St Andrew's School.
Policies and Procedures.

Accident and First Aid Policy

This policy is applicable to all pupils including those in the EYFS

Introduction

It is our policy to provide a healthy and safe environment for staff, pupils, and visitors to the school. We expect that at all times our staff and pupils will cooperate fully in implementing health and safety initiatives, do everything possible to make sure injuries do not occur to themselves and others and take responsible care of their own health and safety at all times. It is the school's intention to provide practical arrangements at the point of need and in a timely and competent manner. There is always a member of staff qualified in first aid on both the Pre-School and Main School sites.

Associated and supporting policies:

EDT Accident & Incident Reporting Policy
EDT Health & Safety Policy
EDT First Aid Policy
Head Injury Policy
Request for Emergency Services Procedure
Allergy Policy
Medical Conditions Policy

First Aid and Accidents

For pupils in the Early Years Foundation Stage (EYFS), the School will notify parents on the same day of any accident or injury involving their child, along with details of any first aid administered.

In the Junior School, minor accidents should be managed by the staff member supervising the class or playground at the time of the incident. Any head injuries or more significant incidents must be referred to the School Office for appropriate treatment and follow-up.

In the Infant School and Pre-School, minor accidents will be dealt with and recorded by the supervising staff in accordance with the same procedure. In the event of a more serious accident, assistance will be requested from the School Office.

In the Junior School, if a pupil complains of feeling unwell in class, the teacher will monitor them and will then send them to the School Office, if appropriate, with a monitoring form stating whether they would like the child's temperature taken and/or parents to be contacted. In the Infant School, class teachers/ teaching assistants will ring home to inform parents and the children will remain with a teaching assistant until they are collected. In the Pre-School if a child becomes unwell, the teacher will speak to the Head of Pre-School and the administrator, teacher or Head of Pre-School will phone the parents to collect their child.

First Aid Training

- The majority of staff undertake paediatric first aid training and certificates are revalidated in line with legislation. First aid training is updated every three years.
- Staff are trained in the needs of the children in their classes e.g. how to use an epipen, etc.
- Staff are provided with school arrangements for first aid at induction.
- At least one qualified paediatric first aider will always be on site when children are present and will be in the room when EYFS pupils are eating.
- At least one qualified paediatric first aider will attend all trips that involve pupils in the EYFS.
- Two members of staff have also undertaken the First Aider at Work' Training Course.
  They are: - Kate Conway (School Receptionist and Office Administrator), and Nicky Bourgerie (Pre-School Business Support Administrator).
- Training on first aid and accident reporting is provided by the Trust on the 'Responsible Person' training course.

First Aid Equipment

First aid boxes are located in the following areas.

- Infant School: First floor landing House 28, Infant Reception Area, Music / A/S Club Room

- Junior School: First Aid Room, Junior Hall, P.E. Teacher's Sports Bag
- School Minibuses x 2
- Pre-School: Hall (back wall), Kitchen (cupboard above sink), Ground Floor, Hallway First Floor (outside the children's toilets), Staffroom (by the mirror)

The location of the EYFS first aid kits means that they are accessible at all times.

First aid travel packs are to be taken on school trips and 'off-site' activities. These can be requested from the School Office prior to the trip by the trip co-ordinator. The first aid kits in the minibuses are also used for 'off-site activities.

First Aid Supplies Management
All first aid boxes and kits are maintained by the School Administrator and the Pre-School Deputy Manager. Weekly checks are carried out and recorded to ensure that all supplies are within their expiry dates and adequately stocked.
In addition, staff members are responsible for notifying the appropriate personnel when items are used, to ensure timely replenishment and continuous availability of essential first aid provisions.

An Automated External Defibrillator (AED) is located in the First Aid Room, near the Main School Office, and is available for use by school staff and members of the public, if necessary, during school hours. No training is required for this AED as the machine itself gives verbal instructions to the user. Please wear appropriate PPE when using the AED. Please refer to the AED Defibrillator Management & Maintenance Procedure.

First Aid Provision

Face masks, aprons & gloves, which are available in the First Aid Room, can be worn, as required, when applying first aid to a child or adult.

There is a First Aid Room (which pupils do not enter without an adult) located near the Main School Office, with an unlocked cupboard for medical storage, a bin for waste materials, an examination chair, a bed and a wash basin available for incidents occurring on the school site. This room also has toilet facilities, an external phone line for emergency calls and a fridge for storage of medicines. The First Aid Room is the designated place for first aid treatment and treatment of sickness.

Recording of Accidents/First Aid
All accidents that occur on the school premises, or off-site, involving members of staff, pupils or persons not employed by the school, must be recorded in the appropriate accident books. These are located in: -

- The Main School Office (both pupil and staff books)
- Junior Hall
- Reception ground floor infants
- Yr.1 & Yr.2 first floor landing
- Music / Afterschool Club / Breakfast Club Room
- Both Mini-Buses
- Sports Medical Bag

For Pre-School Children, accidents are recorded on an accident sheet, which is then transferred to their computer file.
For a staff member, all accidents should be recorded in the Staff Accident Book, which is kept in the Main School Office.

Any major accidents will be passed onto the Business Manager to record, and they will undertake an accident investigation when required. The school will report all accidents which are category 1 or 2 to the Trust using the online reporting system – Rescue.

In the case of all serious accidents, the injured person or their parent or guardian should be advised to seek professional medical advice from either their doctor or the Hospital Accident & Emergency Department. Any such recommendation should be recorded in the accident book/on the Pre-School accident sheet.

When Accident books are completed, they should be given to the Principal/Assistant Principal to check for trends and to sign off. They are also given to the Facilities Administrator in order to complete Termly Reports.

Recording of Information

All accidents requiring first aid treatment (including any incidents of choking which will also be reviewed) are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified first aider or appointed person
- Date of the accident
- Where and when during the day the accident took place
- Type of accident (e.g. bump on head, etc)
- Treatment provided and action taken

Medical Procedures

Examination of Intimate Area

If an examination of a child in an intimate area is required as a result of an emergency first aid situation another adult should be present, and parents must be informed. Any adult in attendance must wear the appropriate PPE during an examination. If the situation is not an emergency the School will contact parents/guardians and request collection of the child or that the parents/guardian attend the School to undertake the examination of their child. Children's privacy is considered and balanced with safeguarding and supporting needs when changing nappies and toileting.

Pupil taken ill at School

If a pupil becomes ill we will take every step possible to contact parents or the emergency contact listed on the pupil details system, but if this is not possible, we will take responsible measures to care for that pupil in the designated medical room with an adult in attendance, wearing the appropriate PPE, until a parent arrives. The emergency contact list is updated when parents inform us of any changes.

Illness before attending School

We ask that parents take their child's temperature before sending them to school (during COVID-19). If your child is at all unwell or has a slightly raised temperature, please keep them at home. Children must not come to school for 48 hours after the symptoms of vomiting or diarrhoea have ceased, and parents must alert the school to any notifiable disease their child contracts. It is important that parents provide the school with contact details for an adult who can collect their child immediately should they become unwell.

We expect parents to cooperate with us by not permitting children to attend school if they have any infectious or contagious illness or are showing signs of illness before attending school. Staff will also be asked not to attend work under the same circumstances.

Head Lice

Any individual (either staff or child) who has head lice should not attend the school until the treatment to remove the lice and eggs (nits) has been successful.

Calling an Ambulance

In an emergency where the situation is life-threatening, there should be no delay in calling for an ambulance. In all other situations the First Aider providing the First Aid will be responsible for assessing if an ambulance is

required and if needed, will direct a colleague to contact the Office and ask for an ambulance to be summoned giving:

- Details of casualty's condition
- Exact location of casualty
- Possible entry for ambulance
- An adult should be sent to the entrance of choice to guide the ambulance to the casualty

- Pupils requiring transfer to hospital by ambulance may be accompanied by a member of school staff if their parent/carer is not in attendance. Parents/carers will be informed directly, and arrangements made for them to meet at the hospital.

Pupils with a Medical Condition/Need

When a child joins the school, parents are asked to supply information about each child's medical needs and are asked to keep that information up-to-date on a regular basis.

Pupils with a medical condition or need (e.g. asthma, anaphylaxis, diabetes) will require a Health Care Plan, to be provided by the pupil's parents. The Health Care Plan will contain details of care to be given in an emergency and emergency contact numbers, which are populated from the schools MIS system. Teachers responsible for pupils with a Health Care Plan will be expected to familiarise themselves with the emergency care to be given to named pupils if required. These easily identifiable Personal Medical Kits, in orange medpac bags, and are located in the following areas: -

- Junior bags are kept in an unlocked cupboard in the Medical Room (which pupils do not enter without an adult) and the second EpiPen's in the junior kitchen.
- Yr.1 & 2 bags are kept in the Infant Staff Room (which pupils do not enter without an adult) and the Yr. R,1 & 2 second EpiPen's in the Cleaning cupboard near the Infant Hall.
- Reception bags are kept in a basket on the shelf in the Reception Staff toilet area.

Lists of children who hold any type of medication in school are displayed in each relevant classroom, enabling staff to become familiar with the children in each class.

A photograph of each child requiring an epipen, with a label explaining what they are allergic to, is on display in both the Infant and Junior staff rooms.

If a medical condition means that a child is away from school, support will be put in place to help them to catch up.

Hygiene/Infection Control

All staff will take precautions to avoid infection and must follow basic hygiene procedures.

All First Aid Kits contain single-use disposable gloves that must be worn when dealing with blood and other bodily fluids. Appropriate PPE should also be worn.

All staff dealing with accidents should have near-by access to hand washing facilities.

Hygiene procedures for dealing with the spillage of body fluids are strictly followed (see Clearing of Bodily Fluids Procedure).

The Trust has a responsibility under RIDDOR to report certain accidents, diseases, and dangerous occurrences.

Procedure to be followed in the event of an accident

A trained first aider will deal with minor injuries wearing the appropriate PPE if a pupil or member of staff has an accident, but if hospital attention is needed then the trained first aider will make that decision and will take the necessary action to get that person to hospital. If staff are in any doubt regarding the seriousness of the situation, they

↓

Disposable gloves and aprons must be worn when dealing with blood or any other bodily fluids, and these should be disposed of, along with any bloodied tissues etc., into a nappy sack (tied) and put into a bin with lid ready for disposal.

↓

The accident will be recorded in the accident book (and on Rescue if appropriate), the time it happened, the date, how it happened, first aid given and any recommendations arising.

↓

If the accident has happened to a pupil, the parents must be informed immediately by a member of staff should it be necessary. All accidents involving EYFS pupils are reported on the day to parents. All head bumps must be reported to parents as stated in the Head Injury Policy.

↓

Serious accidents must be reported to the Principal.

N.B. Serious accidents must also be reported following the EDT Accident & Incident Reporting Policy.

Education Development Trust ensure that first aid is delivered in a timely and competent way by the drawing up and effective implementation of the Accident and First Aid Policy.

Legislation: The Health and Safety (First Aid) Regulation 1981, The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013 and The Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Managing medicines on school premises

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication should never be administered without first checking maximum dosages and **when the previous dose was taken**.
- Where clinically possible, medicines should be prescribed in dose frequencies, which enable them to be taken outside school hours.

- The School will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, dosage and storage.
- Exceptions to this are
    - **Insulin**, which must still be in date, but will generally be available to schools inside an insulin pen or pump.
    - **Allergy Medicine** e.g. Piriton, which can be obtained over the counter, but must be in date with clear dosage and storage instructions.
- When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes are always used for the disposal of needles.
- The School Administration will ensure medical details are kept up to date on the Management Information System and data sheets, which include all medical requirements, are distributed
- to class teachers (and other staff as appropriate) at the commencement of each academic year. Any updates to information will be promptly relayed to staff as required.

- Any staff medication must be stored in a locked cupboard or locker at all times. The only exception to this are EpiPens, which should be easily accessible.

Pupils who require over-the-counter or prescribed short term medication

1. Any medication that is to be administered to a pupil must be delivered into the School Office by the parent/carer on the first day of use, along with the appropriate school medical form fully completed and signed by the parent/carer; (this can be found on the School website or in the Main School Office). Forms will not be accepted by email or scan. Please note medication must not be delivered via the pupil. **No medication will be administered without prior completion of this form.**
2. All medicines and forms are kept in a central cupboard, or fridge in the Medical Room for a maximum of 3 days (please see packaging), or until the course is finished. All unused medication is then handed directly to parents/carers, not given to the pupil to take home.
3. A copy of the medical form will be sent to the class teacher. In the Junior School pupils should be sent to the School Office for administration of their medication and Infant School pupils should be escorted to the Medical Room where medication can be accessed, administered and paperwork completed. Any staff administering medication should wear the appropriate PPE which can be found in the First Aid Room.
4. The member of staff administering the medication is required to complete a 'Record of Medication' form and ensure that a second member of staff verifies, by signature, that the medication and paperwork correspond before administering the medication.

Pupils with specific on-going medical needs

1. Any medication that is to be kept at school, for a pupil with specific on-going medical needs, must be delivered into the School Office by the parent/carer who will then complete a Healthcare Plan along with a 'Request for administering medication form'.

2. On-going medication is kept in orange medpac bags, which are clearly labelled. The Junior

   medpac bags are kept in an unlocked cupboard in the Medical Room (which pupils do not enter without an adult) and the second epipens in the Junior kitchen, along with a copy of the completed Health Care

   Plan & 'Details of Medication' form. The Year 1 & 2 medpac bags are kept in the Infant Staff Room (which pupils do not enter without an adult) and Year R, 1 & 2 second epipens in the Cleaning Cupboard near the Infant Hall. The Reception medpac bags are kept in a basket on the shelf in the Reception Staff Toilet area. A list of children who have medpac bags is kept their classroom and it indicates where the bags are kept. It is the class teacher's responsibility to make sure this information is passed to PE teachers, new teachers and made readily available to supply staff and support staff in the classroom.

3. The teacher is responsible for taking the appropriate child's medication on school trips in the dedicated orange rucksacks and these go with the trip co-ordinator. Medpac bags must also be taken to the Church for assemblies and other events.

4. EYFS parents are informed by the teacher via a note in the contact book, and also at pick up time when asked to sign and verify as seen the Record of Medication form each day the medication has been given.

5. Yr.1 to Yr.6 parents are informed, by telephone, if any oral medication is given and the time it is given e.g. Piriton.

6. Copies of all Health Care Plans are kept in the Central Medical File in the Main School Office and a copy sent to relevant staff for filing on pupil files. An orange confidential medical file is kept in both Infant and Junior Staffrooms which contains copies of the Health Care Plans.

7. The First Aider at Work will collect medical boxes at the end of each academic year and review contents, ensuring medication and associated details are up to date.

Guidance on individual medical conditions is given on a child by child basis and a Health Care plan is created.

Asthma
Children with asthma must have immediate access to their inhalers when they need them.

For such children, a Health Care Plan needs to be completed, which will be kept in the Main School Medical file, the class orange medical bag, the orange staff confidential file in the staff room and a copy to the class teacher for pupil file. This will include any relevant request to administer medication.

The class teacher is responsible for keeping a check on the volume of medication left in the inhaler, if used on a regular basis. It is also their responsibility to ensure the inhaler is available to the pupil during off-site activities, school trips, etc.

In the case of a severe condition, a decision should be reached between the parents and the Principal whether the child should carry an inhaler with them at all times in a medpac active pouch supplied by the school.

Emergency Procedure
If there is any doubt as to the severity of the case, or if the pupil does not respond to the medication, then an ambulance must be called. The 'Request for Emergency Services' procedure is situated next to each telephone in the school.

Anaphylaxis
A Health Care Plan is to be completed, which will be kept in the Main School medical file, the class orange medical bag, the kitchen orange medical bag, the orange staff confidential file in the staff room and a copy to the class teacher for pupil file. This will include any relevant request to administer.

Parents should ensure the School has two in-date epipens.

The class teacher is responsible for ensuring the epipen is available to the pupil during off-site activities, school trips etc. A second epipen should be stored in the dining area.

ALL members of staff should be aware where these are kept in case of an emergency. A photograph of the pupil should be on display in the relevant staff room with the relevant medical information.

The school holds two spare Epipens. Staff receive annual training in AAI use and recognition of anaphylaxis.

Emergency Procedure
If there is any doubt as to the severity of the case, or if an epipen is administered, then an ambulance must be called. The "Request for Emergency Services" procedure is situated next to each telephone in the school.

Mrs E. Steinmann-Gilbert
Principal
St. Andrew's School

Policy Date: 1st September 2026
Policy Review Date: September 2027

Appendix 1: Staff trained in First Aid

First Name	Surname	Staff Category	Course Name	Completed Date	Expiry Date
Lisa	Allen	Pre-school Staff	First Aid - Paediatric	04/04/2025	04/04/2028
Kuldeep	Bahia Grimes	Teaching Staff	First Aid - Paediatric	31/03/2026	31/03/2029

Rebecca	Balea	Teaching Assistant	First Aid - Paediatric	04/04/2025	04/04/2028
Tracy	Brown	Teaching Assistant	First Aid - Paediatric	04/04/2025	04/04/2028
Lorraine	Burrows	Teaching Staff	First Aid - Paediatric	18/04/2024	18/04/2027
Leigh	Butler	Pre-school Staff	First Aid - Paediatric	04/04/2025	04/04/2028
Alison	Connelly	Teaching Assistant	First Aid - Paediatric	04/04/2025	04/04/2028
Olivia	Deller	Teaching Assistant	First Aid - Paediatric	18/04/2024	18/04/2027
Deborah	Facer	Pre-school Staff	First Aid - Paediatric	22/11/2025	21/11/2028
Suzanne	Fellows	Teaching Assistant	First Aid - Paediatric	18/04/2024	18/04/2027
Natalie	Flatman	Teaching Staff	First Aid - Paediatric	04/04/2025	04/04/2028
Sarah	Fox	Teaching Staff	First Aid - Paediatric	31/03/2026	31/03/2029
Paul	Gardner	Teaching Staff	First Aid - Paediatric	04/04/2025	04/04/2028
Hayley	Glazebrook	Support Staff	First Aid - Paediatric	04/04/2025	04/04/2028
Kirsty	Haviland	Contractor - Harrisons	First Aid - Paediatric	04/04/2025	04/04/2028
Sarah	Holmes	Teaching Staff	First Aid - Paediatric	18/04/2024	18/04/2027
Zoe	Hook	Teaching Staff	First Aid - Paediatric	31/03/2026	31/03/2029
Louise	Humphrey	Contractor - Harrisons	First Aid - Paediatric	04/04/2025	04/04/2028
Rizwana	Hussain	Pre-school Staff	First Aid - Paediatric	13/12/2025	13/12/2028
Philip	Jack	Teaching Staff	First Aid - Paediatric	04/04/2025	04/04/2028
Kerry	Jarvis	Pre-School Staff	First Aid - Paediatric	31/03/2026	31/03/2029
Aizaz	Khan	Teaching Staff	First Aid - Paediatric	04/04/2025	04/04/2028
Pearl	Koi	Pre-school DDSL	First Aid - Paediatric	18/04/2024	18/04/2027
Agnieszka	Krogulewska	Pre-school Staff	First Aid - Paediatric	18/04/2024	18/04/2027
Funmi	Lakanu	DSL	First Aid - Paediatric	18/04/2024	18/04/2027
Mary	Leonard	Support Staff	First Aid - Paediatric	18/04/2024	18/04/2027
Roberta	Magro	Teaching Assistant	First Aid - Paediatric	04/04/2025	04/04/2028
Nicola	Marshall	Deputy DSL - Main School	First Aid - Paediatric	18/04/2024	18/04/2027
Julia	McKiernan	Teaching Staff	First Aid - Paediatric	31/03/2026	31/03/2029
Holly	Mercer	Teaching Staff	First Aid - Paediatric	31/03/2026	31/03/2029
Luke	Murphy	Support Staff	First Aid - Paediatric	31/03/2026	31/03/2029
Laura	Norman	Teaching Staff	First Aid - Paediatric	18/04/2024	18/04/2027
Chelsea	O'Brien	Teaching Assistant	First Aid - Paediatric	25/04/2026	25/04/2029
Noelle	Odie	Pre-school DDSL	First Aid - Paediatric	04/04/2025	04/04/2028
James	Pitcher	Teaching Staff	First Aid - Paediatric	04/04/2025	04/04/2028
Anna	Privsa	Teaching Assistant	First Aid - Paediatric	18/04/2024	18/04/2027
Frances	Pyke	Pre-school Staff	First Aid - Paediatric	04/04/2025	04/04/2028
Nadiah	Rakotonanahary	Teaching Staff	First Aid - Paediatric	18/04/2024	18/04/2027
Lucy	Russon	Teaching Staff	First Aid - Paediatric	31/03/2026	31/03/2029
Sevda	Saglam	Pre-school Staff	First Aid - Paediatric	31/03/2026	31/03/2029
Prudence	Sanderson	Teaching Staff	First Aid - Paediatric	18/04/2024	18/04/2027
Hannah	Smith	Teaching Staff	First Aid - Paediatric	04/04/2025	04/04/2028
Emma	Steinmann-Gilbert	Deputy DSL - Main School	First Aid - Paediatric	18/04/2024	18/04/2027
Polly	Varela	Support Staff	First Aid - Paediatric	18/04/2024	18/04/2027
David	Vivash	Support Staff	First Aid - Paediatric	31/03/2026	31/03/2029
Melissa	Wilson	Teaching Staff	First Aid - Paediatric	18/04/2024	18/04/2027
Emilia	Wojcieszuk	Teaching Assistant	First Aid - Paediatric	18/04/2024	18/04/2027

Nicky	Bourgerie	Support Staff	First Aid at Work (FAAW) - Level 3	20/08/2025	20/08/2028
Kate	Conway	Support Staff	First Aid at Work (FAAW) - Level 3	31/01/2025	31/01/2028