



Kents Hill
Junior School

First Aid Policy

Frequency of review: Every 2 years

Date of this review: July 2025

Date of next review: July 2027

Kents Hill Junior School

First Aid Policy

All staff members at Kents Hill Junior School have a duty of care to the children in our school. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. The Head of Academy is responsible for making sure that the school has enough first aiders in the school. We all have responsibility to assess a child's injury, provide care for minor cases and call for the assistance of a qualified First Aider if necessary.

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

First Aid provision at Kents Hill Junior School is as follows:

- A suitably stocked first aid area and mobile bags used for break times and trips. First aid bags are marked with a white cross on a green background and first aid wall mounted boxes are marked with a green cross on white background. All First aid containers are checked frequently and restocked when needed. Items are discarded safely after the expiry date has passed. (see appendix 1 detailing the contents of our first aid kits.
- Relevant staff are first aid trained.

Appointed person(s) and first aiders:

The school's appointed people are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Reporting specified incidents to the HSE when necessary

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary

- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date
- When necessary, First-aiders will ensure that an ambulance or other professional medical help is called;

At all times First-aiders will ensure that health and safety guidelines are followed when administering first-aid as outlined below:

- Protective gloves are worn at all times when dealing with incidents;
- Bodily fluids are cleaned up with appropriate treatments and disposed of immediately;
- Waste products from treatments are disposed of in a designated disposal unit specified for such waste products;
- Hands are washed before and after dealing with each incident;
- Each minor incident is recorded on our secure online system, which must include:
 - The date,
 - Time and place of the event
 - The name and class of the injured or ill person
 - Details of the injury/illness
 - what first aid was given
 - what happened to the person immediately afterwards e.g. went home, back to class, went to hospital
 - Name and signature of the first aider or person dealing with the incident

Appointed Persons and First-aid representatives must complete a training course approved by the Health and Safety Executive (HSE).

Our school's appointed person(s) and/or first aiders names are displayed prominently around the school.

The Head of Academy

The Head of Academy is responsible for the implementation of this policy, including

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

The Head of Academy must inform all staff of first-aid arrangements which will include the location of equipment, facilities, first aid personnel and the procedures for monitoring and reviewing the school's first aid needs. This will be included as part of their induction programme. Information will also be put in the staff handbook. The Head of Academy will also ensure first aid notices are displayed in the staffroom and office to keep the staff informed.

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing the accident book for all incidents they attend to where a first aider/appointed person is not called
- Informing the Head of Academy or their manager of any specific health conditions or first aid needs.

First Aid – The Procedure

In the event of an accident resulting in injury:

- In the event of an accident the first aider/appointed person takes charge of the first aid emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. They will liaise with the Head of Academy prior to making the call. They will remain on scene until help arrives
- The first aider/appointed person will have the use of a Walkie Talkie on their person and will call for help as required
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of SLT or the Admin Team will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Kents Hill Junior School have access to a Defibrillator. The first aider/appointed person will co-ordinate the use if/when required
- The first aider/appointed person will distribute medical ice packs as and when necessary

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

The first aider/appointed person will always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness

The first aider/appointed person will contact the parent to advise they seek further medical advice/intervention:

- Whenever the first aider is unsure of the severity of the injury
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services and give the following information: (speak clearly and slowly and be ready to repeat information if asked)

1. Dial 999, ask for an ambulance.
2. Provide your telephone number: 01268 792133
3. Give your location as: Kents Hill Junior School, Kents Hill Road, Benfleet, SS7 5PS
4. Give the exact location in the school.
5. Give your name
6. Give the name of the person requiring help and a brief description of symptoms
7. Inform the Ambulance Control of the best entrance and state the crew will be met

In the event of an accident involving a child, where appropriate, it is our policy to always notify parent/carer of their child's accident if it is:

- Considered to be serious (more than minor injury)
- Requires first aid treatment
- Injury to the head (pupils will also receive a bumped head sticker in addition)
- Requires attendance at hospital

Body spillages, including vomit

No adult in school should remove any body spillages, including vomit. If a child is sick in the classroom or other shared space, the vomit should be covered by a chair and paper towels, if available, and children removed from the area. The Office will contact the Site Manager on duty and he will clean the area. In the absence of a Site Manager, The Office team will clean the area.

Administration of Medicines (to be read in conjunction with Supporting Pupils with Medical Needs)

Parents/carers are encouraged to administer medicines around school hours where possible or visit the school at lunchtime to administer the medication themselves. Where this is not possible, school office staff are willing to administer basic medicines in school e.g. Antibiotics, pain relief, eye drops or cream provided that had been prescribed by a doctor and a consent form is completed by the parent, together with dosage instructions.

- Procedures are in place for the administration of medicines for pupils.
- Before the school administers any medication the parent must complete the necessary paper work.
- Records are kept of the administration of medicines.

Inhalers and Epi-pens

Named and labelled inhalers and Epi-pens will be kept in a central place in the Medical Room. It is the responsibility of the parent/carer to ensure these are in date.

All asthma inhalers should be taken with the children to outside play, Physical Education lesson, any school trip or any activity offsite.

The emergency kit can be found in Emergency Incident Bag. The emergency inhaler will only be used when prior written consent has been received from parent.

Pupils with Special Medical Needs – Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may be:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. All children with specific conditions e.g. Asthma, epilepsy or severe allergies, will have a medical form completed and are held in the office and in the classroom. A visible display of children/staff who require Epi-pens is posted in the office and all staff made aware.

House Keeping

- All medicines must be securely stored in a central location in the school office.

Record-keeping and reporting

First aid and Recording

- Our secure online reporting system will be completed by the [first aider/relevant member of staff] on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident
- Each year group has their own first aid cabinet. This includes the equipment required to attend to minor injuries
- Minor first aid of a break and lunch time has a designated area. This is overseen by a first aider.

Reporting to the HSE

The Appointed Person will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Appointed Person will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Any other agencies will be notified e.g. Ofsted or local child protection agencies of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

Notification of Parents/Carers

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. In the event that parents cannot be contacted and a message has been left our policy will be to continue to attempt to make contact with the parents every half hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Physical Education

All asthma inhalers should be taken with the children to the Physical Education lesson. If an accident occurs, the pupil needs to be assessed by the teacher and sent to a qualified first aider, if required. The incident should be recorded, including the time and what happened.

First Aid out of school on trips or residential visits

The extent and nature of first aid provided will depend on the type of the visit and the risks identified.

Organisers should undertake a risk assessment which will identify the level of first aid needed and make appropriate arrangement for pupils with special medical needs.

A good knowledge of first aid and an adequate first aid box are required for all visits.

In more remote locations, one of the adults should be a fully-qualified first aider. First aid equipment carried should reflect specific hazards identified and the availability of professional medical help.

In the event of children needing first aid on school trips:

- All staff have first aid packs
- Relevant information about pupils with specific medical needs

- Any relevant emergency contact details
- The first aider deals with minor ailments.
- For major ailments the school is informed and advice sought. Parents/carers are also informed by the school office or teacher in charge of trip.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought, or by calling NHS Choices (dial 111).
- Gloves are ALWAYS worn when treating injuries.
- Any accident or incident is reported back at school and added to our secure online reporting system as soon as possible. A note on the incident is made at the scene.
- No prescribed medication may be given to a child unless prescribed by a doctor signed and dated and a signed letter from parents for consent. An administration of medicine form must be signed and dated by first aider in charge.
- If any other medication may be required, it is only administered with prior parental written consent.
- For any serious head injuries the school and the parents are informed immediately by telephone and a Head bump sticker placed on child.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- A member(s) of staff accompanies the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, the contact people on the child's forms will be phoned.
- For all incidents the schools 'Critical Incidents' plan as outlined in every risk assessment, will be followed.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits.

Residential Specific

- First Aid should only be carried out by qualified First Aiders.
- All First Aid must be logged for Medical Records.
- Medicines of any description (including Pain Killers) are NOT to be administered to any child unless they are the designated person responsible and have written signed consent form stating dose and frequency.
- A senior leader is usually the designated person on residential.

Clubs

A member of staff is on the premises during clubs to administer first aid if needed. All adults leading clubs who are not directly employed by the school are inducted into the protocols of First Aid in the school.

MONITORING

The First-aid policy will be monitored by the Head of Academy and Trust Body. It will be updated (if necessary) every 2 years.

CONCLUSION:

It is the responsibility of all members of Kents Hill Junior School to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving a healthy and safe environment for the whole school community.

APPENDIX 1 - The contents of first aid kits...

For the School Office

1 First Aid Medical Book
1 Book for reporting injuries
1 Protective face shield
Individually wrapped sterile plasters
Disposable gloves
Sterile gauze swabs (alcohol free cleansing wipes)
Vomit bags
Non-woven swabs
Bandages, individually wrapped and different sizes
Micro-pore tape to hold dressing in place
Low Adherent Absorbent Dressings
Emergency Foil Blankets
Cold packs stored in fridge
Steri strips

For Lunchtime and Break times – all qualified first aiders to have a ‘bum bag’ with all equipment required for minor injuries.

1 First Aid Medical Book
1 Book for reporting injuries
1 Protective face shield
1 triangular bandage, individually wrapped
Disposable gloves
Sterile gauze swabs (alcohol free cleansing wipes)
Vomit bags
Individually wrapped sterile plasters
Non-woven swabs
Bumped head letters
Medical Alerts for children on top of box with condition
Cold packs also are taken out in a cool bag

Travel First Aid bags

Disposable gloves
1 protective face shield
Sterile gauze swabs (alcohol free cleansing wipes)
Individually wrapped sterile plasters
Micro-pore tape to hold dressing in place
Emergency Foil Blankets
Bandage, individually wrapped
Low Adherent Absorbent Dressings
Instant Ice Pack
Vomit bags
Steri strips



REQUEST FOR SCHOOL TO ADMINISTER PRESCRIBED MEDICATION

Please read these points carefully before filling in this form.

- This form is to be used by those who wish the school to administer or supervise the administration of prescribed medication to their child or the child they have parental responsibility for.
- **Unless it has been fully completed and signed, the request to administer the medication will not be agreed by the school**
- In certain circumstances, the school reserves the right to turn down a request to administer medication and/or withdraw administration of any medication altogether. In such cases, the signatory on this form will be notified either in writing or by telephone, together with the reasons why such a decision has been taken.
- All parents or those who have parental responsibility are reminded that they must make every effort to arrange for medication to be taken under **THEIR** supervision and not that of the school, and during times that are outside of normal school hours.
- It is also most important to understand that the school will **NOT** administer any medication that has **NOT** already previously been given to the child by the parent. This is to ensure that the risks of any adverse or allergic reaction to any new medication while at school is minimised as much as possible.
- There may be occasion where it is appropriate for a pupil to self-administer a medicine during normal school hours. However, this can only be accepted following the completion of the appropriate form by the parent/carer.
- Please ensure that your child is aware of any important details that they should know, for example the importance of letting a teacher at school know about any problems that might occur when they take the medicine (such as an allergic reaction)
- Further details of the school's policy on the administration of medication are available upon request, or a copy can be collected from reception

Please note that it is essential that these forms are completed accurately and this remains the responsibility of the parent and or carer.

Part A: Details of Child	
Pupil's Full Name: _____	D.O.B: _____
Class: _____	
Is the medication prescribed (i.e. by a doctor, dentist or other professional practitioner)?	YES/NO
(if yes, please fill in part B of this form.)	

PART B: DETAILS OF PRESCRIBED MEDICATION
Condition / Illness: _____
Name / Type of Medication: _____

For how long will child be required to take medication? _____

Date Treatment Started: _____

Frequency of Dosage: _____ Timing: _____

Additional instructions / information: (e.g.: before / after food, interaction with other medicines, possible side effects, storage instructions)

It is most important for parents/carers to ensure that the non-prescribed medication they provide to the school is in its original packaging and within its use-by-date, and will remain so for the duration of the administration period. The school cannot administer medication that is past its use-by date.

PART C: CONTACT DETAILS AND AUTHORISATION:

Emergency contacts:

Name: _____ Relationship to child: _____

Daytime telephone no: _____

OR

Name: _____ Relationship to child: _____

Daytime telephone no: _____

If at any time the contact details you give below should change, please inform the school at the earliest possible time. Thank you.

I understand that if the school accepts this request to administer the above medication, I must provide only the medication listed in Part B it must be in the original packaging and clearly labelled as stated above.

I also confirm that, for any prescribed medication listed, my child's doctor has stated that it is necessary for it to be taken during school hours.

I confirm that my child has had this medication administered previously and I have disclosed all of the possible side effects.

I must deliver the medicine personally to the school office and collect any remaining medication when course is completed. I accept that it is my Child's responsibility to remember to come to the school office at the appropriate time to take it. I am aware that the School has a right to refuse to administer medication.

Name: _____

Relationship to child: _____

Signed: _____

Date: _____



**CONSENT FORM
USE OF EMERGENCY SALBUTAMOL INHALER
KENTS HILL JUNIOR SCHOOL**

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name and in original packaging, which a parent/carer has brought into the school office for use in school.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed:

Date:

Name (print).....

Child's name:

Class:

Parent's address and contact details:

.....

.....

Telephone:

E-mail:



Kents Hill
Junior School

LETTER TO INFORM PARENTS OF EMERGENCY SALBUTAMOL INHALER USE

Child's name:

Class:

Date:

Dear.....,

[Delete as appropriate]

This letter is to formally notify you that.....has had problems with his / her breathing today. This happened when.....

They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs.

OR

A member of staff helped them to use their asthma inhaler. Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given puffs. .

[Delete as appropriate]

Please can you ensure that the school is provided with an inhaler for your child to use in school as soon as possible.

OR

Please ensure that the school is provided with a replacement inhaler for your child to use in school as soon as possible.

Yours sincerely,

Miss J Parkes
Head of Academy



Kents Hill
Junior School

Photo of pupil

Pupil Name

Pupil Class

Medication name

Controlled Drug

Date medicine provided by parent

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine

Staff Signature _____

Head of Academy _____

Signature of Parent _____

Date	Time given	Dose given	Name of staff	Staff initials



DIETARY AND MEDICAL INFORMATION FOR:

NAME: _____

CLASS: _____

RESIDENTIAL TRIP TO:

DATE:

DIETARY REQUIREMENTS

TICK HERE IF YOUR CHILD HAS NO SPECIAL DIETARY REQUIREMENTS

IF CIRCUMSTANCES REQUIRE IT, I GIVE PERMISSON FOR MY CHILD TO BE ADMINISTERED WITH (tick options)

- CHILDREN'S CALPOL
- PARACETAMOL
- CHILDREN'S NUROFEN
- PIRITON (or similar medicine)
- ANTIHISTAMINE CREAM (for insect bites/ rashes)

Signed _____

Date _____

MEDICAL REQUIREMENTS (e.g. Asthma pumps, daily medication etc)

Any other information?

All medicines to be clearly named and handed to the school office prior to the visit taking place



REQUEST FOR SCHOOL TO ADMINISTER MINOR NON-PRESCRIBED MEDICATION

Please read these points carefully before filling in this form.

- This form is to be used by those who wish the school to administer or supervise the administration of minor non-prescribed medication to their child or the child they have parental responsibility for.
- **Unless it has been fully completed and signed, the request to administer the minor non-prescribed medication will not be agreed by the school**
- In certain circumstances, the school reserves the right to turn down a request to administer the minor non-prescribed medication and/or withdraw administration of any medication altogether. In such cases, the signatory on this form will be notified either in writing or by telephone, together with the reasons why such a decision has been taken.
- All parents or those who have parental responsibility are reminded that they must make every effort to arrange for medication to be taken under **THEIR** supervision and not that of the school, and during times that are outside of normal school hours.
- It is also most important to understand that the school will **NOT** administer any minor non-prescribed medication that has **NOT** already previously been given to the child by the parent. This is to ensure that the risks of any adverse or allergic reaction to any new medication while at school is minimised as much as possible.
- There may be occasion where it is appropriate for a pupil to self-administer a minor non-prescribed medicine during normal school hours. However, this can only be accepted following the completion of the appropriate form by the parent/carer.
- Please ensure that your child is aware of any important details that they should know, for example the importance of letting a teacher at school know about any problems that might occur when they take the medicine (such as an allergic reaction)
- Further details of the school’s policy on the administration of medication are available upon request, or a copy can be collected from reception

Please note that it is essential that these forms are completed accurately and this remains the responsibility of the parent and or carer.

Part A: Details of Child	
Pupil’s Full Name: _____	Class: _____

PART B: DETAILS OF MINOR NON-PRESCRIBED MEDICATION
Condition / Illness: _____
Name / Type of non-prescribed medication: _____
Who has recommended that this medication is necessary? _____

For how long will child be required to take medication? _____

Date Treatment Started: _____

Frequency of Dosage: _____ Timing: _____

It is most important for parents/carers to ensure that the non-prescribed medication they provide to the school is in its original packaging and within its use-by-date, and will remain so for the duration of the administration period. The school cannot administer medication that is past its use-by date.

PART C: CONTACT DETAILS AND AUTHORISATION:

Emergency contacts:

Name: _____ Relationship to child: _____

Daytime telephone no: _____

OR

Name: _____ Relationship to child: _____

Daytime telephone no: _____

If at any time the contact details you give below should change, please inform the school at the earliest possible time.

Thank you.

I understand that if the school accepts this request to administer the above medication, I must provide only the medication listed in Part B it must be in the original packaging and clearly labelled as stated above.

I confirm that my child has had this non-prescribed medication administered previously and I have disclosed all of the possible side effects.

I must deliver the medicine personally to the school office and collect any remaining medication when course is completed. I accept that it is my Child's responsibility to remember to come to the school office at the appropriate time to take it. I am aware that the School has a right to refuse to administer medication.

Name: _____

Relationship to child: _____

Signed: _____

Date: _____