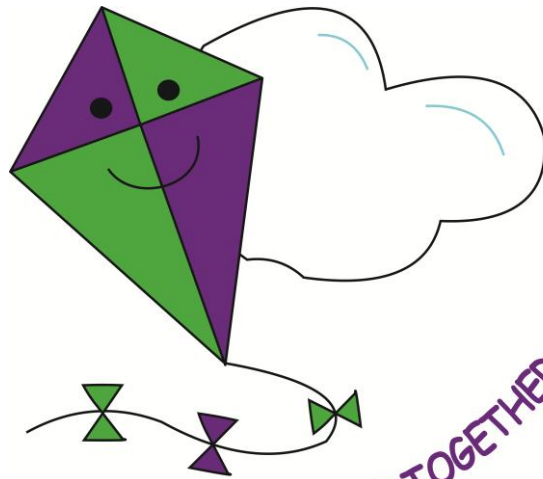




Silkmore Primary Academy



AIM HIGH, ACHIEVE TOGETHER

FIRST AID POLICY

September 2026

Date Completed: September 2026

Review Date: September 2027

GENERAL STATEMENT:

The Governors and Head Teacher of Silkmore Primary Academy accept their responsibility under the Health and Safety (First Aid) regulations 1981 and acknowledge the importance of providing First Aid for employees, children and visitors within the Academy.

The Governors are committed to the legal procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995, amended in April 2012.

The provision of First Aid within the Academy will be in accordance with the legal guidance on First Aid in

OBJECTIVES:

Silkmore Academy will ensure that all pupils and staff, also contractors' and visitors, have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

AIMS:

- To administer first aid to pupils when in need in a competent and timely manner.
- To communicate pupil's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.
- To maintain a sufficient number of staff members trained with a FAW, and paediatric First Aid Certificate.
- To refresh the training on a regular basis.

IMPLEMENTATION:

A sufficient number of staff members, (whose names are displayed on the staff room notice board and clearly on signs in the Academy classrooms and corridors) have been trained to a First Aid Certificate, and with up-to-date CPR qualifications. Tom Cotton, Site Services is the person responsible for the First Aid provision.

A first aid area will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in the first aid areas.

First aid kits will be available in each building of the Academy.

Kits will also be made available for external visits, based on the risk assessment for the visit.

A supply of medications for pupils will be available in a locked cupboard in the Academy's main office. It is not seen to be a general action to medicate the pupil. There is suitable paperwork to be signed prior to any medication being applied.

The first aid duties will be organized to suit the Academy's needs. Each class will have a nominated staff member for treatment of minor injuries. The same staff member may be the nominated person for more than one class.

All injuries or illnesses that occur during class time will be referred to either a teaching assistant with full first aid training or a member of the administration team who will manage the incident. All injuries or illnesses that occur during recess or lunch break, will be referred to the nominated teacher on duty for that class.

A secure online portal (Evolve accident book) is used to log all injuries or illnesses experienced by pupils that require first aid. Any staff accidents will be logged onto Parago. All online entries are monitored by the School Designated Safeguarding Lead.

All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff. These gloves should be LATEX FREE, where practicable to do so. The aim is to protect the casualty from latex reactions compromising the casualty's recovery.

Minor injuries only will be treated by staff members on duty, while more serious injuries- including those requiring parents to be notified or suspected treatment by a doctor – require a Level 2 first aid trained staff member to provide first aid.

Any pupil with injuries involving blood must have the wound covered at all times.

No medication, including headache tablets, will be administered to pupils without the express written permission of parents or guardians.

No medication may be shared between staff, visitors or others who are on site. Medication is the individual's responsibility when on site.

Parents of all pupils who receive first aid, when considered necessary, will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by the administration staff so that professional treatment may be organized. Any injuries to a child's head, face, neck or back must be reported to parents/guardians.

Any pupil who is collected from the academy by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on Reach2 site.

Parents of an ill pupil will be contacted to take the pupil home.

Parents who collect a pupil from the academy for any reason (other than emergency) must sign the pupil out of the academy in a register maintained in the academy office.

All teachers have authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher may confer with others before deciding on an appropriate course of action.

All pupil trips/excursions off site will have at least one Pediatric first aid trained staff member at all times. A comprehensive first aid kit will accompany all trips, along with a mobile phone.

All pupils attending trips or excursions will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. This is recorded on children's general admission to school form.

All pupils, especially those with the documented asthma management plan, will have access to an inhaler and a spacer at all times.

The Admin Assistants are responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid supplies.

At the commencement of each year, request for updated first aid information will be sent home including request for any asthma management plans, high priority medical forms, and reminders to parents of the policies and practices used by the Academy to manage first aid, illnesses and medications throughout the year.

General organizational matters relating to first aid will be communicated to staff at the beginning of each year. Revisions of recommended procedures for administering asthma medication will also be given at that time.

Procedure for Blood and Other Body Fluid Spillage

- Gloves to be worn at all times
- Any soiled wipes, tissues, plasters, dressings etc. must ideally be disposed of in the clinical waste bin (Yellow bag). If not available, then the glove being used needs to be taken off inside out so that the soiled item is contained within, wrapped in a nappy sack and placed in a bin which is regularly emptied.
- When dealing with a spillage, absorbent paper hand towels need to be placed on the affected area so absorbing the spill.
- If a disposable spillage kit is available, then the instructions for use should be followed.
- Contaminated paper towels need to be placed in the yellow medical in a bin
- The area must be cleaned with disinfectant following the manufacturer's instructions.
- A 'Wet Floor Hazard' sign then needs to be put by the affected area. The area should then be ventilated well and left to dry.
- All reusable cleaning up equipment then needs to be appropriately disinfected according to the manufacturer's instructions.
- Staff must then thoroughly wash their hands

Management of Accidental Exposure to Blood

Accidental exposure to blood and other body fluids can occur by:

- Percutaneous injury e.g. from needles, significant bites that break the skin.

- Exposure to broken skin e.g. abrasions and grazes.
- Exposure of mucous membranes, including the eyes and mouth.

Action to Take

- If the skin is broken, encourage bleeding of the wound by applying pressure – do not suck.
- Wash thoroughly under running water
- Dry and apply a waterproof dressing.
- If blood and body fluids splash into your mouth – do not swallow.
- Rinse out mouth several times.
- Report the incident to a school first aider and Senior Management.
- If necessary, take further advice from NHS Direct.
- An accident log on Evolve will need to be completed and it may need to be reported to RIDDOR.

Head Injuries

Injuries to the head need to be treated with particular care. High energy head injuries or those with any evidence of following symptoms may indicate serious injury and immediate medical advice should be sought.

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
- confusion;
- irritability or altered behaviour ('easily distracted', 'not themselves' 'no concentration', 'no interest in things around them')
- any problems with memory;
- persistent headache;
- blurred or double vision;
- vomiting;
- clear fluid coming from ears or nose;
- loss of balance;
- reading or writing problems;
- loss of power or sensation in any part of body, such as weakness or loss of feeling in an arm or leg;
- general weakness;
- seizure or fit.

NHS Direct provide full details of symptoms and treatment for minor head injuries.

Where pupils receive a head injury their parents/carers should be informed, this should be done immediately by telephone if symptoms described above occur. For minor bumps the parent could be informed via Evolve.