



Parklands
Educate Together

First Aid Procedures

Policy reviewed	November 2025
Next reviewed date	November 2028

CHILDREN'S RIGHTS AND RESPONSIBILITIES

Article 24 – Children have the right to good quality health care.

RATIONALE

First Aid is the initial care given to someone if they are injured or have a sudden illness whilst at work. The Academy has a duty of care towards its employees, children and anyone visiting the premises. Trained members of staff should be available at all times within the school day, and first aid kits always accessible.

GUIDELINES

- The Academy will always have a member of staff trained in first aid available during the school day. The school will ensure that at least two members of staff hold the First Aid at Work qualification, and a minimum of two holding other appropriate certificates in line with Early Years guidance.
- All teaching staff should have an awareness of basic life saving principles in first aid. This should be refreshed every three years.
- There are two defibrillators available, one in the main atrium and the other in a mobile kit to be taken on all off site sporting events. A number of staff are trained in defibrillation, however any person may use a defibrillator with guidance from the 999 service.
- An Anaphylaxis kit is available adjacent to the defibrillator for cases of severe allergic reactions. This kit contains EpiPens suitable for adults or children.
- During lunchtimes first aid will be available from lunchtime playworkers, with a nominated person each day, for minor incidents. Any injury needing more comprehensive treatment will be referred to the office where other first aid staff will be found.
- First Aid materials will be kept in an accessible place. There are static kits and portable kits available throughout the school, with a designated box for lunchtimes. A portable kit must be taken on all trips and visits.
- All injuries will be recorded on Evolve online system. All '3 day' injuries resulting from an accident at school may need to be reported under RIDDOR, and advice must be sought from the central Trust team.
- Minor injuries may be treated on a self-help basis or by any member of staff in *loco parentis*. Other more serious injuries should be referred to a first aider.
- Children who are unwell during the school day need to be referred to a First Aider or Headteacher/ Deputy to make a decision whether it is appropriate to send them home. Support

staff or teachers should not make the decision prematurely, or indicate to a child that this will be the case. Dept. of Health issue guidance on a variety of illnesses which should be referred to for advice.

- Children with severe sickness or diarrhoea should be isolated from other children to prevent spread of infection. Children with a chronic sickness condition or anxiety can remain in school at the Headteacher's discretion.
- Premature handling of a patient can easily worsen the condition; therefore urgent assistance should be sought if uncertain about injuries sustained. No-one should move a person unnecessarily.
- Any member of staff dealing with any form of body fluid must wear gloves at all times and dispose of them in a yellow clinical waste bag. All gloves in school are latex free, and there is a clinical waste facility in the medical room adjacent to the Headteacher's office.
- Children suffering from chronic conditions that may have acute episodes (e.g. asthma) should carry their own medication as far as possible, or have them available in their classroom. These must be stored in orange 'medipacs' with the child's name clearly on the front.
- The parents/ carers of any child suffering from an illness that may result in a life-threatening condition (e.g. food allergy), and need immediate medication should contact school to arrange a treatment plan. The school will then arrange training and seek volunteers from the staff to meet the needs of the child (i.e. if medication is to be administered via injection or epipen). All healthcare plans will be stored on a child's Arbor profile and pinned.
- Everyone on the premises has a responsibility for their own safety and the safety of others. They should take reasonable care of their own safety, and ensure they do not leave anything where it may be a hazard to anyone else.