



## Manuden Primary School – First Aid Policy 2025

APPROVED BY GOVERNORS: 17th November 2025

POLICY TO BE REVIEWED: November 2026

A small school with big ideas... Growing hearts, Growing minds, Growing dreams.

### General Statement

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors through the provision of first aid equipment and trained personnel in accordance with the Health and Safety (First Aid) Regulations 1981. First Aid saves lives and ensures that minor injuries and illnesses do not escalate into major ones.

### Aims

Manuden Primary School will ensure that:

- A person is appointed to take charge of first aid arrangements.
- All staff receive up-to-date First Aid training on courses approved by the Health and Safety Executive (HSE).
- All staff are aware of hygiene and infection control procedures.
- Suitably stocked and marked first aid containers are available at appropriate locations throughout the school.
- Information is provided to employees, children and parents on the arrangements for first aid.
- A procedure is in place for managing accidents.
- Written records are maintained of accidents, reportable injuries, diseases or dangerous occurrences.

- A risk assessment of the first aid requirements of the school is undertaken annually and continually reviewed.

## **Procedure**

First Aid is available at all times whilst children, staff and visitors are on the premises, including school-led off-site activities.

## **Children with Medical Needs**

Children with medical needs have the same rights of admission as other pupils. Most can attend school and take part in activities with appropriate support. Parents/carers have prime responsibility for their child's health and must provide the school with accurate medical information.

Where required, an Individual Health Care Plan will be put in place including:

- Details of the child's medical condition
- Special requirements (dietary, pre-activity precautions)
- Administration of medication and parental consent
- Possible side effects
- How to recognise an emergency
- Emergency procedures
- Key contacts
- Staff roles

Photos and brief descriptions for children with significant medical needs will be displayed in the School Office, Kitchen and Staff Room.

## **Accidents**

If a pupil is injured or suspected of injury, they will be sent to the School Office for first aid. If assistance is required, a child will be sent to request support. Lunchtime and breaktime procedures follow the same process.

## **Unwell Children**

Any child feeling unwell will be sent to the School Office for assessment. Parents may be contacted depending on the situation. No child should be left unsupervised.

## **Allergic Reactions – Nut Awareness**

Manuden Primary School is a nut-free school.

- EpiPens/Jexts are stored in classrooms and the School Office.
- Emergency medication includes a photo and clear instructions.
- Staff administer immediately in an emergency.

Parents are reminded not to send nuts, nut products or items such as Nutella or Celebrations containing Snickers.

## **Asthma Management**

Inhalers are stored in the School Office with logs. If used more than four times in a day, parents are contacted. 999 is called in cases of rapid deterioration.

## **Administration of Medicine**

Medication is stored securely. Parent permission is required for non-prescription medicine. All administration is logged. Prescription medicines require the appropriate form.

## **Accident Reporting**

All accidents are recorded using CPOMS. Serious injuries are reported to parents immediately. Head injuries result in a Bumped Head Letter. RIDDOR reporting is completed where required.

## **Transport to Hospital or Home**

HT/DHT decide appropriate action. Ambulances are called when needed. Parents collect where possible. Staff transporting children must:

- Use insured vehicles
- Never transport a pupil alone
- Be accompanied by a second staff member

## **First Aid Training**

The school keeps an up-to-date training record. EYFS staff and the Office Manager hold Paediatric First Aid. Other staff hold Emergency First Aid.

## **Wraparound Care**

During Morning Larks and Night Owls, first aid is overseen by Rebecca Williams (Wraparound Care Lead). A fully stocked first aid kit is always available.

## **PE / Outdoor Learning**

Injuries during outdoor activities must be logged on CPOMS. Pupils are sent to the School Office unless urgent.

## **School Visits**

Risk assessments are logged on Evolve. The EVC checks required first aid levels. Portable first aid kits are taken on all visits.

## **First Aid Materials and Equipment**

First aid boxes are located in the School Office.

## **Information and Notices**

Lists of trained first aiders are displayed throughout the school.

## **Hygiene and Infection Control**

Staff follow hygiene procedures, use protective equipment, and dispose of soiled materials correctly.

## **Review**

The Governing Body and Headteacher review this policy annually.