



# Broadmeadow Infant and Nursery school

## FIRST AID POLICY

There are several main areas in Broadmeadow Infant and Nursery school, where children will usually receive medical attention, based on the time of day and activity. In the main building, the first aid box is kept outside Year 1 classrooms. In the EYFS building these can be found in each classroom. These can be accessed at any time during the day.

During break or lunchtimes, first aid is sited on the decking outside Year 1, however when children are in the EYFS area, first aid is administered under the canopy. Each area is equipped with a 'First Aid' box containing supplies of gauze, plasters etc. Copies of 'bumped head' notes, injury forms.

All members of staff are allowed to access the 'First Aid' box.

An Accident Book is kept in the First Aid boxes when not in use. If an accident occurs at lunchtime, the Lunchtime supervisor sends or accompanies the child to the First Aid Area, where a qualified first aider will assist.

If there is any cause for concern, the member of staff responsible for First Aid is asked to make an assessment and assume responsibility. The incident is then recorded in the Accident Book, with advice from the member of Staff who administered First Aid. In the case of a member of Staff having an accident a RIDDOR form can be completed online.

Emergency procedures for first aid are found on the First Aid box.

The guidelines for administering first aid are followed by trained first aiders, however all staff have received basic first aid training and can deal with minor first aid issues. All procedures are in line with the Department of Health & Safety guidelines.

The school has guidelines for Epilepsy, Anaphylaxis and follow the Local Authority policy for Asthma. All copies of these can be found in 'staff common', policies on the school system.

If a child has an injury that is required to be dealt with by a qualified first aider then a note is completed and sent home to parents with the child. Parents are also notified by telephone or text. For minor injuries, all staff on duty complete a short accident form, which is given to the teacher and used to give a verbal report to parents at the end of the day. These are kept in school.

If a child has an accident that requires hospital treatment then a RIDDOR form is completed online by a witness, then verified by a trained first aider.

Emergency first aid kits are taken to any out of school visits and at least one trained first aider accompanies the children during the visit. Any child specific equipment is included in the first aid kit; i.e. inhalers/Epipen

Care plans for children who have special medical requirements can be found in their personal file in the office. A copy is also kept in the child's class and stored with any equipment such as inhalers. These are updated regularly with the parents and school nurse support.

Children who require inhalers within school time, do this under the adult's direction or a First Aider, which is recorded. These are kept in class and stored along with the child's inhaler. The First Aid supplies are regularly checked by the first aider.

It is the responsibility of the first aiders to update their qualifications when needed. All staff, including Lunchtime supervisors are invited to attend. Allergy/Epipen training is updated regularly.

The persons responsible for First Aid within school are detailed on a sign outside the office door.

Links:

[Medical Conditions Policy](#)

[Infection Control Policy](#)

[Health & Safety Policy](#)

Reviewed: May 2023

Signed: \_\_\_\_\_  
(Chair of Governors)