



FIRST AID POLICY

January 2026

Potter Street Academy
Part of the Passmores Co-operative Learning Community

PCLC Position Statement

All PCLC schools have an approach that is based on the following key principles:

- Our unconditional positive regard ensures that every young person is highly valued and expected to achieve their potential;
- every young person has the right to be successful and has ability to achieve, no matter what their socio-economic background;
- there is no limit to achievement – intelligence can be developed;
- each student must know what to do in order to improve and how to do it, high expectations
- on their own are not enough;
- consistency of experience is fundamental; each school is a team and consistency makes us
- greater than the sum of our parts;
- employment opportunities in PCLC schools should allow all colleagues to inspire a love for learning; not simply process and record what we find.

By ensuring all of actions and decisions adhere to these principles our community members:

- are highly valued and expected to achieve their full potential, no matter what their
- socio-economic background;
- benefit from an inclusive ethos, excellent teaching and a broad and balanced curriculum underpinned by strong leadership, in a local school;
- are supported and encouraged to lead healthy and active lives making sensible choices,
- whilst respecting the views and attitudes of others.

Statement of First Aid organisation

The school's arrangements for carrying out the policy include eight key principles.

- Places a duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.

Arrangement for First Aid

Materials, equipment and facilities

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on 'First Aid for schools'.

The Appointed Person: Currently the Appointed person is Lisa Gant. She will regularly check that materials and equipment are available. She will ensure that new materials are ordered when supplies are running low.

Each class have their own First Aid Box. These are stored where they are visible and easy to access. The school has a medical room containing first aid equipment. It is the responsibility of the adults to notify the appointed person if stock runs low.

The school has their own trip first aid bum-bags. It is the responsibility of the adults of that class to notify the appointed person if stocks in the trip bag are running low.

Responsibility to regularly check First Aid Boxes located in the classrooms lies with staff working in the classes. If First Aid boxes need replenishing the Appointed Person should be immediately notified and extra supplies should be requested.

Playground:

It is every supervising adult's responsibility to provide FA in case of a minor accident. Should an adult not have FA training, they then can request help/ second opinion from a qualified First Aider.

In case of a major accident or a head injury a qualified First Aider must be asked to assist in giving First Aid.

Cuts

The nearest adult deals with small cuts. All open cuts should be covered after they have been treated with a cleansing wipe. Any adult can treat more severe cuts, but a fully trained first aider must attend if advice is needed. All cuts should be recorded in the accident file and an accident form should be given to the parents/carers.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

Head injuries

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 by telephone. The adults in the child's classroom should be informed and keep a close eye on the child. All bumped head accidents should be recorded in the accident file. Children with a bumped head should be given a head injury letter to take home.

First Aid and Medicine files

FA files and medicine files are kept in the classrooms. The contents of these files are collected at the end of the academic year, by the appointed person, and kept together for a period of 3 years as required by law.

For major accidents/ incidents a further statement must be completed within 24 hours of the accident/ incident. (Any accident that results in the individual being taken to hospital is considered a major accident/ incident.). The statement is then given to the office and once completed a copy of it must be kept on file. Once the statement is received the office will make a report on-line via RIDDOR. The Headteacher will be advised of all reports made.

Administering medicine in school:

At the beginning of each academic year, any medical conditions are shared with staff and a list of these children and their conditions is kept in the Teachers' files/ Inclusion folder/ First Aid-Medicine Record files and on file in the office.

Children with specific Medical conditions (e.g. allergy that requires EpiPen/epilepsy) have to have a care plan raised by the SENCO, signed by parents/ guardians. These need to be checked and reviewed regularly. Medications kept in the school for children with medical needs, are stored in the class if not refrigerated and are clearly labelled with the child's name.

All medicines in school are administered following the agreement of a care plan.

Asthma

Children with Asthma do not require a care plan but parents are directed to complete an asthma form. It is the parents/carers responsibility to provide the school with up-to date Asthma Pumps for their children. The appointed person checks the expiry date on the pumps regularly and inform parents, should the pumps expire or run out. Asthma pumps are stored in the class cabinets and clearly labelled with the child's name. Asthma sufferers should not share inhalers. It is the class adults responsibility to ensure asthma pumps are taken on all out of school activities.

Only **Blue** (reliever) Asthma Pumps should be kept in schools.

Generic emergency salbutamol asthma inhalers:

In accordance with Human Medicines Regulations, amendment No2, 2014, the school is in possession of 'generic asthma inhalers', to use in an emergency.

These inhalers can be used for pupils who are on the school's Asthma register. The inhalers can be used if pupils' prescribed inhaler is not available (for example, if it is broken or empty). The emergency inhalers are stored in the first aid room. The inhalers are clearly labelled.

In case of an emergency an adult needs to be sent to get the asthma pump while a First Aider remains with the child. Once the pump has been administered, (older children can administer it for themselves under supervision) the First Aider needs to record the time and dose of

salbutamol (how many puffs have been administered). This needs to be recorded on administering medicine form. Kept in the First Aid folders in each classroom. For further information on administering medicine see next section, also see Pupils with Medical conditions in School policy.

Adults may also use the inhalers in an emergency and should follow the above instructions on recording the use of the inhalers.

Other Medicines

Short term prescriptions; Medications such as the short-term use of antibiotics or painkillers can be administered only if the parent /guardian fill out the 'parental consent form for administering medicine' form. Parents can obtain the form from the office on the first day of requesting the medicine to be administered at school. The class adults will make sure the medicine is administered. The copy of the Administering Medicine at Schools Form must be kept. Staff should encourage parents to administer all other medicine at home. Please note the school will only administer medicine once in the school day.

Medications that need to be kept in the fridge can be stored in the first aid room.

Calling the Emergency services.

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

The Head of School or Deputy Headteacher should be informed if such a decision has been made even if the accident happened on a school trip or on school journey.

If the casualty is a child, their parents/ guardians should be contacted immediately and given 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 available from the school office.

Headlice

Staff do not touch children and examine them for headlice. If we suspect a child or children have headlice we will have to inform parents/carers. An email should be sent home to all the children in that class where the suspected headlice incidence is. If we have concerns over headlice the school nurse can be called in, to give advice and guidance to parents/carers on how best to treat headlice.

Chicken pox and other diseases, rashes

If a child is suspected of having chicken pox etc, we will look at the child's arms or legs. Chest and back will only be looked at if we are further concerned and two adults should be present. The child should always be asked if it was ok to look.

What to do

Advice on childhood illnesses



Go to school; if needed, get treatment as required



Some restrictions for school attendance



Don't go to school and see the GP

What it's called?	What it's like	Going to school	Getting treatment	More advice
Asthma flare up	Worsening of usual symptoms		Follow your care plan	Stay off school if feeling too unwell
Chicken pox	Rash begins as small, red, flat spots that develop into itchy fluid-filled blisters		Pharmacy	Back to school five days after on-set of the rash, or when all lesions are crusted over
Common cold	Runny nose, sneezing, sore throat		Pharmacy	Ensure good hand hygiene
Conjunctivitis	Teary, red, itchy, painful eye(s)		Pharmacy	Try not to touch eye to avoid spreading*
Flu	Fever, cough, sneezing, runny nose, headache, body aches and pain, exhaustion, sore throat		Pharmacy	Ensure good hand hygiene*
German measles/ Rubella	Fever, tiredness. Raised, red, rash that starts on the face and spreads downwards		GP	Back to school four days after the rash has started, if feeling well enough. Please let the school know, as pregnant members of staff may be affected.
Glandular fever	High temperature, swollen glands, sore throat; usually more painful than any before		GP	*
Hand, foot & mouth disease	Fever, sore throat, headache, small painful blisters inside the mouth on tongue and gums (may appear on hands and feet)		GP	Attend school while monitoring symptoms
Head lice	Itchy scalp (may be worse at night)		Pharmacy	
Impetigo	Clusters of red bumps or blisters surrounded by area of redness		GP	Back to school when lesions crust or 48 hours after start of antibiotics
Measles	Fever, cough, runny nose, watery inflamed eyes, rash		GP	Back to school four days from on-set of rash, and if feeling well enough
Ringworm	Red ring shaped rash, may be itchy, rash may be dry and scaly or wet and crusty		Pharmacy	
Scabies	Itching rash, commonly between fingers, wrists, elbows, arm		GP	Back to school after first treatment
Scarlet fever	Fever, unwell, red tongue, sandpaper rash		GP	Exclusion period during first 24 hours of antibiotics*
Shingles	Pain, itching, or tingling along the affected nerve pathway. Blister-type rash		GP	Only stay off school if rash is weeping and cannot be covered
Sickness bug/ diarrhoea	Stomach cramps, nausea, vomiting and diarrhoea		Pharmacy	Contact GP if symptoms persist after 48 hours
Threadworms	Intense itchiness around anus		Pharmacy	Ensure good hand hygiene
Tonsilitis/ Strep throat	Intense sore throat for more than 1 day		Pharmacy	See GP if temperature lasts more than 48 hours or cannot swallow. Only need to stay off school if feeling too unwell
Whooping cough	Violent coughing, with a 'whoop'		GP	Exclusion period during first five days of antibiotics
Covid				Visit www.nhs.uk for latest guidance

*Attend school while monitoring symptoms.

This information is a guide and has been checked by health professionals. If you are unsure about your child's wellbeing, we recommend you contact your pharmacy or GP to check.

Working in partnership with

Should my child go to school/nursery today?

Hertfordshire and West Essex Healthier Together for further information

<https://www.hwehealthiertogether.nhs.uk/parentscarers>

