



East Brent
C of E Academy

Where a Love of Learning is Nurtured and Enriched

First Aid Procedures



Date Agreed	September 2025
Review Date	September 2028

- A First Aid box is located in every classroom, staff room, hall and Pre-School and a mobile one for break times and lunch times. Other first aid kits are also kept in the staffroom/classrooms for use on school trips and visits away from school.
- Qualified first aiders who have completed the paediatric first aid course are listed on the staff room noticeboard.
- Replacement stock is checked half termly to ensure all still within the use- by date and all replacement stock is ordered by the office when a completed order form is handed in by staff reviewing the first aid stock levels. Gloves are also provided for any member of staff treating an open wound.
- Body fluid spillage kits are available in the first aid cupboard. After treating a child anything you have used that may have bodily fluids on must be double bagged before disposal or put in a yellow bin if one is available.
- Information identifying children with medical conditions or allergies is provided medical conditions list which is displayed in all classes and in wrap around/breakfast club and in Pre-School and the main staff room. Any specific medication e.g., an EpiPen is stored in clearly marked boxes with instructions for use. All inhalers and EpiPens should be checked for use by dates termly by class TA's.
- Accidents must be recorded in the classroom accident log folder and a note made of action taken and a bump note sent home. Any serious incidences of concussion suspected severe fractures and severe cuts or where further action is needed. Should be reported on EEC Live
- During lunch times all medical problems and minor accidents will be dealt with by the first aiders with referral to The Headteacher or Deputy Head where deemed necessary. If a child sustains a bump to the head, or injures eyes, nose or ears, parents are informed by telephone if the injury is considered serious and a letter is sent home in order that the child may be monitored by the parent after school.
- The Headteacher or Deputy Head should be consulted before allowing a child to go home and the child's parents will then be contacted. If the HT/DH feels that the child should attend hospital, then either an ambulance will be called or the child's parents will be asked to collect the child depending on the severity of the accident. Contact telephone numbers are kept in class order in contact book located in General office.
- We are not permitted to dispense medicines to the children other than those associated with asthma and epipen. Children with inhalers are asked to keep these with them at all times in school and on trips. Class teachers are aware of asthmatic children in their care, and of the treatment they are receiving.
- If a parent requests medicine to be administered during school hours, they can attend school and administer medicine to their child if they so choose.
- If they request that the school administers the medicine, they have to speak to the office and sign a consent form stating the name of the medicine, the expected dose and the required time for administering the medicine. However, we are not under any obligation to administer medicine and can refuse to do so if necessary. The HT/DH will be responsible for administering the medicine and can delegate this task to a named qualified first aider if applicable.
- There is a phone in every classroom, hall and Pre-School to call for further assistance or in case of an emergency. Phones can be used to contact other staff internally or to contact parents and emergency services if needed.
- First aid bags are carried on all trips outside school including swimming lessons.

- Accident folders contain a record for every pupil which moves up through the school with them for tracking purposes.
- Pupil forms are to be stored securely for 25 years.

