# Tenterden Primary Federation
# First Aid Policy

Updated: September 2026
Approved and Ratified: September 2026
Review due: September 2027

## 1. INTRODUCTION

Tenterden Primary Federation is committed to providing emergency first aid cover to children, employees and all visitors.

To achieve this, the School will:

- Have a minimum of one suitably stocked first aid bag in each year group
- Have at least one appointed person on each site to take charge of first aid arrangements
- Provide information to employees, children and parents on the arrangements for first aid
- Have a procedure for managing accidents
- Review the arrangements for first aid regularly.

## 2. AIMS

- To formulate and implement effective procedures for incidents requiring first aid, ensuring that all responsible practical steps are taken to meet the needs of all of the Tenterden Primary Federation community
- To ensure that all reasonably practical steps are taken to maintain the health and welfare of all persons using the premises
- To ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits
- To establish and maintain safe working procedures amongst staff and pupils
- To ensure that all medicines are stored safely and administered according to instructions received from parents and Government guidelines
- To develop first aid awareness amongst staff, pupils and other supervising adults

## 3. FIRST AID PROVISION

***First Aiders***
The Executive Headteacher is responsible for ensuring that there is an adequate number of

qualified First Aiders.
**Paediatric First Aid (PFA) & EYFS Compliance:** At least one staff member with a full, valid **Paediatric First Aid (PFA)** certificate must be present on site at all times when Early Years children are present, present during mealtimes and must accompany children on educational visits/outings.
**Automated External Defibrillator (AED) Provision:** We have 1 AED device at the Infant School located in the reception area.
We have 2 AED devices at the Junior School, one is located in the reception area and the second is located at the far end of the school in the staff toilet, these devices are checked for (battery/pads) and recorded on The Circuit.
AEDs form part of the statutory first aid equipment expectations for UK state-funded primary schools. Every employee will be given the opportunity to volunteer for an emergency first aid training course.
The names of all First Aiders are displayed in each classroom and around the school. The office will ensure that the first aid poster is up to date.
The number of first aid personnel is sufficient to cover break, lunchtimes and absences. The school also ensures that there is appropriate provision for Earlybirds, Latebirds and After School activities. People using the school site for evening and weekend lettings are responsible for ensuring their own adequate first aid provision.

Tenterden Primary Federation first aid needs are reviewed on an annual basis or after any staff changes, to ensure the provision remains adequate.

A First Aid bag is taken on all school visits which are located in the medical room. A First Aider accompanies classes on all school visits.

A first aid bag is taken out by the first aider on duty at lunch, breaktimes and during PE lessons. The class medical box with health care plans and medications is kept in the same location with the class during the school day.

## 4. ACCIDENTS

In the event of a pupil having an accident involving an injury or suspected injury during class time the following procedure will be followed:

- Teaching assistant to deal with the injured child
- A child will not be moved in a concerning injury and will only be moved to a location if it is safe to do so and the child is able to move
- If further assistance is needed, ask the first aider within the year group to support and or additional first aiders
- If a call home to parents is required the office staff will be informed and contact the parent/carer

If the accident occurs during break or lunchtime, the following procedure will be followed:

- Injuries will be dealt with by the First Aider on duty
- A child will not be moved in a concerning injury and will only be moved to a location if it is safe to do so and the child is able to move. The child is made comfortable.
- If further assistance is required a message is sent: via voice, message or walkie talkie

- If a call home to parents is required the office staff will be informed and contact the parent /carer
- For a severe incident or accident, a member of SLT will be called.

**In the event of an accident in which the child cannot stand up unaided, he/she will be left in the position that he/she was found (even if this is in the toilets or playground) as long as it is safe to do so and the a first aider will be called immediately to assess the situation. This may result in calling 999 and informing the parent/carer to attend school.**

While Class Dojo can be used for general message to parent/carer for non-serious incidents, major injuries, head injuries or medical emergencies require direct, immediate telephone contact with the parent/carer.

**5 .RECORDING AND REPORTING**

All accidents will be recorded and reported according to the Authority's Guidelines, to include:

- The date, time and place of the incident
- The forename, surname and class of the injured person
- Full details of injury and what first aid treatment was given, any injury to the face or head must be treated as a head bump. A green form is completed and given to the class teacher to pass to the parent/carer at the end of the day. Any concern after the incident the parent/carer is contacted by phone to attend
- What happened to the person immediately afterwards
- Name and signature of the person or first aider dealing with the incident

The area where the incident happened is looked at by the adult to note if there is an environmental fault and/or additional changes or procedures need to be put in place to reduce another incident. Adult informs SLT of the findings.

The 'First Aid Record Folder' is kept locked in the First Aid cabinet in the Infant School and in the First Aid Areas in the Junior School. Each office is responsible for maintaining and checking the first aid records for each year group. It is completed for all accidents.
First aid head injury letters and/or stickers are completed and sent home to parents/carers.

A phone call to parent/carer is made for severe head bumps and serious falls, to share what first aid has been administered and how their child is. For head bumps, the parent/carer is recommended to keep their child under observation for 24 to 48 hours and to seek further medical attention if there are concerns.

Any accidents involving adults, staff or volunteers are recorded in the Accident Book which is kept in the School Office.

Serious accidents or dangerous occurrences are brought to the attention of SLT who will decide on further action.
The information in the First Aid accident books can:

- Help the school identify accident trends and possible areas for improvement in the control of health and safety risks

- Be used for reference in future first-aid need assessments
- Be helpful for insurance and investigative purposes

All completed First Aid record forms are collated by the Office who stores them in accordance with GDPR & retention schedules.

**RIDDOR Reporting Protocols:** This is completed for the reporting of Injuries, diseases and dangerous occurrences regulations (RIDDOR) 2013. The threshold for reporting serious incidents involves serious pupil injuries (fatalities or injuries arising out of/in connection with work activities/faulty equipment requiring hospital transfer) and staff (fatalities, specified injuries, or over-7-day injuries) to the HSE.

## 5. INFORMING PARENTS

Parents will be telephoned in the event of head bumps and serious injuries which involve cut skin and bleeding.

If needed, the first aider or School Office will contact the ambulance service and request an ambulance. The child's parent/carer will be informed as soon as possible. Two members of staff will accompany the child to hospital if their parent/carer is not available.

Following all head bump first aid, a head bump letter is sent home with the child and the child is given a head bump sticker to wear throughout the day so staff can continue first aid observation and identify if further medical assistance is required.

## 6. MEDICINES IN SCHOOL

Please see the school's medication policy.

## 7. ALLERGIES

There are several children in school with allergies (including nuts). Tenterden Primary Federation are Nut Free Schools. All children with allergies have symptoms of a different nature, details of which can be found in their individual health care plan and action to be taken in an emergency. All staff have annual Allergy and Anaphylaxis training.

In the event of a child suffering an allergic reaction, staff will follow the procedures within the individual's health care allergy plan. If an adrenaline auto-injector is required an ambulance will be called and parents will be contacted.

Parents are requested to complete an Aspen Allergy form, so that the kitchen is aware of all allergies. Parent/carer use Swift App to book their child's lunch. There is an allergy menu. Office staff ensure that the child is given the ordered meal at lunchtime through sharing the meal selected with the child and in turn catering staff serving the meals.

**ADRENALINE AUTO INJECTORS**

All adrenaline auto injectors are labeled and kept in the class Medical Box alongside their Health Care and Allergy Plan in the classroom, and they go with the child to any other location, whether in school or outside of school.

Anyone can administer adrenaline auto injectors in an emergency if the adult/child is unable to do it themselves.

**Spare Unassigned AAIs:** The school holds spare, unassigned Adrenaline Auto-Injectors (AAIs) for emergency use on children at risk of anaphylaxis whose own device is unavailable or malfunctioning (in line with DfE guidance on healthcare/AAI management in schools). This kit is kept in the school office for quick access. The office staff monitor and maintain the AAIs that they are in date.

## 8. DISPOSING OF BLOOD

Bloodied items are placed in hazard waste bins, these are collected regularly by our Hazard waste bin provider.

## 9. ICE PACKS

Ice packs are used for the treatment of bumps, sprains, strains and bruises.

## 10. ASTHMA

All individual pumps are labeled and kept in the classroom in the medical box. In the event of an attack, the inhaler is given to the child. All inhalers accompany children in the class locations.

In the event of a child suffering an asthma attack, staff carry out support using instructions from the child's health care plan where applicable or ring an ambulance. When an inhaler has been administered a yellow form is sent home so their parents are aware of when and the dosage was administered.

Note: References in this document to "First Aider" mean a person who has a recognised and has an up-to–date First Aid qualification.

## 11. RESIDENTIALS

If pupils need to take medication during an educational visit, parents must inform the teacher in charge of this requirement in writing. A short term medication form will need to be completed by the parent/carer, which confirms parental /carer permission and medicine administration instructions for the Group Leader. Medication should be collected in its original container, and details of dosage should agree with the instructions given by parent/carer.

Medication must be kept in a securely controlled medical store or held where appropriate by a suitable person until it is required. A written record will be kept of times and dosages of medications administered, the record will be signed and witnessed.

A separate list of generic painkillers and antihistamines will be collated and parents will be

asked to provide a signature so that these may be administered at any time during the residential, if required.

**First Aid Provision on Trips:** Residential educational visits will have a designated, qualified First Aider (including a qualified Paediatric First Aider if EYFS pupils are participating) who carries a fully stocked off-site first aid kit.