



First Aid Policy

This policy applies to all sections of the School, including the Early Years Foundation Stage (EYFS)

Reviewed: May 2025

Next review: May 2026

Introduction

The First Aid Policy at Terra Nova is in operation to ensure that every pupil, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major. The DfE Guidance on First Aid has been used to write this policy, and should be referred to if there is a need to expand further on any area.

It is emphasised that the team of 'First Aiders' consists of a number of staff who are qualified in First Aid at Work, Paediatric First Aid and Emergency First Aid at Work. They are not fully trained doctors or nurses, apart from the School Nurse. All those with First Aid at Work Qualifications must update them every three years.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

Purpose of the Policy

- To provide effective, safe First Aid cover for pupils, staff and visitors at all times when there are pupils and staff on the school premises.
- To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.
- To meet HSE regulations on the reporting of accidents, diseases and occurrences.

Responsibilities

The Governing Body will:

- Provide adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.

The Senior Leadership Team will:

- Ensure there is at least one qualified person on the school site when children are present.
- Ensure accidents are recorded with name, time and place on an accident form.
- Ensure parents are informed at the earliest opportunity, on the same day in a calm and informed manner.
- Ensure all staff (including new staff) are made aware of First Aid procedures in school.
- Ensure regular first aid training for all staff at an appropriate level.
- First Aid cover is available throughout the working hours of the school (including during the holidays).
- Signs indicating the location of first aid kits are prominently displayed around the school.
- First aid kits are located on walls in appropriate working areas of the school.

- All accidents that are covered by RIDDOR are reported to the Bursar.

The School Nurse will:

- Ensure that portable first aid kits in various locations in school are checked regularly by staff to ensure they are adequately stocked and always to hand. The School Nurse must be informed if any items are running low.
- Maintain pupil medical records on iSAMS with detailed and up to date information on all pupils with particular medical conditions such as asthma, epilepsy, allergies and diabetes. When appropriate the School Nurse will create a Care Plan. The School Nurse will ensure they have discussed the condition fully with parents, and ensure the medical needs of the child are met and referred to the DfE guidance “supporting Pupils with Medical Needs” when detailing their Care Plan. A brief guide to dealing with these conditions is attached at Appendix 4.
- Maintain the filing of Medical Forms for every pupil in each year and ensure that relevant details are given to staff responsible for school trips/outings. The School Nurse will liaise with staff and outside venues with specific details of any medical problems, when relevant.
- Ensure that first aid needs are assessed and addressed.
- Take charge when someone is hurt or becomes ill.
- If the illness is suspected to be infectious, then the parents will need to be informed, and after proper medical advice the parents should be asked to keep the pupil away from school for the recommended time as recommended by the Health Protection Agency Guidelines (www.gov.uk/government/organisations/public-health-englandhpa.org).
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly. Ensure that a child who is sent to hospital by ambulance is either:
 - Where practical, accompanied in the ambulance at the request of paramedics, together with the relevant medical details.
 - They or the School Office will contact the family and inform them which hospital the child has been taken to.
 - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
 - Met at the hospital by a relative.
- Keep a record of each pupil seen in the Surgery on the Surgery Visit Spreadsheet and record symptoms and actions taken on individual pupil health records on iSAMS.
- In the case of an accident, an accident form must be completed by the School Nurse or appropriate person. If necessary under RIDDOR, notify the Bursar.
- Nursery and Pre-Prep have a separate book in which first aid, minor accidents and communication with parents are recorded
- When dealing with bodily fluids, staff should have access to single-use disposable gloves and aprons and hand washing facilities. Staff should take care when dealing with blood or other bodily fluids and disposing of clinical waste.

- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.
- **At the start of each academic year, provide the staff with a list of pupils who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness. iSAMS must be updated accordingly.**

First Aiders will:

- Ensure, through the HR Coordinator, that their qualifications are always up to date.
- Respond promptly to calls for assistance.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Notify the School Nurse and record details of treatment given.

A qualified First Aider need not necessarily be the member of staff to accompany the casualty to hospital. However, an appropriate person should be sent.

Other Staff (without First Aid training) will:

- Be clear that the School Nurse has overall responsibility for First Aid throughout the school.
- Reassure, but never treat, a casualty.
- Staff with specific First Aid training (choking, sports injury, epi-pen, asthma) should use their training where appropriate.
- Not attempt to offer any First Aid treatment unless they have received appropriate training.
- Find the School Nurse or contact Main Reception
- Dial 999 if no qualified help is at hand and ask for an ambulance.
- Familiarise themselves and comply with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils when publicised by the School Nurse. This information is also available on iSAMS.
- Report any accident which happens under their care to the School Nurse.
- Ensure that the pupils in their care are aware of the procedures.
- Never move a casualty until they have been assessed by a qualified First Aider or the School Nurse unless the casualty is in immediate danger.
- Send a pupil who has minor injuries to the School Nurse (accompanied by another if necessary) if they are able to walk where they will be assessed (in EYFS an adult will accompany a pupil to locate the School Nurse).
- Accompany or send a pupil who feels generally 'unwell' to the School Nurse.
- Ensure that they have any current medical information for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware. This information is available on iSAMS and is provided by the School Nurse.
- Have regard to personal safety.
- Carry out an appropriate risk assessment if in charge of a trip and ensure suitable first aid equipment is taken.
- NOT administer paracetamol or other medications, unless on school trips and specifically instructed to do so, and having received appropriate training.

Training of Staff

Where possible, Terra Nova seeks to deliver First Aid training in-house via appropriately trained and accredited staff. Where accredited training cannot be provided in-house, a suitable and reputable external training provider will be engaged by the school. In-house accredited training is able to be provided in Emergency First Aid at Work (EFAW), Emergency Paediatric First Aid (EPFA), Paediatric First Aid (PFA) and First Aid at Work (FAAW).

In addition to updates in specific First Aid training, all staff receive regular training updates from the School Nurse regarding common conditions, including Asthma, Epilepsy and Anaphylaxis. This is provided through formal staff INSET sessions on an annual basis, and additionally in light of specific, updated guidance.

Boarding

As a Residential setting, Terra Nova adheres to all the requirements of the National Minimum Standards (NMS) for Boarding, including in matters relating to First Aid and Health. Designated areas are identified and reserved for boarders to be isolated in case of illness; in general, Weekly and Flexible boarders are required to be collected and taken home in cases of prolonged illness or where vomiting and/or diarrhoea is present. Pupils are supervised in isolation until they are able to go home.

Risk Assessment

The School's First Aid Policy is reviewed annually through risk assessment and monitored by the School Nurse.

EYFS (Nursery and Reception)

Under Early Years Foundation Stage requirements, appropriate staff will be trained in Paediatric First Aid.

Associated Policies

The following policies should be read alongside the First Aid Policy:

- Health and Safety Policy
- Administration of Medicine Policy
- Procedures for the Administration of Medicine
- Off Games Policy
- Medical Emergency Procedure



Appendix

EYFS POLICY ON ACCIDENTS

(Appendix to whole school First Aid Policy)

Accidents can be very distressing for anyone involved. Staff in the EYFS Department at Terra Nova School follow this policy and procedure to ensure that all parties are supported and cared for, and their health, safety and welfare is protected throughout their time in the EYFS department.

Accidents

Location of accident files: Middle Room, Nursery setting;
Entrance to Reception Classrooms

- The person responsible for reporting accidents or incidents is the member of staff who **witnesses** the incident. They must record it in the Accident File and report it to the Nursery Manager/coordinator; Reception class teachers. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. School Nurse must also be notified of serious incidents. Parents must be shown the Accident Report, and informed of any first aid treatment given.
- Accident forms are checked regularly for patterns e.g. one child having a repeated number of accidents, a particular area in the Nursery/Reception or a particular time of the day when most accidents happen. Any patterns will be investigated by the Head of Early Years/Coordinator/Reception class teachers.
- The Head of Early Years will report serious accidents to the Bursar (Health and Safety Officer) for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Serious accidents will be reported to the Headmaster and the Bursar.
- The Accident File will be kept for at least 21 years and three months.
- Where medical attention is required, a senior member of staff will notify the parent(s) as soon as possible whilst caring for the child appropriately.
- Where medical treatment is required the Nursery coordinator/teacher on duty/Reception class teachers will also inform the Bursar, Headteacher and School Nurse and a written report will be submitted to the School Insurance Company. This process will be supervised by the Head of EYFS and Bursar.

- The Head of EYFS will report any accidents of a serious nature to ISI and IAPS.

Transporting children to hospital

- If the injury is severe, an ambulance is called for immediately. A child will **not** be transported by staff in a private vehicle unless urgent treatment is required, all other options have been exhausted and a member of the Senior Leadership Team consulted, subject to relevant vehicle insurance requirements. Emergency Services are the primary source for transporting a child to receive treatment.
- Whilst waiting for the ambulance, contact is made to parents and arrangements are made to meet at the hospital.
- A senior member of staff must accompany the child and collect together registration forms, relevant medication sheets, medication and the child's possessions, should this be appropriate. The Headteacher and Deputy Head must also be informed immediately.
- Staff should remain calm at all times. Staff and children who witness an incident may well be affected by it and may need reassurance.

First aid

The first aid boxes are located in:

- Top room in Nursery;
- Dining Room, Nursery;
- Outdoor classroom, Nursery
- All Reception Classrooms

These are accessible at all times with appropriate content for use with children

Emergency first aid information is located in: Middle Room in Nursery and Reception Classrooms

EYFS staff are trained in paediatric first aid and this training will be updated every three years to ensure this remains current.

A list of first aid trained staff is located in the EYFS Department – Nursery and Reception sites.

When children are taken on an outing away from Terra Nova School, we always ensure they are accompanied by *at least* one member of staff who is trained in first aid and who carries an appropriate first aid box at all times.

Personal protective equipment (PPE)

The EYFS department at Terra Nova School provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact

with bodily fluids. PPE is also provided for other tasks, such as food contact and general waste exposure. This is chosen according to need and will be regularly reviewed to ensure it is suitable and effective. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported.

Dealing with blood

Staff always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood.

Staff wear disposable gloves and wipe up any blood spillage with disposable cloths.

The EYFS Department at Terra Nova School will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.

Needle puncture and sharp injury

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason, great care must be taken in the collection and disposal of this type of material. For the safety and well-being of the employees, all needles, broken glass etc. should be treated as contaminated waste.

The EYFS Department treats its responsibilities and obligations in respect of health and safety as a priority and will provide ongoing training to all members of staff which reflects best practice and which shall be in line with current health and safety legislation.



Appendix

MEDICAL CONTACT INFORMATION

Ambulance

Tel: 999 or 112

School Nurse

Jo Tomlinson

Doctors Surgery

Holmes Chapel Health Centre
London Road
Holmes Chapel
CW4 7BB
Tel: 01477 533100

Opening Hours:

Mon, Thurs 07.30 - 20.00hrs
Tues, Wed 0800 – 1830hrs
Fri 0800 – 1830hrs

NHS Direct

Tel: 0845 46 47

A & E

Macclesfield District General Hospital
Victoria Road
Macclesfield
SK10 3BL
Tel: 01625 421000

Minor Injuries Units

Congleton War Memorial Hospital
Canal Road
Congleton
CW12 3AR
Tel: 01260 294800

Opening Hours

Mon-Fri 1000 – 1800hrs
Sat/Sun 0800 – 2030hrs

Victoria Infirmary

Winnington Hill
Northwich
CW8 1AW
Tel: 01606 564000

Opening Hours:

0900 – 2200hrs



Appendix

COMMON MEDICAL CONDITIONS AND BASIC TREATMENTS

Epilepsy

Nothing must be done to stop or alter the course of a seizure once it has begun except when medication is being given by appropriately trained staff. The pupil should not be moved unless he or she is in a dangerous place, although something soft can be placed under his or her head. The pupil's airway must be maintained at all times. The pupil should not be restrained and there should be no attempt to put anything into the mouth. Once the convulsion has stopped, the pupil should be turned on his or her side and put into recovery position. Someone should stay with the pupil until he or she recovers and re-orientates.

Asthma

If a pupil is having an asthma attack, the person in charge should prompt them to use their reliever inhaler if they are not already doing so. It is also good practice to reassure and comfort them whilst, at the same time, encouraging them to breathe slowly and deeply. The person in charge should not put his/her arm around the pupil, as this may restrict breathing. The pupil should sit rather than lie down. If the medication has had no effect after 5-10 minutes, or if the pupil appears very distressed, is unable to talk and is becoming exhausted, then medical advice must be sought and/or an ambulance called.

Preventer inhalers should be administered by the School Nurse, or qualified first aider in special circumstances e.g. trip except in children Y3 and above where, in conjunction with parent, they are deemed responsible to administer their own. In these circumstances School Nurse will conduct an Assessment of Competence.

Diabetes

Pupils with diabetes must be allowed to eat regularly during the day. This may include eating snacks during class-time or prior to exercise. Schools may need to make special arrangements for pupils with diabetes if the school has staggered lunchtimes. If a meal or snack is missed, or after strenuous activity, the pupil may experience a hypoglycaemia episode (a hypo) during which his or her blood sugar level falls to too low a level. Staff in charge of physical education classes or other physical activity sessions should be aware of the need for pupils with diabetes to have glucose tablets or a sugary drink to hand.

If a pupil has a Hypoglycaemic Reaction , it is important that a fast acting sugar, such as glucose tablets, a glucose rich gel, a sugary drink or a chocolate bar, is given immediately. Slower acting starchy food, such as a sandwich or two biscuits and a glass of milk, should be given once the pupil has recovered, some 10-15 minutes later. If the pupil's recovery takes longer, or in cases of uncertainty, call an ambulance.

Allergies

Allergic Reactions Symptoms and signs will normally appear within seconds or minutes after exposure to the allergen. These may include:

- a metallic taste or itching in the mouth
- swelling of the face, throat, tongue and lips
- difficulty in swallowing
- flushed complexion
- abdominal cramps and nausea
- a rise in heart rate
- collapse or unconsciousness
- wheezing or difficulty breathing

Each pupil's symptoms and allergens will vary and will need to be discussed when drawing up the health care plan. Call an ambulance immediately particularly if there is any doubt about the severity of the reaction or if the pupil does not respond to the medication.



Appendix FIRST AID BOX LOCATION

Location					
Nursery 1 – Dining					
Nursery 2 – Main					
Reception Classroom					
Year 1 Classroom					
Year 2 Classroom					
PAC					
DT Lab					
Maintenance Cabin					
Staff Changing Room					
Reprographics Room					
Small Pavilion					
Swimming Pool					
Mini Bus 2015					
Mini Bus 2012					
Shooting Range					
Tembos					
Science Lab					
Forest School					