



Ecclesfield Primary School

First Aid Addendum

Approved by:	Kevin Corke	Date: 26.8.21
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Last reviewed on:	November 2025
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Next review due by:	September 2026
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FIRST AID ADDENDUM

Qualified First Aiders: See type of qualified first aiders in Health and Safety and Wellbeing Policy and signposted in shared areas around school

In the event of no qualified first aider on site refer to Executive Headteacher/Head of School

Qualified First Aider lists available in shared areas in school.

We refer the follow non-statutory guidance for employers in early years, schools and colleges when reviewing our first aid procedures:

- <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>
- https://www.safeguardingsheffieldchildren.org/assets/1/first_aid_and_medical_conditions_sept_22.pdf
- First Aid Code of Practice, Health and Safety Wellbeing Team, Insurance and Risk Team, Sheffield City Council

Systems and Procedures

Procedures for medical tracker

To be completed by those who have had training AND are first-aid trained

To add an incident:

- Click on new incident which will bring up a drop-down menu and click on **injury** (this option allows more information to be recorded than the **bumps and scrapes** section)
- Complete the page with as much information as possible and click save. Ensure you record accurate information including who carried out the first-aid.
Please include how the child has injured themselves and the first aid which has been carried out. Please ensure you have included ALL details such as time, location etc
- Once saved click on **Send Notification**
- Click on Parent/Carer Notification and select Email Message, tick ALL the parent/contact email address you wish to send the notification to and then click **Done**. A notification will then appear for a short amount of time indicating your message has been sent
- **Once you have sent the notification, please go back into the tracker and check that the incident has been saved and a notification has been sent.**

To do this....

Click on Incidents on the blue banner

↓ Ensure your incident appears for the date

Ensure the 'notified' column is ticked

The screenshot shows the 'Incidents' section of a medical tracker. The top navigation bar has tabs for 'Students', 'Staff', 'Medication Use', 'Medication Expiry', 'Medical Conditions', 'Incidents', and 'Reports'. The 'Incidents' tab is selected. Below the navigation bar, there are buttons for 'New Incident' and 'Useful links'. The main area displays a table of incidents. The table has columns: 'All' (with a count of 1), 'Injury' (with a count of 1), 'Bumps & Scrapes' (0), 'Illness' (0), 'Near Miss' (0), 'Staff & Visitors' (0), 'RIDDOR' (0), 'Notifiable Diseases' (0), and 'Indicate Care' (0). The table also shows a list of incidents with columns: 'Date & Time', 'Name', 'Injury/Symptoms', 'Injured area', 'Location', 'How it happened', 'What happened next', 'First aider', and 'Notified'. One incident is listed: '01/11/20', 'Chad Cooke', 'Blisters', 'Left Ear', 'After Sch...', 'Accidental Occurrence', 'Student stayed at school', 'Ellie Whitt', and 'Notified' is ticked.

- Please ensure that children who have had head bumps or head injuries are given a purple band and the class teacher/cover are informed. (See Bump Note Flow Chart – Appendix 2)
- Inhaler use is to be recorded on the inhaler sheets, not on medical tracker

Lunch time incidents:

Where an incident happens during lunchtime and is dealt with by a MDSA/Playworker or a member of staff not trained to use the medical tracker

- Complete the paper copy of the 'School Accident Report', ensuring that ALL the details are completed (see appendix 1)
- Please include how the child has injured themselves and the first aid which has been carried out. Please ensure you have included ALL details such as time, location etc
- At the end of lunchtime, all accident reports to be passed onto Amy Pickstone and Hafsa Ali (follow our usual procedures if the injury is deemed as serious and needs further support from first aiders, parents should be informed immediately)
- Ensure the accident is communicated and shared with the class teacher during handover at the end of the lunch period.
- **Please ensure that children who have had head bumps or head injuries are given a purple band and the class teacher/cover are informed.** (See Bump Note Flow Chart – Appendix 2)

Points to Note:

- Please remember that any child with a facial injury/bump to the head need to be given a purple band as well as with the medical tracker/bump note.
- A second opinion may be needed, not all injuries can be seen straight away, and it is good practice to ask another first-aid trained person if you are not sure.
- It is vital that you inform Teachers/TAs in the pupil's class of ANY injuries. They do not see the bump notes and need to be aware of injuries that have happened.
It is worth noting that swelling/injuries can develop over time and a child who has injured them self needs to be monitored for the rest of their time in school as well as at home.
- Please ensure you investigate the accident/incident thoroughly and feed this back. When did the incident happen? Where? Who else was there? Can you speak to others around who saw what happened? Remember to ask open-ended questions when a child has an accident, reassess at a later time to see if there have been any changes.

Asthma: inhalers are kept in the classrooms in a clearly marked box and used as required by the child. The medical box must be taken with the class when they leave the classroom e.g. playtime, lunchtime, PE etc. The adult records the inhaler use on their own sheet which is kept with their inhaler. In the event of a severe attack, staff should attempt to calm and reassure the child and encourage them to breathe slowly and deeply. If the medication has no effect after 10 minutes and the child is distressed, unable to talk and becoming exhausted, then seek medical advice or call an ambulance.

It is the parent/carer's responsibility to make sure the inhaler does not run out or expire.

Administering Medication: Please see Medicines policy

Infectious Diseases: advice to be given to parents in accordance with guidelines in the Sheffield LA Public Health publication "A Manual for Schools" and in line with the School Nursing Service. Where the needs arise, letters and texts are sent to parents to advise of particular contagious illnesses. If parents alert the school to chicken pox/ rubella (german measles), we notify parents and staff in case of pregnancy. A log is kept in the office when notifiable diseases have been reported to parents stating the date/method/date.

More Serious Injuries

Qualified first aiders/Executive Headteacher/Head of School have equal rights to determine what is a reasonable and sensible action to take in each case.

Where the injury is an emergency, an ambulance will be called, following which the parent will be called.

Where hospital treatment is required but it is not an emergency, then the Executive Headteacher/Head of School will contact the parents for them to take over responsibility for the child.

If the parents cannot be contacted, then the qualified first aiders or Executive Headteacher/Head of School decide to arrange transport for the pupil to hospital.

Where the qualified first aiders /Executive Headteacher/Head of School makes arrangements for transporting a child then the following points will be observed:

- Only staff cars that are insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured child

Roles and Responsibilities

Minor incidents are dealt with by qualified first aiders.

Severe injuries to be assessed and dealt with by qualified first aiders or Early Years (Paediatric) first aider

First Aid Spillages (e.g. Body Fluids) to be dealt with by the person responsible for the injured child. Where a cleaner is available, they could also support with the spillage.

Resources

Medical Room

Plasters, gauze swabs, assorted bandages, eye pads, finger bandages, melolin dressings, triangular bandages, Rescuscipade, disposable gloves and yellow disposal bags are located in the first aid box and drawers.

First aid bags are provided for all Lunchtime supervisory staff to use at lunchtime and are kept by lunchtime staff

First aid bags are provided for all Support staff to use and are kept by staff

Cool packs are kept in the office medicine fridge.

Health and Safety and Riddor Accident Reporting

The Governing body will implement the LA's procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression.

The Governing body is aware of its statutory duty under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- it is an accident in school which requires immediate emergency treatment at hospital

For each instance where the Executive Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the authority will be sought.

Where a pupil has an accident, it will be reported to the LA.

All accidents to non-employees (e.g. visitors) which result in injury will be reported to the local authority.

Appendix 1:

School Accident Report

School Accident / Illness Report

Date of accident	
Time of accident	
First aider name	
Pupil name	
Pupil class	
Location of accident in school	
Where on the body is the injury?	
What is the injury (e.g. cut, bruise, etc.)?	
Details of treatment given	
Signature	
Needs a call home?	Yes / No
If yes, call completed?	Yes / No

Appendix 2:

Bump Note Flow Chart



