

Fiveways School

First Aid/ Sudden Illness Policy



Policy Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
2 yearly	December 2025	Swavek Nowakiewicz	July 2027

Policy Ratification

Role	Name	Signature	Date
Chair of Governors	Malcolm Gulliver	Signed at meeting	12.12.25
Head Teacher	Swavek Nowakiewicz	Signed at meeting	12.12.25

Details of Policy Updates

Date	Details
Nov 2022	New Policy
December 23	Appendices forms for head injury and injury/sudden illness at school
February 24	Final update to flowchart and appendices
December 2025	No changes



FIRST AID POLICY

The aim of this policy are as follows:

- 1) To provide adequate first aid provision, and identify the number of qualified First Aiders, who hold the 'First Aid at Work Certificate'
- 2) To ensure adequate cover throughout the school day, including when pupils undertake educational visits
- 3) To have at least one pediatric first aider who can provide immediate first aid to the pupils in school ensuring that Fiveways School meets statutory compliance.

The person with the overall responsibility for the provision of first aid is the Headteacher who will identify an Appointed Person who has overall responsibility for the organization of first aid across the school.

The Appointed Persons at Fiveways school are :

Sian Davis (School Nurses), & in their absence Kirstie Kerr (SENCo)

If these people are not available please contact a member of the Senior Team.

Responsibilities - Appointed Persons

1. The Appointed Person/s are responsible for overseeing the arrangements for first aid within the school and ensure the following points are covered:
 - a. First Aid equipment is available at strategic points in the school and checked/stocked on a monthly basis (**Appendix A**)
 - b. First Aid boxes are located across the school site and staff are aware of where these first aid boxes are located (**Appendix B**)
 - c. First Aid boxes are available on all school minibuses
 - d. First Aid boxes are available to take on all educational visits/ off site visits (including emergency asthma kits)
 - e. A sufficient number of personnel are trained in first aid procedures at all times

First Aiders

There is at least one allocated first-aider in each classroom at Fiveways School as far as reasonably practical.

Each class has a list of First Aiders

Fiveways School holds record of trained First Aiders

Responsibilities - First Aiders

1. The first aiders in Fiveways School will understand their role and be able to assess emergency situations, act safely and effectively. They will provide the following level of basic first aid during school hours within the school and on school organised excursions for adults, children and infants
 - a. Cardiopulmonary resuscitation (CPR) and Automated External Defibrillator (AED)
 - b. Dealing with an unresponsive casualty
 - c. Choking
 - d. Bleeding Control
 - e. Shock & fainting
 - f. Seizures
 - g. Minor Injuries
 - h. Foreign bodies affecting the eyes, ears, and nose
 - i. Burns and scalds
2. First aiders are responsible for ensuring that the First Aid log books located in each class are completed for all treatments, and that the necessary details are supplied for the reporting of accidents.
3. It is the responsibility of the class teacher to ensure that any application of First Aid is communicated to parents by the end of the school day. Details associated via the discussion with parents will be documented and held by the school within the pupils school record (date/time)

Responsibilities - School Nurse/Appointed Person

1. The school nurse/appointed person will be called upon in the immediate absence of a trained First Aider, or to assist a First Aider in situations requiring additional support of a trained medical professional for help and/or advice.
2. First Aiders will administer appropriate treatment to ill or injured persons in the first instance but retain the option of calling upon the services of the School Nurse/Appointed Person, if felt appropriate, when they are on site.

3. In emergency situations, the First Aider will call **999** and request that an Ambulance and paramedics attend or instruct another member of staff to call **999**. The First Aider will be supported in the situation by the School Nurse/Appointed Person.
4. The first aider will be responsible for consulting with the Health Service Helpline (NHS Direct 111) if there is any doubt about appropriate course of action. They must also consult the parents or legal guardians.

Record Keeping

It is the responsibility of the First Aider who has administered first aid to ensure the First Aid information recorded in the Bump Form is accurate and up to date (refer to **Appendix D**). All record keeping must contain the following information:

- Bump Form – detailing date, time, name of first aider, class number, injury description, treatment given, teacher notified, and parent notified.
- It will be the responsibility of the appointed persons to scrutinise such records for accuracy in comments made, and report outcomes to the Headteacher discussing any issues that may have been identified.
- It will be the responsibility of the Headteacher to collate the information contained in the First Aid log and summarise this information into their Health & Safety report for the Governing Body.

Monitoring and Review

- This policy will be monitored by the Appointed Persons & Head Teacher and reviewed in accordance with any new guidance given.
- The Governors will have responsibility for ensuring this policy is formally evaluated every two years or sooner if required.
- Additionally, the Head Teacher and Appointed Persons will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health and Safety learning walks undertaken by the Head Teacher and/or other identified persons including Governors.
- Part of the monitoring procedure by the Head Teacher and Appointed Persons will be to review information, gathered through the learning walks.
- First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy.

Appendix B

Location of First Aid kits

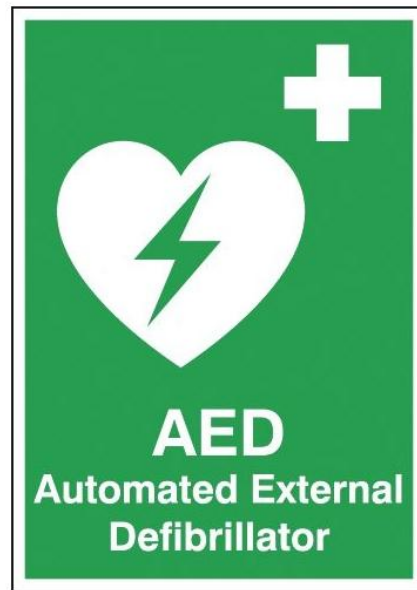


Where are the First Aid kits located?

- 1) Sports Hall (first door on your left as you enter)
- 2) The Rainbow Hall
- 3) Office
- 4) Training Centre
- 5) 6th Form
- 6) The Cabins
- 7) Swimming Pool (next to pool toilet)
- 8) All classes
- 9) Commercial kitchen (the catering manager checks their own first aid kits)
- 10) Travel first aid kit (Medical room)
- 11) School bus (Admin checks)

Appendix C

Location of AED device



AED device is located in the School Nurse's Office.

Appendix D Bump Incident/First Aid Record and Head Bump Form

Bump Incident Student Staff Other

Student	<input type="text" value="Please select a student"/>
Description	<input type="text"/>
Status	<input type="text" value="Please select a status"/>
Location	<input type="text" value="You and Me Room"/>
Date	<input type="text" value="23 Jun 2024"/> <input type="text" value="Date"/>
Time	<input type="text" value="1"/> <input type="text" value="11"/> <input type="text" value="am"/>

Description

This form is to be used to record all minor injuries such as playground incidents resulting in cuts & grazes & bumps to pupils.
Any incident where a pupil is taken to hospital due to a pre-existing medical condition.

Injury Type *

- Body lisp
- Bump
- Cut
- Bruise
- Graze
- Other injury type

Immediate Actions Taken *

- First Aid given on site
- Attended doctor or medical centre
- Sent/taken to hospital
- None
- Parent /Carer Contacted
- Other
- First aider supporting

Responsible person informed

- SLT
- Nurse
- SENCO

Further Injury Details

- Name and contact details of any witnesses
-
- If Appropriate Name of Accusant

Manager Comments

- Manager comments
- Action points

Appendix E

Head Injury letter and useful information form

Dear Parent/Guardian,

Dear Parent/Guardian

Appendix E

Date:Time:your child.....received a bump on the head. One of our First Aiders looked after and assessed your child, and at the time, it was not necessary to refer them for further attention.

However, in rare circumstances, symptoms can develop up to 24 hrs after the injury. Should any of the following conditions occur, (see below) please refer the child to a Doctor, preferably at the local Casualty Department.

Symptoms Include:

*Severe headache, *Excessive sleepiness, *Does not like bright light *Vomiting and or fever *Weakness of any limbs *Dizzy, double or blurred vision *Becomes disorientated, confused or can't remember the recent past *Apparent alteration in consciousness level

Please sign and return the attached copy as soon as possible to confirm you have received and read this letter.

Yours sincerely,

Headteacher

Swavek Nowakiewicz

Head bump reply slip

For First Aider

Name of Child.....Class.....

Brief Summary

.....

.....

Time of head bump Treatment given.....

First Aider Name..... Signature.....

Next Step: Phone-call home See parent at end of Day

Advised to collect/Seek medical Advice **Accepted/Declined**

.....

Time and date Parent/Guardian notified..... phone/text/in person

Name & signature of person notifying Parent/Carer.....

I acknowledge receipt of notification of my child's head bump

Signed.....Parent/Carer Date.....

Useful head bump/Injury information

Head/bump injury Signs that mean an ambulance should be Called (Dial 999)

- Unconsciousness or lack of consciousness (for example problems keeping eyes open)
- Problems with understanding, speaking, reading or writing
- Numbness or loss of feeling in part of body
- Problems with balance or walking, general weakness
- Any changes in eyesight
- Any clear fluid running from either or both of the ears or nose
- Bleeding from one or both ears
- New deafness in one or both ears
- A black eye with no associated damage around the eye
- Any evidence of scalp or skull damage, especially if the skull has been penetrated
- A forceful blow to the head at speed (for example a pedestrian struck by a car, a car or bicycle crash, a diving accident, a fall of less than 1 meter or a fall down any number of stairs)
- Any convulsions or having a fit

If the child does not have any of the problems listed above, but has any of the problems in the list below, there is the possibility of complications and a responsible adult should take the child to the Accident and Emergency department straight away. It is ok to transport the child in a car or using a taxi but if in doubt or there is a delay then call an ambulance.

Signs that a child should be taken to an A+E department straightaway

- Any loss of consciousness (being 'knocked out') from which the child has now recovered
- Any problems with memory
- A headache that will not go away
- Any vomiting or sickness
- Previous brain surgery
- A history of bleeding problems or taking medications that may cause bleeding problems (such as Warfarin)

Appendix F
First Aid response guide

Green Response	<p>Minor wounds, cuts, grazes, or bumps. A wound or a break or damage to the skin surface. Minor wounds do not usually need medical attention and will be treated by one of the first aiders.</p> <p><u>Class teacher/staff member actions:</u> Bump form on Behaviour Watch must be completed <u>on the day of the injury.</u> Parents must be notified in the usual way e.g. Home-School link book, phone call etc.</p>
Amber Response	<p>Injury/ accident/ illness which may require A&E attendance or other medical attention. Please follow Appendix H flowchart</p> <p>The flowchart will be followed if there is a suspected broken bone, bone fracture, swelling, bruising which is spreading, sudden increase of temperature, pupil shows distress which is significant or out of character because of the injury. If unsure, the class teacher/staff member responsible will seek advice from the appointed persons, or a member of the Senior Team if they are unavailable.</p> <p>Please note: If injury is to the head area, please also follow head injury protocol - Appendix E</p> <p><u>Class teacher/ staff member actions:</u> The appointed persons, or a member of the Senior team in their absence, must be informed as soon as possible. School staff must record administration of First Aid on Behaviour Watch (Bump Form) <u>on the day of accident.</u> The EEC form on Behaviour Watch must be completed <u>on the day of the accident.</u></p>
Red Response	<p>Serious accidents/illnesses requiring immediate support from emergency services.</p> <p>The school will call 999 and inform the parents as soon as possible.</p> <p><u>Class teacher/staff member actions:</u> Member/s of the Senior team must be informed immediately.</p>

The EEC form on Behaviour Watch must be completed on the day of the accident.

Appendix G

Information about an injury/illness form

Date:

Pupil Name:

Information about an injury/illness that occurred at school today.

Injury/Illness – Summary of time/what & how?	Parent/ Carer Contact									
Support / monitoring & any changes incl time: <i>(as appropriate & refer to care plan)</i>	<table border="0"> <tr> <td>Phone Call 1:</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Time:</td> <td colspan="2">Who with?</td> </tr> <tr> <td colspan="3">Comments:</td> </tr> </table>	Phone Call 1:	Yes	No	Time:	Who with?		Comments:		
Phone Call 1:	Yes	No								
Time:	Who with?									
Comments:										
First Aid / medical attention given incl time: <i>(as appropriate & refer to care plan)</i>	<table border="0"> <tr> <td>Phone Call 2 <i>(as appropriate)</i></td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Time:</td> <td colspan="2">Who with?</td> </tr> <tr> <td colspan="3">Comments:</td> </tr> </table>	Phone Call 2 <i>(as appropriate)</i>	Yes	No	Time:	Who with?		Comments:		
Phone Call 2 <i>(as appropriate)</i>	Yes	No								
Time:	Who with?									
Comments:										
<p>Medication administered: What/ how much/ time: <i>(as appropriate)</i></p> <p>Circle one: As in care plan Parental permission</p>	<table border="0"> <tr> <td>Pupil collected to leave school</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Time:</td> <td colspan="2">Who with?</td> </tr> <tr> <td colspan="3">Comments:</td> </tr> </table>	Pupil collected to leave school	Yes	No	Time:	Who with?		Comments:		
Pupil collected to leave school	Yes	No								
Time:	Who with?									
Comments:										

If this information is not sufficient, please contact us on 01935 476227 or office@fiveways.school.

Kind Regards

Teacher name:

Teacher signature:

Appendix H

AMBER Response

Action required when:

First aid treatment for injury/illness aims to provide comfort to the pupil, helps to reduce swelling, and provides the pupil with pain relief. Start completing **Appendix G**

First phone call to parents

- The class lead must phone the parents/carer as soon as possible to inform them of the injury sustained/ illness symptoms noted.
- The parents/carers should be asked for consent to give pain relief if required.
- Provide a **factual** account of how the injury occurred. If uncertain inform the parents that you will get back to them as soon as you complete your fact finding.
- Make sure that within the factual information is related to the pupil's presentation. For example, is the pupils experience higher level of distress because of the injury, swelling, bruising.
- In the event of a more serious injury/illness parents/carers are to be asked if there is anything else they would like us to do: for us to monitor their child or to collect their child.

Unable to get parents on the phone

Severe

Not Severe

School to take straight to A&E and remain with pupil until Parents arrive or call an ambulance

Monitor the pupil

- A member of staff should stay with the pupil.
- The pupil should be monitored for any changes in the injury. For example, swelling bruising, changes in temperature, increase level of distress.

Has the pupil been collected?

No

Yes

Ensure all documentation is completed.

Has the pupils injury/illness changed?

Yes

No

Continue to monitor

Ensure all documentation is completed.

Second phone call to parents

- Any changes in injury/illness requires the class teacher to make a second phone call to parents to inform them of the changes.
- The parents will be asked to collect their child from school.
- The parents will be advised to take their child to a doctor/hospital to examine your child to determine the type of injury.
- **Hand parents information about an injury/illness form (Appendix G)** which they can take to A&E or a doctor. The letter will state that the injury/illness occurred, any pain relief, first aid given and any changes the injury. (Take copy first for school records)

↓
Ensure all documentation is completed.

Documentation Required

- **Complete record in Bump Form online (Behaviour Watch) Record First Aid in drop down menu option.**
- **Complete an EEC if pupil requires medical treatment.**
- **Record in Home/School link book**
- **Inform SLT immediately if a second phone call is required or the child is going home.**