



## Policy for First Aid 2025-2026

**This Policy includes the Pre-Prep Department and Little School**

### **General Policy Statement**

This policy was written with regard to the DfE's *Guidance on First Aid*. The Governors and Head of Greenfield School accept their responsibility under the Health and Safety (First Aid) Regulations and acknowledge the importance of providing First Aid for staff, children and visitors of the School. The Governors are committed to the procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

There will always be a qualified first aider on site when children are present and when children are taken off site. There will always be a member of staff with full and relevant paediatric first aid training on site when Little School and Early Years children are present and when children are taken off site. 'The Procedures for Children who are sick or infectious' document for Little School parents and the Parent Handbook instructs parents to inform the school if their child is ill or infectious and also provides school guidelines for the length of time that a child should be absent for particular illnesses. A list of staff who have a current first aid certificate can be made available upon request.

Parents of children are informed of any significant accident or injury sustained by their child on the day it occurred. It is the responsibility of the member of staff reporting the accident to take steps to ensure the parents are informed.

This policy is made in order to comply with the School's Health and Safety Policy.

NB. Parents of Little School children will be asked to complete an Existing Injury Form for any injury which has occurred outside of school.

### **First Aid Organisation at Greenfield School**

The School's arrangement for carrying out the policy includes nine key principles:

1. Place a duty on the Governing Body to approve, implement and review the policy
2. Place individual duties on employees who are adequately trained
3. To report, record and where appropriate investigate all accidents
4. Record appropriate occasions when first aid is administered to employees, pupils and visitors
5. Provide equipment and materials to carry out first aid treatment
6. Make arrangements to provide training to employees, maintain a record of that training and review annually
7. Establish a procedure for managing accidents in school which require first aid treatment
8. Provide information for employees on the arrangements for first aid
9. Undertake a risk assessment of the first aid requirements of the School

#### **1. Materials, equipment and facilities**

The School will provide adequate materials, equipment and facilities to administer first aid to pupils, staff and visitors.

The school has a Medical Room with a bed, washbasin and DeFib. This is used, whenever practical, to allow a sick child to be treated or to have time to recuperate. A child will always be accompanied by a member of staff whilst in the Medical Room; they will not be left alone.

There are first aid kits in the following locations:

- Little School
- Owls
- Orange Robins (on windowsill for playtime use) Mobile bag
- Red Robins (on windowsill for playtime use) Mobile bag
- RG
- 1L
- 2M
- 3M
- 4L
- 5DM
- 6U
- The Hall
- 3 playground kits available at the bottom of the stairs that lead to staffroom
- Head's PA's office (1 Grab Bag containing first aid supplies)
- Science Room
- DT Room (Blue First Aid Kit)
- Art Room
- English Room
- Staff Room
- Estates Workshop
- Music Room
- Maths Room
- The Sports Hall (located in PE Office and off site trip bag)
- Forest School Leader (packaged in a way that it can be taken off site)
- 2 trip bags in School Office
- Minibus

Where there is not a First Aid bag in a classroom, there is a signpost to the nearest one.

### **Fledglings – Robins**

Epi-pens for children and staff are securely stored in clearly labelled pink boxes, each featuring the child's photo and a completed medical form provided by their parent or carer. These boxes are kept on accessible classroom shelves and are taken to relevant locations around the school as needed.

### **Reception-Year 6**

Children and staff who have epi-pens have all of their medication stored in a pink box which is in a tower storage space in the storage area off the Main Reception. These items are easily accessible if they are needed in an emergency. The first aid cupboard in the storage area off the Main Reception has further first aid items and all individual pupils' medication (apart from those with epi pens) is labelled and stored in there.

**If children are taken off site, the relevant first aid bag/epi pen box listed above should accompany them. The Trip Leader is responsible for organising this.**

**The contents of the first aid boxes/bags will be checked on a regular basis by the Lead First Aider.**

## **2. Administering First Aid - guidelines**

- If there is any doubt about the seriousness of an injury or an illness, a second opinion should be sought by a qualified member of staff.
- Medical gloves should be worn for all blood and bodily fluid incidents and the area thoroughly cleaned afterwards
- In the event that there is a spillage of bodily fluids, cover the spillage with absorbent material and contact an Estates Assistant who will clear up the spillage in an appropriate manner.
- All head injuries should be taken seriously. Children should be carefully monitored, given a 'head injury' sticker and a parent contacted.
- Parents should be informed of any injury that may require further treatment, including bumps to the head and must be informed of any head/face injury before that child is collected.
- Children in Little School who have been injured will be monitored closely and recorded on an 'Unwell child' observation sheet until the parent collects their child.
- Any medication administered to children in the Reception class will be reported to parents by email on the same day the medicine has been taken, or as soon as reasonably practicable.
- **All injuries that require the parent to take their child to hospital/doctors will be given information about the accident.**

## **3. Serious Injury / Illness – calling an Ambulance**

- If there is any doubt about the seriousness of an injury or an illness, especially to the head or spine, the member of staff should send for help and call an ambulance immediately
- If 999 is called
  - a member of staff must be responsible for giving as much information as possible
  - effort should be made for a relevant P1 form/medication form/medication to be shared with the emergency services
  - a member of staff must go outside to meet the ambulance and direct them to the nearest door/gate
  - the parents/carer/next of kin must be informed as soon as possible
  - the casualty should be reassured and kept as comfortable as possible if conscious
  - CPR should commence if necessary
  - Greenfield has a fully automated external defibrillator installed. It is supplied, fitted and maintained by Almas Industries, which is the world's first fully connected and operational defibrillator. Any person, medically-trained or not, is authorised to use the automated external defibrillator. This is located in the Medical Room.
  - A member of staff will go in the ambulance and stay with the casualty until a responsible adult arrives in hospital

## **4. Reporting of any accident/injury on site**

- An injury sustained to a child must be recorded on the Engage Portal by the member of staff who reported the accident.
- An injury sustained to a member of staff must be recorded on the Engage Portal by the injured member of staff.
- A step by step guide of how to use the Engage Portal for this function can be found in Appendix 1.
- An injury sustained to a visitor must be recorded on a hard copy form which can be found at the School Office.
- In the event of a serious injury the completed electronic form (or hard copy form for visitors) should be copied to the Head, Bursar and parent of the child.

## **5. RIDDOR**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 outline that certain injuries must be reported to the Health and Safety Executive. These injuries are set out <https://www.hse.gov.uk/riddor/reportable-incidents.htm> but include:

- Death of any person
- Specified injuries to workers:
  - fractures (other than to fingers, thumbs and toes)
  - amputations
  - any injury likely to lead to permanent loss of sight or reduction in sight
  - any crush injury to the head or torso causing damage to the brain or internal organs
  - serious burns (including scalding), which:
    - cover more than 10% of the body; or
    - causes significant damage to the eyes, respiratory system or other vital organs;
  - any scalping requiring hospital treatment;
  - any loss of consciousness caused by head injury or asphyxia;
  - any other injury arising from working in an enclosed space which:
    - leads to hypothermia or heat-induced illness
    - requires resuscitation or admittance to hospital for more than 24 hours;
- Over seven-day work related injuries  
Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as a result of their injury. This seven day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.
- Over three-day incapacitation  
Accidents must be recorded, but not reported, where they result in a worker being incapacitated for more than three consecutive days.
- Non-fatal accidents to non-workers (e.g. members of the public)  
Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
- Occupational diseases where these are likely to have been caused or made worse by work:
  - Carpel tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis
  - Hand-arm vibration syndrome
  - Occupational asthma
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- Dangerous occurrences are certain, specified, near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces for example:
  - the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
  - plant or equipment coming into contact with overhead power lines
  - the accidental release of any substance which could cause injury to any person

## **6. Medication**

- All medical issues and medication relevant to a child should be reported to school via the P1 form when they start at Greenfield and Little School or, in writing to the school, subsequently.

- Where a child has medication provided by parents, this is either kept in the locked first aid cupboard in Little School, the Main Reception or in their Classroom. The location of the medication is known by the School Office, or the Nursery Manager in the case of Little school children.
- Where a child has an adrenaline injector pen, parents must provide two. These will be kept in the first aid cupboard in Main Reception. For Little School children, this will be kept in the medicine cupboard in the Little School store room.
- At the beginning of each year, Parents are requested to supply the school with medication that is in date. The 'use by dates' are ongoingly monitored by the School Office. Any medicine that is 'out of date' and has not been collected will be disposed of by the School Office at a verified pharmacy recycle scheme.
- The School Office will ensure that each medication is accompanied by:
  - 'Medication in School' form
  - picture of the child
  - 'Medication Record in School' form
- All medication held in school is returned to the parent at the end of each academic year.
- When medication is administered at school by trained staff, the member of staff administering it will complete the 'Medication Record in School' form (kept with the medication) and the weekly 'Medication Sheet' (kept in the Medical Room). For Little School children, this will be kept in the Nursery Manager's office.
- A list of children requiring medication is attached to the inside of the first aid cupboard in the Main Reception and in the Nursery Manager's office in Little School. In addition, photographs of those children who are diabetic or who have an allergic reaction to allergens, which require the use of an adrenaline injector pen, are clearly displayed. This list is also displayed in the staff room and on the locked first aid cupboard in the school dining hall.
- Pupils with a severe medical condition, for example epilepsy or diabetes, will be made known to relevant staff.
- Pupils who are diabetic will only be treated/monitored by staff that have been fully trained.
- All relevant medication must be carried by a member of staff when the child is off site – e.g. for PE lessons, swimming or a trip. Any medication administered off site should be recorded in the same way as if the medication was administered in school.
- Where a child has an increasingly high and rising temperature, is in pain or has had an allergic reaction, Calpol, Nurofen or Piriton can be administered with the parent's prior verbal permission. The administration of this medicine will be recorded in the weekly Medication Sheet kept in the Medical Room by the member of staff who administered it.
- For the administering of medication for children in Little school see the separate Medication Policy.
- Staff with a severe medical condition, for example epilepsy or diabetes will be responsible for making themselves known to colleagues.
- Staff who require medication through the school day will keep their medication in the medical cupboard at the Main Reception or in a locked cupboard elsewhere in school. Staff who require use of an adrenaline injector pen are responsible for bringing two into school. These should be kept in the locked cupboard in Main Reception along with a photo of the member of staff.
- The school follows [Public Health England](#) for exclusion periods relating to all other infections or contagious illnesses.

First Aid Policy 2025-2026

Signed: \_\_\_\_\_

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long horizontal stroke at the end.

Chair of the Board of Governors

**Reviewed:** September 2025

**Next Review Date:** September 2026

## Appendix 1

### How to report accidents to Pupils and Staff

#### ***Reporting Accidents to Pupils and Staff***

1. Open up Engage software
2. Go to <https://portal.greenfield.surrey.sch.uk/Login.aspx?ReturnUrl=%2f>
3. Type in your username and password. All staff are provided with a username and password when they start at Greenfield. If you do not know your username and password, please email [support@imscomputing.co.uk](mailto:support@imscomputing.co.uk) and they will share this with you
4. Along the blue ribbon at the top, click on "Day Book"

#### ***Reporting Accidents to Pupils***

1. Click on "Pupil Daybook"
2. Click on "Add new Entry"
3. Choose "Accident Form" from the dropdown menu
4. Click "Add new Entry"
5. Type in the Child's name in the search box, or select from the available pupils and click on the arrow to move the name across to the right-hand box called "Selected Pupil Recipients"
6. Input the date and time of the accident
7. Complete accident details in the box provided
8. Use the dropdown box to select the location that the accident took place
9. Fill in the treatment given in the box provided
10. Select "Accident" from the drop-down list for Incident type
11. Click on an area of the body map to show the whereabouts of the injury
12. Where the parents have been contacted, use the drop-down list to show how they have been contacted
13. Type your name in the "Form Completed by" box
14. Add any additional comments
15. Ensure that the "Send Notice" box is ticked before click "Save and Close" in the bottom left of the screen
16. On the next page, you will be given the opportunity to send the notice to members of staff. Please complete the following members of staff:
  - Class Teacher
  - School Office (for all accidents)
  - Head of Pre-Prep (for Little School to Year 2)
  - Head of Middle School (Year 3 and Year 4)
  - Head of Upper School (Year 5 and Year 6)
  - Head (for serious accidents)
17. If there are any updates required to an accident form after it has been completed, the School Office will do this.

***Reporting Accidents to Staff***

1. Click on "Staff Daybook"
2. Click on "Create Staff Accident Form"
3. Double click on the name of the member of staff who has had an accident. You will see their name appear in the selected staff recipients list on the right-hand side with the title "Selected Staff Recipients"
4. "Item Date Time" - Input the Date and time of the incident
5. "Item Sub Type" – this should read "Accident"
6. "Name of person completing the Accident Form" - Input the name of the person completing the entry
7. "Location" – Input the location of the Accident from the Drop down menu
8. "Details of Accident" – Input details of the accident
9. "Treatment Given" – input details of the treatment given
10. "Body Map – input information about all of the areas where injuries were sustained
11. "Additional Treatment Required" – input information about any additional treatment required including follow up treatment
12. "Select members of staff to share this accident form with" – include Debbie Sopp, Head and Bursar on all staff accidents.
13. Save the entry by clicking "Save and Close" – make sure that the "Send Notice" icon is ticked