



FIRST AID POLICY v2.3

This policy covers:

1. Procedures for serious injuries
2. Guidance on when to call an ambulance
3. Procedure for calling an ambulance in school
4. Procedure for calling an ambulance whilst away from school
5. Procedures for minor injuries occurring on the school site
6. Procedures for injuries occurring off the school site
7. Location and contents of First Aid Containers
8. Use of the Prep and Pre Prep Medical Room
9. Removal of bodily fluids
10. Preventing the spread of infection
11. Qualifications and training
12. RIDDOR

and includes the following forms:

- ❖ Accident and Injury form
- ❖ Medicine Form (F) - Medical Room record. *This form is also found in the Medicine Policy.*

1. Procedures for serious injuries

If any injury is too serious for the child to be moved, he or she will be dealt with where the accident happened. There is little need for any specialist treatment other than provision of the basic elements of life support (Airway, Breathing, Circulation) until professional help arrives. This should be summoned as soon as a serious injury is recognised (see procedure for calling an ambulance below). The parents or carers should be notified by telephone as soon as possible.

Children needing medical treatment will be taken immediately to A&E. If an ambulance is not deemed necessary, the child may be taken to hospital by a minimum of two members of staff. In such circumstances, the driver would be covered under the school's insurance policy for the occasional use of private staff vehicles on school business.

2. Guidance on when to call an ambulance

An ambulance should be called if:

- a child is seriously ill or injured,
- an adrenaline auto-injector (AAI) has been administered.

In a situation where there is doubt over whether an ambulance should be called the most senior first aider present will make the final decision.

3. Procedure for calling an ambulance in school

- I. Dial 9 (for an outside line of a school phone) and then 999 for an ambulance and give the following information:
 - name of school and location (Town Close School, 14 Ipswich Road, Norwich, NR2 2LR – 01603 620180),
 - details of the accident or injury,
 - whether or not the patient is breathing
 - whether the patient is conscious,
 - their name and age
 - and any existing medical conditions which may affect treatment.

The person making this call must be with the patient. This is easiest if using a mobile telephone. Make sure that the entrance the ambulance should use is specified.

- II. Inform the Pre Prep Department office on extension 281 and the Prep Department office on extension 200. Once the ambulance has been called and the required information given, it is important that both offices are made aware so that phones can be manned, and the ambulance directed to the appropriate entrance to the school.
- III. Office staff to contact the Maintenance Department on *502, *529 or *533. Maintenance staff can clear access routes to the appropriate part of the school site, meet and if necessary direct the ambulance staff.
- IV. Office staff to inform a member of SLT as soon as possible.
- V. Office staff to inform parents/carers or emergency contacts. If parents/carers are not available to accompany the child to hospital a member of staff will accompany the child and stay with them until someone arrives.

These instructions will be placed at appropriate points within the School next to the telephones, in the red trips folders, which are taken on trips and to games lessons and in the glove compartments of all Town Close vehicles.

4. Procedure for calling an ambulance whilst away from school

- I. Dial 999 (or local emergency line if not in UK) for an ambulance and give:
 - name of school and location
 - details of the accident or injury,
 - whether or not the patient is breathing
 - whether the patient is conscious,
 - their name and age
 - and any existing medical conditions which may affect treatment.

The person making this call must be with the patient. This is easiest if using a mobile telephone. Make sure someone meets the ambulance should your location not be obvious.

- II. Inform the appropriate School Office i.e., Pre Prep or Prep as soon as possible and keep them updated as to the progress of the child.
- III. Office staff to inform a member of SLT as soon as possible.
- IV. Office staff to inform parents/carers or emergency contacts. If parents/carers are not available to accompany the child to hospital a member of staff will accompany the child and stay with them until someone arrives. Depending on the location of the remaining children a member of the school staff may be sent to join them.

5. Procedures for minor injuries occurring on the school site

An accident form must be completed and emailed to the appropriate office staff as soon as possible after treatment.

Accident report forms are emailed home; this is intended to alert the parents to the injury. A copy of the accident form is sent to the Bursar's office. Details of the injury are entered onto a form and saved digitally on the network by the Secretary in Records Shared.

In the case of more serious cuts, bruises and particularly bumps or knocks to a child's head, we will always try to contact parents/carers immediately. We will inform them of the injury, so that they may then choose to collect their child from school and keep them under observation at home.

Pre Prep Department

Children with minor injuries are treated by the duty First Aider or the office staff. Supplies are kept in the Pre Prep Medical Room and in the first aid bags and boxes.

Children who are unable to return to lessons are taken to the Pre Prep Reception and those who need to lie down may be taken to the Pre Prep Medical Room where they will be kept under supervision. In the case of any bumps or knocks to a child's head, a 'bumped head' sticker is worn by the child to alert staff to the injury and to help monitor the well-being of the child.

Prep Department

If the injury cannot be dealt with by the member of staff on duty the First Aid Officer can be contacted by phone on *524 or *525. If a member of staff cannot contact the First Aid Officer, they should call the Front Office on extension 200 or 201.

6. Procedures for injuries occurring off the school site

- I. Minor injuries are to be dealt with by a member of staff who is supervising the child. On returning to school an accident form is completed, a copy is emailed home and a copy is saved digitally on the network, a copy is also sent to the Bursar's office. For trips or matches returning after 17:00 the teacher must speak to the child's parents/carers informing them of the injury as the form will not be emailed until the following day.
- II. For more serious injuries an ambulance should be called following the 'Procedure for calling an Ambulance'. The School Office is also contacted so that parents are made aware of the situation. After 5pm the SLT mobile should also be contacted to inform the duty member of SLT.

7. Location and contents of First Aid Containers

PRE PREP DEPARTMENT:

Large box	Pre Prep Medical Room
Year 1 box	Staff Common Room (medium bag)
Year 2 box	Year 2 The Nest (medium bag)
Pre Prep Outings	First Aid rucksacks x 3 in PP office (includes 3 small bags)
Pre Prep playground box	Reception (large bag)
EYFS swimming bag	Reception under-stairs cupboard (small bag)
Nursery	Nursery (small and large bags)
Shower room	Assessment Room (medium bag)
After School Care	ASC storage cupboard in PP Hall (medium and small bags)
Kitchen	On shelf beside hatch (red burns box, blue box which contains blue coloured dressings and plasters, green general first aid box, medium)

- All First Aid containers are checked regularly and replenished by the relevant staff responsible for their designated area.
- First Aid supplies are ordered by the office staff.
- All First Aid containers are checked using the contents list in each of the bags.

PREP DEPARTMENT

Games Office in the Sports Hall (wall mounted - medium)
 Games Office in the Sports Hall grab and go box (portable – medium)
 Swimming Pool (portable small. Swimming Coach has access to a full kit - medium, which is brought out for every lesson)
 Science Lab (portable - medium)
 DT Room (portable - medium)
 Maintenance Office (portable - medium)
 Sports Bags (All sports teachers have their own bags portable – medium or large)
 Mini-buses (portable - small) – picked up with keys
 Art Room (portable - small)
 First Aid Officer (portable - large)
 First Aid Room (clear boxes under the benches)
 Front Office (cupboard - large)
 8 small first aid trip bags (kept in First Aid room - small)
 2 residential trip rucksacks (portable – large)
 Kitchen (on shelf inside main kitchen red burns box, blue box which contains blue coloured dressings and plasters, green general first aid box, medium)
 Bursary (medium)

- First Aid containers are checked regularly and replenished by the First Aid Officer and logged in the first aid kit logbook, which is kept in the First Aid Room.
- Staff sports bags are the responsibility of individual teachers during the academic year, they are checked annually by the First Aid Officer.

Content of First Aid Containers

In the Pre Prep Medical Room and the Prep First Aid Room is the complete large first aid kit, stocked in line with the DfE's 'First Aid in Schools, Early Years and Further Education' updated 14 February 2022.

In addition to this we also have:

Large First Aid Bags

- individually wrapped sterile adhesive dressings – Melolin (assorted sizes)
- assorted plasters
- 5 adhesive dressings (large breathable plasters)
- 10 adhesive dressings (medium breathable plasters)
- 2 sterile eye pads

- triangular bandages (sling)
- medium dressings
- 3 large dressings
- bandages: crepe, conforming and stretchy
- 5 pairs of disposable gloves
- 10 cleansing wipes
- swabs
- 1 ice spray
- Vent Aid mouth to mouth shield
- 2 pairs of scissors
- safety pins
- 6 steri-pods
- 4 ice packs
- 1 adhesive tape
- 4 emergency foil blankets

Medium First Aid Bag

- 2 ice packs
- 5 steri-pods
- 4 pairs of gloves
- 1 crepe bandage
- 1 conforming bandage
- 2 triangular bandages (sling)
- 10 cleansing wipes
- assorted plasters
- 2 large dressings
- 2 medium dressings
- 2 sterile eye pads
- 6 adhesive dressings (large breathable plasters)
- individually wrapped sterile adhesive dressings – Melolin (assorted sizes)
- 1 adhesive tape
- 1 pair scissors
- swabs
- 1 emergency foil blanket

Small First Aid Bag

- 1 ice pack
- 2 steri-pods
- 2 pairs of gloves
- 1 crepe or conforming bandage
- 1 triangular bandage (sling)
- 6 cleansing wipes
- assorted plasters
- 1 large dressing
- 1 medium dressing
- 2 adhesive dressings (large breathable plasters)

In addition to the above minimum requirements, each first aid kit contains a contents check list and a leaflet giving general advice on first aid.

Ice Packs

Ice packs are kept available in freezers in the Pre Prep Department Staff Common Room. Sleeves are stored just above the freezer. Instant ice packs are also used in the Pre Prep Department.

Instant ice packs can be found in each kit and in the Prep First Aid room and the Prep department office. For the Pre Prep department they are available in the Pre Prep Medical Room and in each first aid box/bag.

Staff should take care when using ice packs from the freezer, as they can cause ice burns if used without proper care and protection. Staff should check the skin after five minutes of use, if the skin is red the ice pack should be removed.

8. Use of Pre Prep & Prep Medical Rooms

There may be times when a child needs to be isolated from the other children for their own comfort. In such cases parents/carers will be contacted and requested to collect their child if appropriate. The child will be monitored regularly, and Form (F) Medical Room Record completed.

- A bed, bedding and pillows are available.
- First aid and bodily fluid disposal facilities are available – see below
- Any used bedding or towels etc. will be removed for cleaning – telephone cleaners on *515 or *501 (between 08:30-14:00 and *515 after 14:00.)

9. Removal of bodily fluids

Bodily fluids are placed in yellow clinical waste bags and disposed of in the yellow clinical waste bins located in the following areas:

- Dearnaley First Aid Room
- Prep Department Front Office cloakroom
- Swimming Pool girls' changing room
- Pre Prep Department shower room (off Medical Room)
- Nursery shower room

The School has a contract with PHS who collect the bodily fluids waste once every two weeks. A full size yellow bin is provided for medical waste outside the Prep office.

10. Preventing the spread of infection

In accordance with the UK Health Security Agency guidance, (Health Protection in Education and Childcare Settings), April 2022 the School will:

- isolate any pupil showing signs of infection and contact the parents/carers asking that the child is collected as soon as possible;
- promptly contact parents/carers of children with specific impaired immunity when there is a relevant known case in school; and
- arrange for the removal of any bodily fluids by the cleaning staff.

Pupils with suspected infectious diseases are required to be kept at home for 48 hours. Further details about infectious diseases can be found in both the Staff Code of Conduct & Handbook and in the Parents' Handbook and by following the below link:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>

11. Qualifications and training

- In keeping with the school's training programme, Academic Staff receive 'First Aid for Schools' training.
- Pre Prep Teaching Assistants are required to take Paediatric First Aid training.
- Office staff in the Pre Prep Department are required to take Paediatric First Aid and/or First Aid in the Workplace qualifications.
- Office staff in the Prep Department are required to take First Aid in the Workplace qualifications.
- All staff administering First Aid must have an up to date First Aid Qualification. Training is monitored throughout the duration of employment by the Bursary.

All of the above qualifications are valid for 3 years.

12. RIDDOR

In accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013, all such incidents will be reported to the Health and Safety Executive by either of the following means: www.hse.gov.uk/riddor or 0300 003 1647.

*Reviewed March 2026
Next review May 2026*



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ACCIDENT AND INJURY FORM - Prep Dept

Details of injured person

Name:

Age:

Form: Choose a Form

Details of Accident

Date:

Time of accident:

Time reported (if different):

Location: Choose a location

Incident:

Injury:

Treatment:

The pupil went: What happened next?

Other:

First Aider:



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ACCIDENT AND INJURY FORM - Pre Prep Dept

Details of injured person

Name:

Form: Choose a Form

Age:

Details of Accident

Date:

Time:

Location: Choose a location

Additional Notes:

Injuries: Fall

Other (please specify):

Treatment:

The pupil went:

What happened next?

Other:

First Aider:



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MEDICINE FORM (F) MEDICAL ROOM RECORD

Child's name:	Form:	Age:			
Name of person contacted:					
Time the parents/carers are called and the arrangements that are agreed for collection:					
Time child is taken to the Medical Room:					
Signs and symptoms causing concern:					
Time/s child is checked:					
Time child is collected:					
Cleaning staff informed – tick box below if 'YES'					
<input type="checkbox"/>					