



Norwich Road Academy

First Aid Policy

Date of policy	June 2025
Member of staff responsible	A Riddiford
Review Date	June 2026

Introduction

At Norwich Road Academy we aim to provide an environment which is safe and secure for all pupils, staff, parents and visitors. As we are a busy school, accidents and events that may cause illness or injury are inevitable. The aim of this policy is to ensure that if an accident or an event occurs which results in the requirement of first aid to be administered, that it is dealt with minimal discomfort or distress to the individual with no long-term affect.

Responsibilities

The school has an appointed First Aid Officer who is responsible for the first aid equipment / room in the school. The First Aid Officer will also offer support to other first aiders if required. If an ambulance or other professional medical help is required, the first aid officer should be notified and will take charge of the care of the individual along with a senior member of staff.

When first aid is required at break time, then a first aider on duty will treat the individual on a bench on the playground. If an ice pack is required or privacy is needed then the first aid room can be used. Two boxes will be available to be taken outside during this time. The first aid room must be kept clean and tidy at all times. If first aid is required during lesson time then a TA who is first aid trained can treat the individual using a class room first aid kit. If required equipment is not in the box then the use of the first aid room will be required. A record of the treatment given should always be logged in the first aid room using the correct book and other paperwork if required.

Names of the first aid officer and all those who have a first aid qualification are listed in the appendix.

First Aid Procedures

Injury

When an injury occurs the individual should be taken to a first aider or the first aid room where treatment can be given. If an individual cannot make it to the first aid room on their own, then adults will need to safely help the child to the nearest bench. The first aider can then assess the individual on whether the individual should be assisted back to the first aid room or if outside medical help is required i.e. ambulance.

While waiting for medical help the member of staff should if possible:

- Comfort the individual
- Clear the area of spectators
- Find out in detail what has happened and any other injuries in the first aid book
- Treat what injuries you can
- Notify the office at the earliest opportunity so that additional support can be obtained if needed.
- Inform the parent/guardians of the child

Once in the first aid room the first aider can assess and treat the casualty and decide what action is to be taken. This may be calling a parent/guardian to collect the child, calling for outside medical help

or just sending them back to class as they have recovered. If the injury is serious the first aid officer will need to be called and an ambulance phoned for if needed.

If the parent/guardian cannot be contacted, then the child should be made comfortable until collection. If the injury/condition worsens then an ambulance will be called. A member of staff will need to accompany the child to hospital until a parent/guardian can be contacted to attend.

All injuries must be recorded in the correct book, by an adult and with full details. An injury form must be sent home with the child. The office will need to be told if a child has had an injury to their head as a text home will need to be sent. Any bumps to the head should be treated seriously and children should be monitored carefully thereafter. Any concerns should be acted on promptly.

Forms can be found in the first aid room. The child's full name and class will need to be given. Teachers should be made aware if a child is sent home or needs to be kept an eye on for the rest of the day.

Illness

If a child is feeling unwell, then the first aider should ask the child about their symptoms and check their temperature if necessary. If the child has a temperature (recording over 37.6), looks pale, vomited, tired, dark lines under eyes and generally looks unwell then a parent/guardian should be contacted and the child sent home. If someone cannot be contacted, then the child should be asked to drink plenty of water and sit in a quiet cool/warm place to see if that helps them feel better. The teacher should be notified if a child is feeling unwell so they can monitor the child in class.

A member of the Senior Leadership Team should be consulted before a child is sent home.

Ambulance

If an injury or illness needs further medical assistance, then the decision to call an ambulance usually rests with the First Aid Officer or a senior member of staff. However, in an emergency, any member of staff can make an emergency call. It is paramount that the safety and wellbeing of the injured individual is maintained. Once a call has been made the First Aid Officer should be notified along with a senior member of staff and/or the Principal. The parent/guardian of the child should be contacted and informed that their child has had an accident and further medical assistance is required/advisable. If a parent/guardian cannot be contacted then either the Principal or a senior member of staff attending the incident will decide who will travel with the child in the ambulance. Medical information and personal details will be needed to book the child into hospital and help with treatment and so should be ready before departing. Parents/guardians will need to be updated with information regarding the name of the hospital, time and details of the injury/illness. All relevant forms should be filled in as soon as possible.

First Aid Kits and Equipment

The First Aid Officer is in charge of looking after and restocking the first aid supplies. All medical supplies will be kept in the cabinet in the first aid room. Stock should be checked regularly that it is still in date, not damaged and re-order if low. Any electrical equipment i.e. fridge/ freezer should be PAT tested and the freezer defrosted regularly. First aid forms are in the first aid room and should be

kept in the first aid room. Forms must be kept for 20 years in a secure place. All kits that are kept in class, staff room or office should be checked and looked after by a member of staff that works in that environment. A list of first aid kits are in the appendix. Any ice packs that leave the first aid room will need to be signed out and then signed back in. Each ice pack has a number on it. The number will need to be recorded on the form. Any ice pack that is damaged will need to be replaced and the first aid officer told. The form is on top of the fridge.

First Aid Kits for Classrooms

The teaching assistant in the classroom should be responsible for checking that all items are in date, clean and still in packaging. Gloves must be kept in pairs, folded inside out and kept in a sealable bag to stop contamination. Any items missing or out of date should be replaced straight away. A list of items that should be in the box should be stuck to the inside lid of the box. Out of date items should be given to the first aid officer to destroy. All first aid kits should be kept in clear sight in the classroom so easily available if needed.

Lunchtime

All first aid trained Midday Supervisors will wear a 'bum bag' with the essential first aid items. The designated first aider on both front and back playground will have a first aid box which will have ice packs and other items as well as first aid forms. The Senior Midday Supervisory Assistant will also be first aid trained and may take the lead if necessary with a first aid emergency. The first aid room will be available if needed for privacy. MSAs will need to ensure all relevant first aid forms are filled in with full name of the child and the teacher informed if needed.

First Aid Kits for PE, Clubs and Activities

The member of staff leading the activity is responsible to ensure that a kit is available for use if needed. This applies both during and after school. The member of staff must ensure all children have any medication i.e. Epi-pen or inhaler that they may need before the activity starts. This means they are ready and available for use if needed. If used the staff member will need to fill in the correct forms and let parent/guardian know what has happened.

Swimming Trips

The group leader organising the trip should make sure a first aid kit is taken each time and that supplies are in date. Any supplies used should be replaced and forms filled in once back on school site. The leader will need to make sure there are enough first aiders on the trip. Group leaders will need to take any medication with them that any child will require while off school grounds. All staff on the trip should be made aware of children with medical conditions. The Leisure Centre will need to be made aware of any incidents while there and any forms that they have will need to be filled in. If outside medical help is required then the school will need to be informed and parents notified.

First Aid for School Trips

The group leader organising the trip will need to make sure there are the relevant amount of staff who are first aid trained going on the trip. The relevant first aid kits will need to be found and checked there is nothing missing in them. Children with any medication should be highlighted and medication taken with them. If/ when appropriate, medication can be kept with the child or with a member of staff within the child's group. All staff on the trip should be made aware of children with

medical conditions. Any items used should be replaced as soon as possible along with any forms that may need to be filled in. The place of visit should be made aware of any first aid help required and any forms should be filled in as and when required. If outside medical help is required then the school will need to be informed and parents notified. The group leader will be in charge of the situation.

Sports Day

The lead organiser is responsible to ensure correct first aid cover is in place for the event. A red sports bag will be available to use if wanted filled with appropriate kit. Staff will need to ensure all children with medication have it with them ready for use if needed. First aid forms will need to be filled in and parents/guardians informed. The first aid room will be available for privacy if needed along with blankets. Staff will need to be prepared that first aid may need to be given to any visiting adults watching the children. Children may need to be reassured and cared for in the event an adult of theirs are requiring first aid treatment. Details of the adult should be logged in the same way as a child or member of staff in the school. The first aid folder for staff and visitors can be found in the School Office.

Evacuation of school

In the event that the school will need to be evacuated e.g. fire alarm, the emergency first aid kit should be taken. This kit will include a first aid kit, blankets and water. Any extra kits that can be taken will be beneficial. The first aid officer will be in charge of checking and restocking the kit. All forms should be filled in as soon as it is possible.

Individual Health Care Plans (IHCP)

Individual Health Care Plans (IHCP) are put in place to help with the care for children who have a medical need, such as:

- Epilepsy
- A known heart condition
- A risk of anaphylaxis
- Asthma
- A long-term illness
- Are taking long term medication
- Suffer acute pain
- A food intolerance and or an allergy
- A medicated mental health issue, such as ADHD

A plan will be required for a child taking long term medication. This will be written up with information provided by parents/ guardians and the health authority involved with the child. All IHCP will need to be updated annually or as information changes. Plans will then need to be passed on to relevant staff and for them to read.

Any child who has a personal care need will need to have a personal care plan completed. An outline of requirements will need to be set and agreed by staff and parents. This will make sure that all of the child's needs are met.

Medication

Sometimes a child may need to take medication during the day at school. We as a school are happy to look after the medical needs of a child whilst in our care. If a child needs to take medicine at school it will only be administered to a child if

- A Health Care Plan has been completed.
- A medical form has been completed with written parental consent i.e. (painkillers like paracetamol or antibiotics depending on type and prescription).

Any medication supplied by a parent/ guardian must be labelled with pupil's name, date of birth, expiry date, storage instructions and class. A medication form should be kept with the medication along with dosage instructions. A member of staff must be present when a child is taking medication and a record made of date, time, dose and signature of staff. A letter will be given to the parent/ guardian at the end of the school day with details of the doses given.

Some medication may need staff to be trained to give medication. Training will be given by a trained medical professional. A copy of all letters and forms should be put in the child's medical file. Medication should be kept in a locked safe place away from children. If medication needs to be kept in a fridge this should be clearly labelled and out of reach of children. If a child goes out on a school trip the medication and dosage instruction should be kept with the member of staff who will be with the child during the day. This member of staff should be someone who the child knows and has had any relevant training needed to administer the medication. At the end of the day, week or term medication can be collected by a parent/ guardian to be taken home if needed. Arrangements will also need to be made for the medication to be returned to school once the child returns.

Medication should have expiry dates checked regularly and that medication has not been damaged or tampered with. Parent/ guardians should be sent a letter if their child's medication is due to expiry and/ or gone out of date. Out of date medication should be disposed of safely at a pharmacy or doctor's surgery if a parent or guardian has not done so.

Health Care Plans and medication should be made easily accessible for staff working with the child or ambulance/ hospital staff if required. Information must also be seen as confidential at the same time but ready to be accessed in an emergency i.e. an ambulance called. Teaching staff must be aware of any Health Care Plans and how to deal with any emergency situations. MSA's and any other staff who may work with the child should also be aware of where medication will be kept in case of emergency. Pupils are not expected to keep inhalers on them but staff and the child should be aware of where they are.

Dealing with blood and body fluid spills and waste disposal

Whenever treating a child you should always make sure you are using the correct personal protective equipment (PPE). This can be gloves, aprons, face masks, arm sleeve protectors or face shield. These

will be provided for use if and when required. Good PPE practice will help with infection control in the school environment. Gloves should always be used when dealing with blood and bodily fluids. To prevent the cross contamination of infection from one to another, gloves should be used as single use only. Change of gloves between patients will prevent cross contamination.

Bodily fluid spill compound can be found in the first aid cupboard. Instructions for use can be found on the side of the bottle. A yellow dustpan and brush can also be found in the first aid room along with spare yellow bags. Once the compound has had its set time it can be swept up and collected in a yellow bag. The yellow bag can then be put in the hazardous waste bin. Gloves should be worn while cleaning up.

Any waste from the administration of first aid is regarded as hazardous. Hazardous waste disposal facilities will be located in the first aid room and lined with a yellow bag. Only bio hazardous waste should be placed in the bin to be disposed of. The bins should be collected and replaced regularly by companies that specialise in sanitary disposal of hazardous waste.

Review

This policy will be reviewed annually or as required.

First Aid Policy Appendix

Annual update in September required.

First Aid boxes in school

- Little Caterpillars/ Bumblebees/ Honeybees
- Ladybirds/ Butterflies
- Grasshoppers
- Dragonflies
- Wagtails
- Robins
- Otters
- Hares
- Kingfishers
- Owls
- Herons
- Badgers • Foxes
- Kestrels
- Hedgehogs
- Staff room
- School Office
- Elmer's room
- Library
- Main hall
- Dinner hall

First Aiders in school

Teachers, Office and Site Staff

- Rebecca Sangster
- Dawn Marshall
- Allexis Riddiford
- Mark Davies

Teaching Assistants

- Audroyne Abartyte
- Kay Abbott
- Maria Babatunde

- Ellie Benton
- Kerry Bartlett
- Marie Dale (Also First Aid at Work)
- Keeley Emmerson
- Aimee Gathercole
- Sue Hurst
- Melanie Jeanes (also First Aid at Work)
- Molly Magee
- Monica Milner
- Emily Miller
- Sophie Parish
- Elizabeth Talbot
- Karaline Walsh

MSAs

- Aimee Gathercole
- Elaine Lydon
- Monica Milner
- Emily Miller

Cleaners

- Monica Milner