

First Aid Procedures

Northgate Primary School



Approved by:	Northgate Governing Body
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Last reviewed on:	March 2026
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Next review due by:	March 2027
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FIRST AID PROCEDURES

We are proud of the care that our staff gives to all the children and adults at Northgate Primary School.

We have over 600 pupils at our school and nursery and we deal with a wide variety and a number of incidents daily. A large number of our staff have undertaken the necessary First Aid training to comply with current Health and Safety Regulations and best practice. These include the Workplace First Aid Certificate, First Aid at Work, Paediatric and Early Years First Aid, Mental Health First Aid as well as training in Asthma Awareness and Managing Medicines in School. Staff members who are First Aid trained can be identified with a Pin on their lanyard. Staff will also undertake training for children's specific medical conditions as and when the need arises, i.e. Auto injector training, Epilepsy, Diabetes etc.

FIRST AID areas are clearly labelled with 'First Aid' signs (a white cross on a green background).

FIRST AID ROOMS are situated as follows:

- Main First Aid / medical room – situated in the **School Office**
- Early Years: situated in **Nursery (Plum Class) office**



FIRST AID BOXES for minor injuries are situated in key areas within school. These are located as follows:

- Holmbush Hall (situated to left of entrance door)
- 1st stairwell KS2 (at top of stairs)
- 2nd stairwell KS2 (at top of stairs)
- Food Technology room (situated by sink area, right hand side)

FIRST AID TROLLEYS are taken out on to the playground for outdoor activities to enable staff on duty to deal with minor injuries.

- 1 First Aid Trolley for KS1 playground (stored outside Y1 when not on playground)
- 1 First Aid Trolley for KS2 playground (stored in the food tech room when not on playground)
- First aid trolleys are checked weekly for stock take and cleaning.

Trolleys should be returned to storage areas at the end of the day.

Outlined below are the procedures that we follow:

- We only contact parents/carers for serious injuries or illness.
- We would not hesitate to call 999 for an ambulance, if necessary, **before** contacting parent/carers.

FIRST AID EQUIPMENT

- **Protective Gloves** – powder free vinyl First Aid gloves (latex free).

- **Plasters** – individually wrapped sterile adhesive plasters for **all children** unless advised by parents/carers of an **allergy to plasters, in which case hypo-allergenic plasters are available. (Any child with a plaster allergy will be recorded on Front cover of the First Aid Record Book).**
- **Clean tap water** – for the cleaning of grazes and cuts.
- **Gauze Swabs** – for the cleaning of grazes and cuts.
- **Water spray bottles** – for cleaning small cuts and grazes (First Aid trollies only).

RECORDING ACCIDENTS / INJURIES

Whatever the degree of seriousness, **ALL** accidents and injuries **MUST be recorded** as follows:

- First Aid trollies: recorded in First Aid Record Book. Please add to CPOMS at a convenient time.
- Main First Aid rooms: Please record all incidents on CPOMS

Please Note:

No creams or antiseptic wipes are used for our First Aid in school. Tap water is used to clean cuts and grazes.

Ear and head scanning thermometers are used in school for suspected high temperatures.

GUIDANCE FOR THE TREATMENT OF SPECIFIC CONDITIONS

ASTHMA MEDICATION (blue inhalers only)

For children in KS1 and KS2 inhalers are kept in the classrooms in classroom medical bags. These bags are clearly labelled with the class name and are taken with the children when they leave the classroom, i.e. P.E. lessons, lunch time, play times and school trips. All inhalers should be brought to the School Office in the original packaging as dispensed by the pharmacist and an Asthma Information Form must be completed by the parent/carers. An Asthma Register is also kept in the **FIRST AID ROOM in the main School Office.**

Please refer also to the school's Asthma Policy for further information including Emergency Inhaler Policy.

AUTO-INJECTORS (SEVERE ALLERGIES)

Parents are to bring in two auto-injectors pre-scribed by the doctor. They should be in date and have the child's name on. It is the parent's responsibility to make sure they keep the school up to date with their children's medical needs. We follow the 'Guidance on Auto-Injectors in Schools' policy documents. The auto-injectors are kept in the school's first aid room or the early year's first aid room only depending on the location of the child's class. These are checked on a regular basis.

They are kept in a cupboard out of the reach of children but not locked for easy accessibility. All staff are aware of which children require an auto-injector.

Please see our Auto-injector policy for further information including Emergency Auto-Injector use.

BUMPS / INJURIES TO THE HEAD

First Aid is given as assessed by a main first aider. Parents/carers will always be contacted by telephone and given the opportunity to collect their child from school.

For a **minor** 'head bump' injuries, if after discussion with parent/carer it is agreed that the child should remain in school;

- children in **Early Years and KS1** will wear a yellow '**bumped head**' sticker (so that the injury is immediately obvious to other adults in school)
- for children in **KS2** a **brightly coloured 'bumped head wrist band'** will be provided.
- If it is a serious injury, parents/carers would be advised to collect their child and seek professional medical advice. A head bump advice leaflet will be issued. In some circumstances it may be that the school would call an ambulance. In the absence of parents/carers, a member of staff will accompany and stay with the child until a parent/carer arrives. The child's data information sheet should be printed and taken to the hospital.

CUTS AND GRAZES

- **For serious cuts and grazes** – First Aid is given as assessed a Paediatric First Aider. Parents/carers are contacted by telephone and if necessary advice will be given to seek professional medical help. Children will wear a yellow '**I have received First Aid Sticker**'.
- **For minor cuts and grazes** – First Aid is given and assessed by any member of staff. Any First Aid administered must be recorded in the 'First Aid Record Book'. These will be on First Aid Trolleys KS1 and KS2. **Any injuries assessed as serious should be referred to a Paediatric First Aider.**
- **Clinical waste:** must be disposed of securely in yellow clinical waste bins or bags on First Aid Trolleys KS1 / KS2 or the Medical Room. Waste bags should be emptied when the trolley is returned to its home. There are yellow bins located in the nursery and all disabled toilets. These will then be collected by PHS on a bi-weekly basis.

HIGH TEMPERATURE

Parents/carers are always telephoned and the child is taken home. **For our children younger than 5 years, a 'Fever Advice Sheet' is also given to the parent/carer. A high temperature is 37.5 degrees or above unless otherwise specified by a parent/carer.**

INFECTIOUS DISEASES

The school follows Public Health England 'Guidance on infection control in schools and other settings'. There is a chart for these in the School Office.

VOMITING AND DIARRHOEA

Parents/carers are telephoned for the child to be taken home. The child **should not return to school for 48 hours** after the last bout of vomiting/diarrhoea has occurred. Should a child return to school before the 48 hours have elapsed, the school will telephone parents/carers to collect the child and they should not return before their 48 period is clear.

If you are ever unsure about a child's health please contact the school office.

List of current First Aiders 2026:

Our First Aiders

 Viv Turner Paediatric First Aid	 Jackie Robinson Paediatric First Aid	 Jane Forward Paediatric First Aid	 Sharon Hill Paediatric First Aid	 Pam Howes Paediatric First Aid	 Emma Sprules Paediatric First Aid
 Kerry Nugent Paediatric First Aid First Aid at work	 Clare Anketell First Aid at Work	 Sunny Saleem First Aid at Work Paediatric First Aid	 Amy Watson First Aid at Work Paediatric First Aid	 Frances Mc Aloon Mental Health First Aid	 Sarah Stringer Mental Health First Aid
	 Nicola Robertson Paediatric First Aid	 Megg Simmons Paediatric First Aid	 Nikki Gray Paediatric First Aid		