UpHolland Roby Mill C of E Primary School

In our Church school community, everyone is valued, nurtured, unique and individual. Through our faith, we hope everyone will live, learn and love fully. Guided by our Christian values, we strive to develop strength and courage so our children meet the challenges of an ever-changing world.
'We are brave and strong and stand fast in faith; all that we do, we do in love.' Corinthians 16:13

First Aid Policy

September 2026

First Aid Policy Guidelines - First aid in school

Training: All staff are offered emergency first aid training and all staff undertake a rolling program of retraining. First aid kits are located throughout school in the main office, staffroom and the two teaching rooms. First aid kits are available for use out of school visits.

Cuts: The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing. Minor cuts should be recorded in the accident file and parents informed. ANYONE TREATING AN OPEN CUT SHOULD USE LATEX GLOVES. All blood waste is disposed of in the yellow, clinical waste bin, located in the staff bathroom.

Bumped heads: Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents and guardians must be informed. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident file.

Accident file: An accident book is located in the staff room; it has a carboned copies of the notice sent to parents. Old accident books are stored in the school office/admin store.

For major accidents, an HS1 and RIDDOR form must be completed as soon as possible after the accident. These are available on the school portal and within the first aid folder on the shared file.

Calling the emergency services In the case of major accidents, is the decision of the first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the staff, should wait by the school gates on School Lane and guide the emergency vehicle into the school. If the casualty is a child, their parents should be contacted immediately and give all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children and staff are clearly located in the school office

Supporting Pupils with Medical Conditions Policy including administering medication

This policy is drawn up in consultation with staff and is based on statutory guidance from the Department for Education publication 'Supporting Pupils at school with Medical Conditions'. This policy and individual healthcare plans will be reviewed annually or earlier if evidence is presented that the child's needs have changed.

Pupils with Medical Needs: The school recognises that all children with medical conditions, in terms of both physical and mental health, should be properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

For many pupils their medical needs will be short-term, perhaps finishing a course of medicine. Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case our governing body will comply with their duties under that act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For these pupils, our compliance with the Special educational needs and disability (SEND) code of practice ensures our duty is fulfilled.

Roles and Responsibilities: Parents or guardians have the prime responsibility for their children's health and should provide the school with information about any medical condition before their child starts school, or when a condition develops or changes.

The school is then very committed to ensuring all relevant staff are aware of the child's condition. This includes cover arrangements in case of staff absence or staff turnover and briefing of supply teachers to ensure someone is always available. Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Agreeing to administer treatment is entirely up to each individual member of staff. No pressure is put on staff to assist in treatment. Two adults should be present for the administration of treatment, unless there are exceptional circumstances.

It is the responsibility of the school to decide whether a child requires an individual healthcare plan. Individual plans are often essential and provide clarity to school staff in cases when emergency intervention may be needed or the medical condition is complex. Individual plans will also be completed for any prescribed medication that is required long-term.

Managing short-term medicines on school premises: Medication should only be taken in school when absolutely essential. Medication is usually prescribed in dose frequencies, which enable it to be taken outside school hours. The School Health team have advised school that this should be the case.

However, the school recognises that sometimes children do need to take medicines in school time. If this is the case, if possible, we will agree to administer prescription medication only which has been prescribed by a doctor, dentist, nurse or pharmacist. All medicines must be in-date, labelled and in the original container as dispensed by a pharmacist.

Medicines must be handed in at the School Office and a parental agreement to administer medicine form must be signed before we administer the medication. These forms include instructions for administration, dosage and storage. All medicines must be collected from the School Office at the end of the day.

Self-Management: It is good practice to encourage children who are competent to take responsibility for managing their own inhalers. Wherever possible and safe, children will be allowed to carry their own inhalers/spacers.

Refusing Medication: If pupils refuse to take medication, the school will not force them to do so and will inform parents immediately.

Record Keeping and Risk Assessments: Written records are kept of all medicines administered to children. School is responsible for undertaking risk assessments for school visits, holidays and other school activities outside of the normal timetable.

School visits: Pupils with medical needs are encouraged to participate in visits. Staff are made aware of any medical needs and arrangements for taking any necessary medication are put in place. Sometimes an additional adult might accompany a particular pupil.

Sporting Activities: Our PE and extra-curricular sport is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. Some pupils may need to take precautionary measures before or during exercise and be allowed immediate access to their medication if necessary, inhalers for example. Teachers supervising sporting activities are made aware of relevant medical conditions.

Storing Medication: Medicines are kept in the staff room out of the reach of children or when necessary in the staffroom fridge, in a clearly labelled container.

Disposal of Medicines: The school does not dispose of medicines. Parents should collect medicines held at school and are responsible for the disposal of out-of-date medicines.

Hygiene Control: Staff are familiar with normal precautions for avoiding infection and should follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

Emergency Procedures: Staff know how to call the emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff. Generally, staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.

Training: The Headteacher has overall responsibility for training. Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. Staff must not give prescription medicines or undertake healthcare procedures without appropriate training.

Complaints: Should parents be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.