



# St John's C of E Primary School

## First Aid Policy

School Policy	<b>Spring 2025</b>
School Staff were consulted on this document	<b>Spring 2025</b>
It was reviewed by the Full Governing Body	<b>Spring 2025</b>
To be reviewed	<b>Spring 2027</b>

# St John's C of E Primary School

## First Aid Policy

### Our Vision

Learn Together • Achieve Together • Celebrate Together  
“and let your light shine” Matthew 5:16

### Our Mission Statement

To enable all children to achieve their true potential in a caring and inclusive community based on Christian values.

### Our Values

Respect • Responsibility • Kindness • Truthfulness • Perseverance

## Introduction

It is St. John's Primary duty to provide first aid and care to school staff, the children and to any visitors to the school premises during the school day. This policy addresses medical issues involving children at the school, but it is also applied to any member of staff or visitor to the school premises.

## Aims

- To preserve life.
- To limit worsening of the condition.
- To promote recovery.
- To provide first aid as necessary from trained members of staff.
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs.

## First aiders

The school qualified first aiders provide first aid or administer medicine, where authorised to. However, any member of staff can do this voluntarily if there is an emergency and where qualified staff members are not available. All staff are covered by the school's insurance policy and are expected to use their best endeavours in an emergency to secure the welfare of pupils.

All first aid training is updated every 3 years according to guidelines.

## **Equipment & Supplies**

First aid equipment and supplies are kept in the medical room. Emergency medication such as EpiPens and Asthma inhalers will be individually labelled and kept in a labelled box in an easily accessible place in the classroom/office with all staff aware but out of reach of pupils. All staff will make themselves aware of the location of these class medical boxes. Teachers must ensure that these emergency medications are taken whenever the class is off school premises.

Each classroom has a first aid kit for minor injuries. Mobile first aid kits are supplied for all activities outside of the school. Any treatment given adheres to National and Essex guidelines.

## **Accidents and Injuries**

If a pupil needs first aid, staff will send them to the School Office accompanied by another sensible child if needed. If an accident happens during playtime, the child will either be treated outside in the playground or be brought into school and a staff member alerted. ALL incidents will be recorded in the First Aid Books. It is the school's policy to telephone parents if a child bumps their head so that parents can make an informed choice. Any child given first aid will be given a note to take home outlining injury / treatment.

If an urgent incident / accident occurs in the classroom which needs assistance, staff must send the red triangle for the class to the School Office to alert the Headteacher. If an accident occurs outside the green triangle needs to be sent to the office.

In the case of serious injury requiring attendance at the hospital, staff must notify the Headteacher and summon an ambulance. The use of private cars is not allowed unless authorised by the Headteacher because an ambulance cannot be at the school in a suitable time span. In the case of serious injury, it will be necessary for an accident form to be completed which is available in the School Office.

If a member of staff is involved in an accident at school, seek help from another member of staff to cover the class and get first aid, if required, send the red triangle for the class to the School Office to alert the Headteacher. Send the green triangle if outside. ALL incidents will be recorded in the 'Staff Accident Book' which is kept in the Medical Room. A list of qualified First-Aiders is on the Health and Safety notice board in the Staff Room.

## **Medicines**

If a child is taking short term medication for a particular illness, this will be kept in the school office in a locked cabinet. Parents must leave written instructions about the dosage and give signed permission for the administration of medication. All medication must be clearly labelled with the child's name. Any staff members who gives medication to a child must sign and date the medicine chart to ensure accurate dosages are given and records are kept.

Only Office staff, the Headteacher or a qualified first aider may administer medicines. Clear records of times/dosage and person administering the medicine is to be kept. Under no circumstances will medicine be administered without a letter of instruction being received

from the parents. No pupil may have any medicines, including herbal remedies or cough lozenges, in their possession. See Administering Medicines Policy.

### **Medical Information**

School staff will be aware of medical information relating to pupils they are working with, a copy of which will be filed in the class register and pupil information file. There is a full copy of medical information in the school office and all staff have copies in their class pupil information folders. These are shared with any supply staff. All staff will familiarise themselves with pupils who have more serious health issues whereby a Care Plan has been put in place. These are highlighted on the notice boards in the Staff Room and in the School Office. These are reviewed termly and all medicines checked and returned to parents/carers at the end of each term. It is the parental responsibility to ensure that these are in date.

### **Medical Care Plans**

In conjunction with professional medical advice the school may decide to administer certain medical procedures. These procedures will be carried out by staff who are willing to undertake that role in accordance with the care plan drawn up by the medical professional who will also undertake to train the staff involved.

### **Sun Cream**

Sun cream is not applied by staff. Sun cream can be brought into school and must be labelled with the name of the pupil and then they can apply the cream themselves. If a child has difficulty with this, permission will be sought from the parent so that a member of staff can assist with this.