



# **Iver Village Infants Academy**

## **2025 - 2026 First Aid Policy**

# Approval

|  |                                |
|--|--------------------------------|
| Signed by CEO and Federation Principal on behalf of the Board of Directors | Dr. Martin Young<br>K A Wright |
| Date of Approval   | September 2025                 |
| Date of Next Review  | September 2026                 |

## Version History

| Version | Date           | Status & purpose | Changes Overview |
|---------|----------------|------------------|------------------|
| 1       | September 2024 | Approval         |                  |
| 2       | September 2025 | Review           |                  |

## Notes on Document Control

This document is the property of The Park Federation Academy Trust and its contents are confidential. It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser.

It is controlled within the Park Federation Academy Trust Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions.

Users of the document are responsible for ensuring that they are working with the current version.

Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled. Hence the footer 'DOCUMENT UNCONTROLLED WHEN PRINTED' which must not be changed.

Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

## **IVIA First Aid Policy Draft 2024**

### **Section 1 Aims**

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

All staff will be informed of the First Aid arrangements through this policy, and training will be provided as appropriate. This should include the location of equipment, facilities and First Aid personnel, and the procedures for monitoring and reviewing the academy's First Aid needs.

### **Section 2 Legislation and guidance**

Iver Village Infants Academy (IVIA) accepts its responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledges the importance of providing First Aid for employees, children and visitors within the school, so that they can be given immediate help if they are injured or taken ill.

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

IVIA's arrangements for carrying out the policy include the following key principles:

- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment. • Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the first aid requirements of the school.

### **Section 3 Roles and responsibilities**

#### Key Contacts

|                       |                     |                                       |
|-----------------------|---------------------|---------------------------------------|
| Kelly Wright          | Principal           | kwrightjea@theparkfederation.org      |
| Corina Constantinescu | Vice Principal      | cconstantinescu@theparkfederation.org |
| Kate Sibley           | Senior Welfare Lead | ksibleyivia@theparkfederation.org     |
| Hannah Eversden       | Welfare Assistant   | heversdenivia@theparkfederation.org   |
| Hazel Ryder           | Estates Manager     | hryder@theparkfederation.org          |

#### **3.1 Appointed person(s) and first aiders**

The Senior Welfare Lead is Kate Sibley. The Welfare Assistant is Hannah Eversden. The main duties of their role are:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Administering medicines is the role of the Senior and Assistant Welfare Leads. In the case where both welfare staff are off site, an alternative appropriate adult will be named in the child's care plan.

#### **3.2 Delegated First Aiders**

A first-aider is someone who has completed training appropriate to the level of need as identified by the academy, namely: First Aid at Work (FAW) and Paediatric First Aid.

The school has 18 trained pediatric first aiders. Our school's paediatric first aider staff list is listed in appendix 1 below.

The school has 2 delegated first aiders who hold the first aid at work qualification. Delegated first-aiders who are responsible for administering First Aid at the academy can be found in Appendix 2 of this policy as well as prominently displayed in the school office, nursery corridor, PPA room, staff room and next to first aid boxes around the school.

First aider staff are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Making arrangements to send pupils home to recover, where necessary
- Keeping their contact details up to date - See appendix 1
- Ensure an accident report has been completed on medical tracker

#### **3.3 The local authority and governing board**

Buckinghamshire Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing board delegates operational matters and day-to-day tasks to the Principal and staff members.

### **3.4 The Principal**

The Principal is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.5 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Principal or their line manager of any specific health conditions or first aid needs

## **Section 4 First aid procedures**

### **4.1 In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of the senior welfare lead, or in her absence, the assistant welfare officer who will provide the required first aid treatment
- The senior welfare lead (assistant welfare officer if called), will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The senior welfare lead/assistant welfare officer will also decide whether the injured person should be moved or placed in a recovery position
- If the senior welfare lead, or the assistant welfare officer judges that a pupil is too unwell to remain in school, the Principal will be alerted and parents will be contacted and asked to collect their child. Upon their arrival, the senior welfare lead, or the assistant welfare officer will recommend next steps to the parents
- If emergency services are called, the Principal will be alerted and the senior welfare lead, or the assistant welfare officer will contact parents immediately.
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

In an emergency, an ambulance should be called without delay. The Chief Executive Officer, Dr Martin Young, and the Estates Manager, Hazel Ryder, is also to be contacted if an ambulance is called or a parent/carer or two staff members have taken a pupil to hospital. This information must be logged on the Medical tracker. A full investigation into why an accident happened will then be carried out if necessary.

For all instances where a child has suffered a serious injury, **OR** an injury to the face or head, **a telephone call**

**must be made to the child's parent/carer as soon as possible.** See appendix 2 for further guidance on head injury types.

The child will wear a sticker to alert all staff members of a head injury and the parents will also be sent an email detailing the accident. Any child who is sent home or sent to a doctor or hospital, owing to injury in school, must be agreed and approved by the Principal or Senior Leader in their absence.

In the event of a head/facial injury, the class teacher will be notified of this so they can monitor the child for the remainder of the day (if remaining in school). They must speak with the parent/carer at the end of the day to provide an update. Medical tracker will be completed immediately. The class teacher will give a slip to the parents at the end of the day. This will contain information about what to look out for after a head injury.

**Minor Injuries/Illness Incidents of minor injury or illness during the day should be treated as follows:**

- Lesson times: Children may be accompanied to the Medical Room for assessment, or if they are unable to, the welfare team or delegated first aider will attend to the child in class for an assessment of the severity of any illness or injury and appropriate action will then be taken.
- Playtimes: Children may go to the outside first aid zone for treatment. If they are unable to, they may be brought to the Medical Room for treatment, or if unable to, the Welfare team or delegated first aider will attend to the child in their location.
- Lunchtimes: The Lunchtime Staff must assess the seriousness of the injury or illness. Any injury to the face/head or a wound that bleeds must be dealt with by the welfare team in the first aid zone for further assessment.
- Nursery Children: In most instances, it would be more appropriate for nursery aged children to be treated in the Nursery, by the welfare team or delegated first aider, where a First Aid kit is kept.

**Never move a child who has had a head injury - the first aider goes to the child**

**Never move a child who says they cannot walk - the first aider goes to the child**

Records of any injury are logged on the Medical Tracker and emailed by notification to the parents/carers of all EYFS pupils immediately.

For KS1 pupils, notification to parents will be for head injuries, splinters, nose bleeds and any injury deemed serious by The Senior Welfare Lead. In the event of minor injury, the class teacher must be informed so that they can liaise with parents/carers at the end of the school day. Records of any injury are logged on the Medical Tracker and emailed to the parents/carers on the same day. The Senior Welfare Lead/ Assistant Welfare Officer will also log medical incidents on CPOMs if they are deemed or suspected as deliberate or come under safeguarding.

**4.2 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details
- Copy of the completed risk assessment

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. There will also always be at least one first aider on school trips and visits in Key Stage 1.

**Section 5 Reassessment of First Aid provision**

The Principal, Kelly Wright/Chief Executive Principal Dr Martin Young/Chief Operating Officer Jasjit Sohal and the Academy Council should regularly review the school's first-aid needs (at least

annually), and particularly after any changes, to ensure the provision is adequate. The school will provide materials, equipment and facilities as set out in the DfE's First Aid in Schools and Health and Safety in Schools guidance. The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during school hours. The area must contain a washbasin and be reasonably near to a WC. At IVIA, this room will be referred to as the Welfare Room. The location of First Aid kits at IVIA will be:

- Welfare Room- main box
- Nursery Changing Area- main box
- All Classrooms- bumbags

All First Aid kits must be marked with a white cross on a green background. No medication is kept in first aid kits. Equivalent or additional items are acceptable.

### **First aid equipment**

The following contents are based on the HSE's recommendation for a minimum first aid kit:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

The person responsible for checking the contents of First Aid kits and restocking them as soon as possible after use is the Assistant Welfare Officer- **Hannah Eversden**

## **Section 6 Record-keeping and reporting**

All incidents requiring First Aid (whether minor or major) must be recorded on Medical Tracker. All major injuries are referred to the Welfare Lead, who will attend to the child, and are then logged on the Medical Tracker situated in the Medical Room.

### **6.1 Hygiene Procedures**

In the event of the spillage of blood or body fluid, the following procedure should be followed:

- Any surface which has had blood splashed on it must be cleaned liberally with detergent and water. The premises cleaning team are called so that a deep clean of the area can be made.
- Ensure that you wash your hands.
- Dispose of any blood stained waste in a plastic bag and put in the yellow covered waste bin in the Medical Room.

Staff **must** wear disposable gloves when toileting, supporting intimate care or dealing with blood or body fluids. Wherever a First Aid kit is kept, there should also be access to disposable gloves, disposable aprons, antibacterial wipes.

### **6.2 Class Medical List**

Every class must have a Class Medical List and a list of pupils with specific dietary requirements. This should be in a locked cupboard or drawer and the information should be shared with supply teachers or PPA staff when the class teacher is absent/not present. They are regularly checked and updated by

the Welfare Lead. It is made clear whether these pupils have medication in school for their medical needs. The child must be aware that they need to report to their class teacher, adults on duty, Lunchtime Controller or First Aider should they be feeling ill. Lunchtime Controllers also need to be informed if a child has a food allergy or requires medication.

### **First aid and accident record book**

- An Accident/Near Miss/Violence at Work Reporting Form will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form will also be added to the pupil's educational record by the school administrative team.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979.

### **6.3 Reporting to the HSE**

The Principal will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Principal will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident - except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
  - 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)
  - 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, or requires resuscitation or admittance to hospital for more than 24 hours
- Work related injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident) In this case, the Estates Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion.

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences These include:

- Death of a person that arose from, or was in connection with, a work activity
- An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment
- An accident “arises out of” or is “connected with a work activity” if it was caused by:  
A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip) The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or  
The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: How to make a RIDDOR report is in the link provided. <http://www.hse.gov.uk/riddor/report.htm>

#### **6.4 Notifying parents of Children in Early Years Foundation Stage**

The Senior Welfare Officer/Assistant Welfare Officer or assigned Medical Tracker staff will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given immediately via Medical Tracker. Parents will also be informed if emergency services are called.

#### **Notifying parents**

Any minor injuries that a child receives is written up on a slip and the class teacher or teaching assistant will inform parents upon collection time. For major injuries and any head or face injury, parents will be contacted at the time of the accident by telephone and an email will also be sent. If the child remains at school after such an injury, the teacher will give feedback to parents at the end of the day. The child will be wearing a sticker that alerts to a head injury. A slip will also be given to them to take home. These measures will ensure that no child leaves school after receiving a major injury or head/facial injury without their parents/carers being informed.

#### **Reporting to Ofsted and child protection agencies**

The Principal will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Principal will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

#### **Section 7 Training**

All school staff are able to undertake first aid training if they would like to. All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3). In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider. Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 4 staff members will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

### **Diabetes and other medical needs**

The school has children who have been diagnosed with Diabetes, requiring Insulin and blood glucose checks. Staff members have been trained by the Local Paediatric Diabetes Team in accordance with the Health Care plan in place for the child. **Trained adults are detailed below in appendix 1**

### **Monitoring arrangements**

This policy will be reviewed by the Senior Welfare Lead, the Principal and Lead for Inclusion and Safeguarding annually. At every review, the policy will be approved by the Principal and academy council.

### **Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Child Protection and Safeguarding Policy
- Supporting Children with Medical Conditions Policy
- Supporting Pupils with Asthma Policy
- Intimate Care Policy
- Children with Health Needs who Cannot Attend School Policy
- Educational Visit Policy

**Appendix 1: list of paediatric trained first aiders**

| Colour code | Training            | Colour code | Training      |
|-------------|---------------------|-------------|---------------|
| Yellow      | Paediatric          | Red         | Asthma        |
| Green       | Diabetes            | Grey        | epi- pen      |
| Magenta     | First Aid at Work   | Olive Green | Bucculum      |
| Cyan        | Medicines in School | Purple      | Defibrillator |

| Name and Role   | Qualification                  | Renewal Date   |
|---|--------------------------------|----------------|
| <b>Kate Sibley</b><br>Senior Welfare Officer<br>Medical Tracker | Emergency Paediatric First Aid | December 2027  |
|   | Defibrillator                  |                |
|   | Emergency First Aid at Work    | September 2026 |
|   | Medicines in School            | September 2026 |

| Name and Role  | Qualification                  | Renewal Date   |
|--|--------------------------------|----------------|
| <b>Hannah Eversden</b><br>Deputy Welfare Officer<br>Medical Tracker<br>Asthma Champion | Emergency First Aid at Work    | October 2028   |
|  | Defibrillator                  |                |
|  | Emergency Paediatric First Aid | February 2027  |
|  | Medicines in School            | September 2026 |

| Name and Role     | Qualification                  | Renewal Date  |
|-------------------|--------------------------------|---------------|
| Charlotte Kendall | Emergency Paediatric First Aid | April 2027    |
| Lee Maxwell       | Emergency Paediatric First Aid | January 2027  |
| Charlene Moore    | Emergency Paediatric First Aid | November 2026 |
| Nandhini Naga     | Emergency Paediatric First Aid | February 2027 |
| Emma Stanbridge   | Emergency Paediatric First Aid | January 2027  |

| Name and Role   | Qualification                  | Renewal Date   |
|---|--------------------------------|----------------|
| Erica Barrance  | Emergency Paediatric First Aid | April 2027     |
| Hayley Brill<br>(Mon / Tues / Wed)                    | Emergency Paediatric First Aid | November 2026  |
| Nichola Brown<br>Medical Tracker<br>Assistant Welfare | Emergency Paediatric First Aid | June 2026      |
|   | Epilepsy                       | September 2026 |
|   | Medicines in school            | October 2028   |
| Vicki Taylor  | Emergency First Aid at Work    | April 2027     |
|   | Emergency Paediatric First Aid |                |

|                |                                |               |
|----------------|--------------------------------|---------------|
|                |                                |               |
| Charlotte Eley | Emergency Paediatric First Aid | December 2026 |
| Jass Holt      | Emergency Paediatric First Aid | December 2026 |

## Appendix 2

### Head Injury Type

**Severe:** Ambulance

**Moderate:** Call 111 and follow advice. Phone Home to be collected/updated.

**Monitor** (watch for loss of consciousness/ vomit/ convulsion - ambulance), Medical Tracker

**Minor:** Phone Home / Sticker/ Medical Tracker/ Paper slip (watch for loss of consciousness/ vomit - ambulance)

Any other non injuries: Medical Tracker

## Head Injury Advice Sheet

Advice for parents and carers of children



### How is your child?



RED

If your child has any of the following during the next 48 hours:

- Vomits repeatedly i.e. more than twice (at least 10 minutes between each vomit)
- Becomes confused or unaware of their surroundings
- Loses consciousness, becomes drowsy or difficult to wake
- Has a convulsion or fit
- Develops difficulty speaking or understanding what you are saying
- Develops weakness in their arms and legs or starts losing their balance
- Develops problems with their eyesight
- Has clear fluid coming out of their nose or ears
- Does not wake for feeds or cries constantly and cannot be soothed

**You need urgent help**

Go to the nearest Hospital Emergency (A&E) Department or phone 999



AMBER

If your child has any of the following during the next 48 hours:

- Develops a persistent headache that doesn't go away (despite painkillers such as paracetamol or ibuprofen)
- Develops a worsening headache

**You need to contact a doctor or nurse today**

Please ring your GP surgery or call NHS 111 - dial 111



GREEN

If your child:

- Is alert and interacts with you
- Vomits, but only up to twice
- Experiences mild headaches, struggles to concentrate, lacks appetite or has problems sleeping

If you are very concerned about these symptoms or they go on for more than 2 months, make an appointment to see your GP.

**Self Care**

Continue providing your child's care at home. If you are still concerned about your child, call NHS 111 – dial 111

# HEAD INJURY BY TYPE

## SEVERE is when:



Consciousness is lost for more than 30 seconds



Drowsy and does not respond to commands as normal



Pupils are unequal, or arm and leg weakness



Has a phrase or sound stuck in their head



Second fit or convulsion after the one experienced at the time of injury

## MODERATE is when:



Loss of consciousness for less than 30 seconds



Is alert and responds to normal commands



Has vomited two or more times



Has a headache



One brief fit or convulsion possible at time of injury



May show a large bruise, lump, or cut on head

## MINOR is when:



Loss of consciousness not experienced



Alert and interactive as usual



May have vomited but only once



May have bruising or cuts to the head



Otherwise normal