AND HIGHFIELD WRAPAROUND CHILDCARE FIRST AID POLICY 2025-26



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Review Date: November 2026  
Signed: O Thorne (Chair of Governors)  
J Feeley (Headteacher)

Highfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For the purposes of this policy, the term 'Highfield', 'school', and 'staff' shall refer to both Highfield Primary School and Highfield Wraparound Childcare.

## **First Aid**

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

**First Aiders: Jim Brassil, Helen Calvert, Priya Dandy**

**Paediatric First Aid: Bronte Martell, Sharifa Moore, Rebecca Holdsworth**

**Reception Paediatric First Aiders: Deborah Harrison, Laura Robinson, Noreen Afzaal**

First aiders must complete a training course approved by the Health and Safety Executive (HSE). At school, the main duties of a first aider are to: 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.



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**All teaching staff receive basic emergency paediatric first aid training every three years. This is so they can act as an appointed person should there be a medical emergency. Paediatric first aiders are also trained every three years.**

An appointed person is someone who:

- takes charge when someone is injured or becomes ill;
- ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are not first aiders. They should not give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval. They normally cover the following topics:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid for the unconscious casualty;
- first aid for the wounded or bleeding. appointed person cope with an emergency and improve their competence and confidence.

**There are four First Aid stations in school**, one in the main building in the care suite, one in the main building in the office, one in the Highfield Wraparound Childcare building and one is situated in the Annexe. The contents of each are re stocked as necessary and they are checked regularly by Helen Calvert, Helen Calvert being an appointed person, who co-ordinates medical health plans.

Every employer should provide at least one fully stocked first-aid container for each site. The assessment of a school's first-aid needs should include the number of first-aid containers. Additional first-aid containers will be needed for split-sites/levels, distant sports fields or playgrounds, any other high risk areas and any offsite activities. All first-aid containers must be marked with a white cross on a green background.

**A First Aid Box** is taken on trips and the teacher in charge is responsible for this and any situations which may arise.

### **Travelling first-aid containers**

Before undertaking any off-site activities, the Educational Visits Coordinator and headteacher should assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a minimum stock of first-aid items for travelling first-aid containers is:

- a leaflet giving general advice on first aid.
- six individually wrapped sterile adhesive dressings;
- one large sterile unmedicated wound dressing - approximately 18cm x 18cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.

### **Accommodation for First Aid**



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First Aid Room is in the care suite in the main building. The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

**Minor injuries** to children are to be recorded in the Accident Book by the person administering the first aid. In the event of a child bumping his/her head a letter is sent home to parents. If this or any other accident occurs at lunchtime which is a cause of concern mid-day staff must inform the teacher.

### **What accidents do schools need to report?**

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).
- Accidents requiring hospital treatment

How should schools report them? HSE must be notified of fatal and major injuries and dangerous occurrences without delay (e.g. by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

If a child needs to go to hospital, parents will be contacted. The parent will be told as much about the injury as possible and asked to collect the child from school or meet the child at hospital. If necessary two members of staff will accompany the child and stay until an adult member of the child's family arrives.

In the case of a more serious injury or if there is any doubt as to the seriousness of the accident, the person involved must not be moved. They will be assisted by a senior member of staff or staff with first aid qualifications while an ambulance is called.

**The Headteacher or Highfield Wraparound Childcare Manager will contact the parents as soon as possible to give an account of what happened to cause the injury.**

### **Blood**

Gloves and plastic aprons should always be worn by the person dealing with the incident. All wipes etc are then disposed of immediately in the yellow medical bins.

### **Vomiting**

Single use gloves and plastic aprons should always be worn by the person dealing with the incident. If children are sick please follow the following procedures:

- Child is taken to the toilet or main office
- A bucket containing sawdust is given to the child in case he/ she is sick again
- The area where the child has been sick is sealed off / sawdust placed over sick
- After the sawdust is cleared up and area is disinfected



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### **Soiling / wet**

Single use gloves and plastic aprons should always be worn by the person dealing with the incident. If a child has an accident then they should be taken to the toilet to help self change. A suitable bag should be used for items of clothing. The area affected should then be cleaned with disinfectant.

### **Infection control**

Single use gloves should be worn when cleaning up spills or other bodily fluids. Disinfect the spilled-on area then discard disposable gloves, or wash them whilst still on with disinfectant. Hands should then be washed with soap and water.

### **Children with asthma**

Many children at Highfield have asthma and they are able to participate fully with all aspects of school life. We try to ensure the school environment is favourable for them and that the condition is understood by other children. All staff will be provided with a list of children who suffer from asthma.

Reliever inhalers (blue / brown containers) and spacers are crucial for managing asthma successfully and there should be no delay in a child receiving this treatment.

**Inhalers should be kept in a container within the classroom, clearly marked with the child's name. The inhaler needs to be taken to physical education lessons.** Severe asthmatic children need to keep their inhaler with them at all times.

The person with overall responsibility on a school trip must ensure that children who take inhalers regularly have them with them.

### **Children with epi – pens**

The named pens are kept in a closed box, clearly marked with child's name and instructions on how it should be used. All staff are regularly trained in using an EPI - PENS. They must be taken on educational visits. It is the parents' responsibility to see that the EPI – PENS are up to date.

**We do not allow treats to be brought in for special occasions (e.g. birthdays) and therefore must not be given to children to bring to school.**