



ERNESFORD GRANGE PRIMARY SCHOOL

First Aid Policy – September 2026

1. Injuries (examples given below) which occur within the school site and involve pupils or adults must be reported to a First Aider.
2. Any First Aid administered to adults or children must be carried out by a competent person with advice as necessary from a qualified First Aider.
3. Any First Aid administered must be recorded in the **First Aid Report Book**. For pupils diagnosed as requiring immediate hospital treatment or unfit to remain in school an Accident Report Form should be completed.
4. In any case where a child has received a blow to the head a wristband will be allocated to the child. A qualified first aider must check and assess the child and contact parents/carers if necessary.
5. In all cases where First Aid has been administered it is the responsibility of the First Aider to recommend whether the injured pupil or adult:
 - remains at school,
 - remains at school until a relative (adult) or Emergency Contact Person, who has been contacted by the school, is able to collect them,
 - is taken to hospital by car,
 - is taken to hospital by ambulance.

Please note: For Early Years pupils (Reception, Nursery and Pre-School) further documentation requires completion. Please see relevant Early Years policy guidance.

Pupils requiring Hospital Treatment

The following protocols should be carried out in cases where a First Aider deems that the injured adult or child requires immediate hospital treatment.

1. The First Aider should direct a responsible adult to dial 999 in order to contact the emergency services.

2. Parents/relatives of the injured child/adult must be contacted and advised as to which hospital the injured person has been taken.
3. The School's Health and Safety Advisor (currently Ami Samra) should be contacted.

In-line with NHS West Midlands Ambulance Service:

Call 999 in a medical emergency – when someone is seriously ill or injured and their life is at risk.

Medical emergencies can include:

Loss of consciousness

An acute confused state

Fits that are not stopping

Persistent, severe chest pain

Breathing difficulties

Severe bleeding that cannot be stopped

Severe allergic reactions

Severe burns or scalds

Pupils who are unfit to remain in school

If the First Aider recommends that a pupil is unfit to remain in school the administrative staff should be informed. The pupil should be escorted by an adult to the school reception area.

Either the First Aider, administrative staff or other responsible adult should contact the pupil's parents as soon as possible. Where a parent cannot be contacted the child's Emergency Contact person should be informed. (Emergency Contact Forms for all children are located within the office area).

The class teacher of any child sent home must be informed by an adult.

Examples of other injuries which may require medical attention

Bruising or swelling after a fall or knock

Any eye injury

Bleeding

Bites (Human or animal)

Wasp/Bee stings

Any injury resulting in a child fainting

Head injuries

Dislocated or broken limbs

Covid-19 Additional Guidance and Using PPE

- Y6 children to wipe cuts and apply plasters independently.
- First aiders must wear PPE if administering first aid (gloves, mask, face shield and apron).
- PPE must be bagged and binned after use.
- Face shields to be kept and sanitised.
- First aid to be recorded as before.
- Only administer first aid if absolutely necessary.
- Cold compresses to be wrapped in paper towels not the usual covers.
- Only use cold compress to reduce swelling or bruising.
- Adults receiving first aid could use PPE if appropriate.