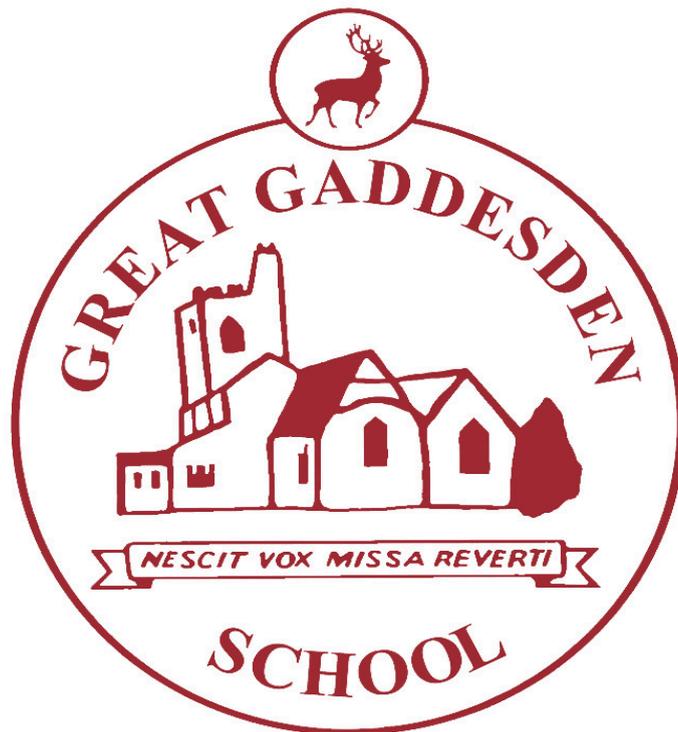

Great Gaddesden C of E (VA) Primary School



Small School - Big Heart - Great Start

Mission Statement: 'Treat others exactly as you would like to be treated yourself' (Luke 6:31)

First Aid & Illness Policy

Review date: March 2026

Review cycle: Every two years (or earlier if required)

Signature:

Date: 16.03.2026

Headteacher

Date approved by governing body: 23rd March 2026

First Aid and Illness

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

It is our policy to ensure that appropriate first aid arrangements are in place for our staff, pupils and any visitors to our premises. This includes providing sufficiently trained employees and maintaining an adequate supply of first aid equipment.

This policy should be read in conjunction with the school Health and Safety Policy.

First Aid Training

All permanent staff are given external training in accordance with current legal requirements. Staff based in Early Years attend Paediatric First Aid training (in accordance with EYFS requirements) as well as the DSL responsible for Medical Needs and First Aid which is the Pastoral Leader. The school maintains an up-to-date list of those employees who have undergone emergency first aid training.

All staff will be informed of First Aid arrangements and made aware of this policy as part of their induction.

First Aid Equipment

First aid equipment is kept in the office (including a portable defibrillator) and the first aid station. Each class has a First Aid bag which is taken outside with each class during break, lunch time or any other outside activity, trip or visit.

Details of children with severe medical conditions are displayed in the office, food preparation areas and staff room. In classrooms, this information is kept in a confidential folder for all staff, including supply teachers, to access.

The checking and ordering of stock is carried out by the nominated first aider (Pastoral Lead), who fills the boxes around school, disposes of any out of date items and ensures that enough stock is maintained to supply the school. There is no first-aid budget; stock is purchased on a need basis.

Accident Procedures

During playtimes and lunchtimes, injuries that require first aid treatment should be dealt with in the first instance by the nominated first aider who is on duty.

Minor incidents and accidents should be dealt with, wounds cleaned etc.

Persons administering first aid should wear disposable gloves AT ALL TIMES where bodily fluids are involved. An adult witness should be present if tending an intimate part of the body.

Any dressings or materials which have been in contact with body fluids (e.g. blood, vomit etc) must be disposed of in the designated yellow bin or sharps box provided.

During lesson times, if a second member of staff is not present, and the injury cannot be dealt with easily, the child should be sent to the office, accompanied by another child.

All injuries requiring any treatment are recorded either in the playground First Aid log or class log. These entries will be reviewed at least each half term by the Pastoral Lead.

All head bumps/injuries must be recorded (including a brief description of the incident) and parents will be notified with a 'red slip' and a conversation by a class team member when the child is collected. More serious head injuries will be notified by telephone.

If a child or adult has an accident which requires urgent hospital treatment, the school will be responsible for calling an ambulance in order for the child to receive urgent medical attention. When an ambulance has been arranged, parents will then be informed and arrangements can be made where they should meet their child. If parents cannot be contacted, a member of staff will accompany the child and stay with them until the parents arrive. A copy of the child's details should accompany them to hospital if parents cannot be located.

In the case of non-urgent hospital treatment, parents will be informed immediately and arrangements made for the parents to collect their child.

All injuries requiring medical attention will be notified to the appropriate body following national guidelines.

Illness

Children who feel unwell should be accompanied to the main office by a member of staff – normally the teaching assistant assigned to that class. The decision to send an unwell child home will be made by the Headteacher or the Pastoral Leader. If neither are available the office staff will make an informed decision.

Vomiting and diarrhoea

There are disposable bowls available for pupils who feel sick. Granules, mops and buckets may all be found in the COSHH cupboard. Vomit must be treated as a biohazard and the area must be thoroughly disinfected.

If a child vomits or has diarrhoea in school, they will be sent home immediately. Children with these conditions will not be accepted back into school until 48 hours after the last symptom has elapsed. This also applies to staff. This is consistent with guidance from the Health Protection Agency.

Chicken pox, measles and other diseases/rashes

If a child is suspected of having chicken pox etc, a member of staff will look at their arms or legs. If a child has any of these infections they will need to stay off school for a prescribed period of time. The Headteacher or school office will advise timescales. These timescales are in line with the advice given by the Health Protection Agency.

Head lice

Staff do not examine children for head lice. If we suspect a child has head lice we will inform parents and ask them to examine their child at home. If we deem head lice to not be an isolated case, we will inform the parents of the class the outbreak has occurred in so that we can prevent further cases by all children being thoroughly checked and treated as necessary. School Health can advise on treatment.

Pastoral care

There may be occasions that children state that they are unwell or require first aid but actually require pastoral care. Incidents requiring pastoral care should be treated as follows:

- If an incident occurs during a teaching session, a member of staff supporting the class should take pastoral care of the child ensuring his/her well-being.
- If an incident occurs at playtime the teacher on duty should take pastoral care of the child ensuring his/her well-being. It is the member of staff on duty's responsibility to inform the child's class teacher.
- If an incident occurs at lunchtime, the lunchtime staff member approached by the child should take pastoral care of the child ensuring his/her well-being. If they require additional support they will seek the support of the Headteacher, Pastoral Leader or a member of the senior leadership team.

If any member of staff is unsure whether a child is unwell, requires first aid or requires pastoral care then they are encouraged to send them to the office. It is the class teacher's responsibility to inform parents of significant pastoral care concerns.

Miscellaneous

Over the counter medication

Over the counter preparations are only permitted in exceptional circumstances.

For example, if a child is well enough to be in school but needs some pain relief which is required during the school day, at the Headteacher or Pastoral Leader's discretion. If a child is regularly needing this, we reserve the right to request medical evidence.

Under no circumstances can over the counter or prescribed medication be given without written consent by the parent/carer.

Parents are responsible for ensuring medication(s) are in date.

Lip balm

Children are permitted to use lipstick-type lip balms, which must be named and kept in their pocket or bag. However, they are not permitted to use lip balms which are tinted, glossy, glittery etc or appear like make up.

Sun Screen

In the summer, children may bring a small (100ml) named bottle of sun screen which must be kept in their bag. Pupils must apply sun screen independently. Staff are not responsible for applying, supervising or reminding children to apply sunscreen. Parents/carers are expected to apply sun screen to their child before school and provide them with a hat.

Due to the risk of severe allergic reactions, parents are expected to supply sun screen which does not contain nut products of any kind.

Under no circumstances can lip balm, sun screen or any other provisions from home be shared with other children.