Tidbury Green School
Dickens Heath Road
Tidbury Green
Solihull
B90 1QW

Policy Name

First Aid

Date of Review

Autumn Term 2025

Next Review Date

Autumn Term 2027

Agreed by Governors

Autumn Term 2027

Date

October 2025

Policy:	First Aid Policy
People authorised to make changes to this policy:	• Mrs E Smith • Mrs R Fitter
Committee responsible for approving policy:	Policy, Curriculum, Scrutiny & Standards

Questions for the reviewer of this policy:	
Does this policy comply with statutory requirements and is relevant legislation and guidance referenced in the policy?	
Does the policy reflect current evidence-based good practice?	
Is the policy consistent with the vision and ethos of the school?	
Does the policy reflect current practice in the school?	

After policy review:	
Changes made:	Terminology updates
Expected impact of updated policy:	Health and Safety of pupils, staff and visitors
Updated policy sent to governors:	Autumn Term 2025
Updated policy sent to staff:	Autumn Term 2025
Updated policy put on website:	N/A

To be read in conjunction with:
Medical Conditions in School Policy
The Administration of Medicines in Schools
Supporting Pupils in School with Medical Conditions

1. Introduction

Tidbury Green School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees, pupils and visitors.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

1.1 The Employer (L.A) is responsible for all Health and Safety in our school. The Headteacher maintains the responsibility that staff are trained and have the correct equipment available to them in order to fulfil any first aid requirements.

1.2 The Governing Body will review the First Aid Policy and ensure it adheres with relevant legislation including:

- The Administration of Medicines in Schools advice from the NHS
- DfE ' Guidance on First Aid for Schools '
- The Health and Safety (First-Aid) Regulations 1981
- Education (School Premises) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013)

1.3 The governing body and/or head teacher will regularly review the school's first-aid needs and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

2. Appointed Person

It is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate:

- what to do in an emergency;
- cardiopulmonary resuscitation;
- first aid for the unconscious casualty;
- first aid for the wounded or bleeding.

The Appointed people for Tidbury Green School are the Business Manager and Site Manager, Mrs E Smith and Mr C Pinner.

3. Information for staff, pupils, visitors

The Head Teacher or Business Manager must inform all staff of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the school's first-aid needs. The number of first aid personnel within the school is dictated by the LA.

3.1 Location of first aid boxes

- Key stage 1 outside year 1
- Key stage 2 outside years 3 and 4
- Key stage 2 outside years 5 and 6
- Early Years Foundation Stage
- School Office
- Early Years Flamingos / Pre-school Classroom
- Hall
- Nursery Classroom

3.2 First Aiders

A list of first aiders with name and area worked in is beside each first aid box, in the reception area of the school and Staffroom.
The number of required first aid personnel is dictated by the LA and all have received the required training.

4. Hygiene/Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

5. Reporting Accidents & Record Keeping

5.1 Head Injuries

Any child that receives a head injury during the school day will be assessed by a first aider. If the child is distressed or has a visible sign of a head bang (ie: lump, redness, bruising) the parent will be called

immediately.

If there are no visible signs of injury, and the child shows no signs of distress, an ice pack will be applied, and the treatment recorded. A copy of the treatment report will be emailed to the parent via the first aid reporting system, and the teacher will be informed that the pupil should be monitored for the remainder of the day. If there is any doubt, parents will be contacted. In cases where there are signs of injury to the face, a courtesy call will be made to the parent to inform them, and a first aid report will be completed.

5.2 Recording of first aid treatment
For any first aid treatment given to a pupil, an accident report will be completed using our online first aid reporting system, which is accessible at all first aid points throughout the school. Once submitted, the record is automatically emailed to the parent to inform them.
We will record the following information:

• Name of injured person
• Name of the first aider
• Date of the accident
• Location of accident
• Type of accident (e.g. head injury etc)
• Treatment provided and action taken

5.3 Reporting accidents to the LA
Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for a minimum of 3 years. Any staff accident is reported to the LA Health & Safety team electronically through the SHEAssure online system.

5.4 Care Plan
If a child has an ongoing medical need or a requirement for daily medication or is at risk from allergies, they will be referred to the School Nurse Team where a Care Plan will be completed by the School Nurse. The Business Manager or Site Manager will then disseminate the information to all staff via email and a photograph of the child will be positioned discreetly within each classroom, school office and staff room detailing their requirements.

6. Administering Medicines

There is no legal or contractual duty for staff to administer medicines or supervise a child taking it.

At Tidbury Green School, staff will administer prescribed medicines only to pupils if the medicine cannot be administered by the parent, or, during times when the parent can administer at home. The child's class teacher or after school manager should be made aware of any pupil in their class who is required to take medication during the school day.

A Request to Administer Medicines Form must be completed and signed by parents for any medication administered during school hours. The medicine will be handed by an adult to a staff member at the school reception and will remain in the locked cupboard in the school office. It will be returned to the parent/carer only from the school reception.

For any non-prescribed medicines (e.g., Calpol, antihistamines), these must generally be administered by the parent. Exceptions are made for Calpol, which is kept on school premises, and antihistamines, if held at school for a child's known allergy. In such cases, the medicine may be administered to the child with parental consent if deemed necessary.

The dosage of any medicines will be checked by school staff, and where possible parents will be requested to administer the medicine prior to the child arriving at school.

No pupil will be given any medicine containing aspirin or ibuprofen (including teething gels) unless prescribed by a doctor.

Medicines should have the prescription on the bottle and clearly labelled with the child's name, or on the equipment (ie Asthma Inhaler) in order to be administered by school staff.

Cough sweets, lozenges, vaseline, antiseptic creams will not be administered by any staff member and will only be admitted to school at the Headteacher's or Appointed Persons discretion.

7. Emergency arrangements

7.1 Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgment as to whether there is a requirement to call an ambulance.

The first aider is to 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
• Whenever the first aider is unsure of the severity of the injuries

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

• is considered to be a serious (or more than minor) injury
• results in a reaction that causes concern

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave messages where no answer is received.

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 and all emergency contacts listed for the child every half an 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, or an emergency contact can be contacted and arrive (as required).

In the event that the child requires hospital treatment via an ambulance and the parents cannot be contacted prior to attendance, the Headteacher, or qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parent arrives.

8. Children with medical needs

8.1 Children with medical needs have the same right to admission to our school as other children. Most children with medical needs can attend school and take part in all school activities, with support if needed. The Governing Body will ensure the necessary arrangements are made to support these children.

8.2 Parents/Carers have the prime responsibility for their child's health and should provide the school with all information about their child's medical condition. All children with significant medical needs will meet with the school nursing team or their health visitor to complete a care plan. A copy of the care plan will be stored at the school and if necessary a photograph of the child and their needs will be placed discreetly in the classroom so staff are aware of what action to take.

8.3 Asthma treatment

Staff will receive online training from the school nurse team on how to recognise asthma attacks and how to administer inhalers. Tidbury Green School will only give inhalers that are prescribed for the specific child. These inhalers must be provided by the parent and will be stored in the child's classroom, moving with the child as needed. Staff will take the inhaler with them whenever the child participates in offsite activities, such as school trips or sports events. The school also holds an emergency inhaler for use in cases where a child's prescribed inhaler is not available.

8.4 Epi-pens & anaphylaxis shock

Staff will receive online training from the school nurse team on how to administer epinephrine (EpiPens) to children who have been prescribed them.

A photograph of any child at risk of anaphylactic shock and who has an EpiPen will be displayed in the staffroom and school office. The child's teaching team will also be fully informed of the child's risk.

8.5 Diabetes & Insulin Medication

Staff will receive training from the Paediatric Diabetic Team on how to manage a child with Diabetes Type 1. The child will keep their medication on them at all times. A care plan will be required for any child with diabetes.

9. Administering First Aid off site

A first aider will accompany each class/group on a school trip or event. Each class teacher and/or visit leader will be responsible for taking the correct first aid kit and any prescribed medicines and paperwork with them.