# Wincle CE Primary School

*Wincle School provides an enriching and outstanding rural education. We nurture the whole individual: body, mind and soul, inspiring rounded, happy, courageous children **who shine in all that they say and do**. Our children exhibit a passion for learning, a confident faith, a loving concern for community and an inclusive respect for all.*

*'Shine Like Stars' Philippians 2:15*

| **First Aid Policy** | |
|---|---|
| **Date updated:** | **Brief summary of changes:** |
| October 2026 | Policy updated with latest first aid form |

The purpose of first aid at Wincle School is to attend to immediate needs and to seek further help if necessary. First aid can save lives and prevent minor injuries becoming major ones.

**Procedures**

If a child is taken ill during lessons, they are monitored and supervised by a member of staff either in the first aid room or classroom. If a minor injury occurs, wherever possible, it is attended to in-situ. If further advice is needed, then the Paediatric Qualified First Aider in school will be sent for.

Only the Head teacher, or the person in charge, can authorise a child going home.

Staff who are qualified Emergency First Aiders (see Register of First Aiders) should deal with all minor injuries. Injuries should be recorded on a 'Wincle First Aid/Incident Report' on the first aid clipboard in each class. Parents will sign this form at the end of the day and the form is then stored.

A Paediatric First Aider (see Register of First Aiders) will deal with any head bumps / serious injuries. A head bump note text will be sent informing parents directly that an injury has occurred.

The First Aid/Incident Report Form details the pupil's name and class; date and time of injury; type of injury; detail of first aid given; name of attending First Aider; whether the injury has required a parental phone call and advice if the injury is a head bump (this should be circled or highlighted when necessary).

If an injury is assessed as possibly needing further medical help, then parents should be contacted and the Head teacher informed. Serious injuries must be reported to the Head teacher as an accident form may have to be completed and sent to the L.A. (RIDDOR via PRIME reporting)

Other injuries, that are more serious that a bump or graze, will be reported via PRIME at the headteacher's discretion.

In the event of an emergency injury or medical concern, an ambulance should be called immediately, parents informed and a Paediatric First Aider to attend until the ambulance arrives. There must be another adult present at all times.

**Wincle CE Primary School has an Automated External Defibrillator (AED) located in the First Aid Room. In the event of a suspected cardiac arrest, a member of staff should immediately call 999, commence CPR if appropriate and retrieve the AED. The AED provides clear spoken instructions and can be used by trained or untrained responders in accordance with emergency services guidance.**

A RIDDOR form must then be completed and the Governing Board informed.

**BASIC FIRST AID PROCEDURES:**

Wash cuts and grazes in clean water and use an antiseptic wipe if necessary. (Always wear protective gloves when dealing with blood).
Apply cold compress (ice packs are kept in the kitchen refrigerator) to sprains and bumps for approximately ten minutes then review. A cold compress can be given for a further ten minutes if required.
Apply a sterile dressing if absolutely necessary.

**FIRST AID KITS**
Well-stocked First Aid kits are located as follows:

- Main Kit & additional supplies in First Aid Room
- Sports First aid Kit (for off the premises sports events) in the First Aid Room
- Mini-First Aid kits in the hall and each classroom.
- First Aid bag for playtimes and PE lessons in the hall

Mrs Kim Clack are in-charge of keeping supplies and First Aid kits stocked. All staff are responsible for storing Minor Injury forms to a central file in each classroom every half-term. These will then be collated by the school bursars at the end of an academic year.

Wincle CE Primary School has an Automated External Defibrillator (AED) located in the First Aid Room. The AED is maintained in accordance with the manufacturer's guidance and regular checks are undertaken to ensure it is ready for use. Staff are made aware of the location of the AED and are encouraged to undertake basic life support and AED awareness training. In the event of a suspected cardiac arrest, emergency services should be contacted immediately by dialling 999 and the AED brought to the casualty as soon as possible.

**FIRST AID AT PLAYTIMES/LUNCHTIME:**
At least one Paediatric First Aider will be on duty at one time, where possible.
During all playtimes, the First Aid bag and accident reporting slips should be taken outside.

**MEDICINES (see Administration of Medicines Policy)**
The school is not obliged to dispense medicines to children but offer this service provided that there is a signed consent form (Permission to administer Medicine Form) and medicine has been advised by a Medical Professional.
Completed forms are kept in the Medical Room; prescribed medicines are kept in a locked medicine cabinet or fridge.

**MEDICAL CONDITIONS (see Medical Needs and Care Policy)**
A list of the names, with photographs, of all children suffering from particular medical conditions is kept in the First Aid Room. Individual Health Care Plans are kept in the Medical Room and with relevant medication in the classroom.

Asthma Children suffering from asthma will have their own inhalers, especially for P.E., games, swimming lessons and school visits. Inhalers will usually be kept in the First Aid Room or with a teacher in class.

In the event of an asthma attack, staff should:

- Ensure that the child uses his/her reliever inhaler;
- Stay calm and reassure the child;
- Help him/her to breathe by loosening clothing round the neck.
- Fill in the record sheet documenting the date, time and number of puffs.

If there is no improvement after five or ten minutes then the parents should be contacted and an ambulance sent for.

Other Medical Conditions detailed information relating to the treatment of individual children with other specific medical conditions, e.g. diabetes, nut allergy etc. is kept on the notice boards in the First Aid Room and the main school kitchen. This is to remind staff of these specific needs.

Related Policies and Documents:

- Medical Needs and Care Policy
- Asthma Policy
- Intimate Care and Working Alone Policy
- First Aiders Register

**Respiratory Illness**

In all education, childcare and social care settings, preventing the spread of respiratory illnesses involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who are displaying symptoms do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

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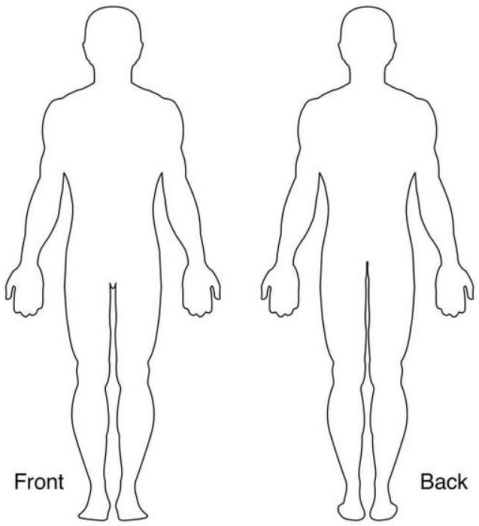
## Minor Accident / Incident Report Form

| Pupil's name: | | | | M | F | Age: 2 3 4 5 6 7 8 9 10 11 | | | |
|---|---|---|---|---|---|---|---|---|---|
| Preschool | Rec | Y1 | Y2 | Y3 | | Y4 | | Y5 | Y6 |
| Date: | | | | Time: | | | | | |
| Location: | Classroom | Hall | | Reporting<br>First Aid Incident<br>Was First Aid received? YES NO | | | | | |
| | Playground | Field | | | | | | | |
| | Other: | | | | | | | | |
| Persons present: | Mrs Smith | Miss Kershaw | | Person administering first aid: | | Mrs Smith | Miss Kershaw | | |
| | Mrs Mollart | Mrs Cookson | | | | Mrs Mollart | Mrs Cookson | | |
| | Mrs Goodwin | Mrs Holmes | | | | Mrs Goodwin | Mrs Holmes | | |
| | Miss Braddock | Mr England | | | | Miss Braddock | Mr England | | |
| | Mrs Roberts | Miss Williams | | | | Mrs Roberts | Miss Williams | | |
| | Mrs Clack | Mrs Frampton | | | | Mrs Clack | Mrs Frampton | | |
| | Mrs Henshaw | Mrs Tanswell | | | | Mrs Henshaw | Mrs Tanswell | | |
| | Mrs Mukadam | Mrs Belfield | | | | Mrs Mukadam | Mrs Belfield | | |
| | Mrs Lambert | Mrs Miller | | | | Mrs Lambert | Mrs Miller | | |
| | Miss Buckley | Coach Seth | | | | Miss Buckley | Coach Seth | | |
| | Mrs French | | | | | Mrs French | | | |
| What happened?<br><br>What injury? | | | | | | | | | |

Location and details of injury:




First Aid Given:

Moved to First Aid Room
Wound cleaned
Wound covered
Cold compress
Monitored for 10 minutes

Monitored for 20 minutes
External advice sort

| | | |
|---|---|---|
| Future actions: | | |
| Staff signature: | | Date: |
| Parent/Carer: | | Date: |