Hampton Gardens
First Aid Procedure

Last reviewed:	June 2026
Next review due:	June 2027
Member of staff responsible:	Atul Karia
Ratified by:	Hampton Gardens Local Governing Body

HAMPTON GARDENS: FIRST AID PROCEDURES

IN SCHOOL PROCEDURES

In the case of illness:

- If a student seeks medical support in a classroom, the member of staff will put on a medical alert which will be picked up by the Student Services Receptionist ("SSR"). They will either attend the situation in a classroom or take up the appropriate medication to the classroom.
- In the event that the SSR is not available the Student Services Officer ("SSO") for that year group will be alerted
- In the event of staff unavailability, the On call member of staff will pick up the student and decide next steps to receiving appropriate support.
- If someone is taken ill and cannot be moved, the first member of staff on the scene will summon help from a First aider.
- All incidents will be logged on Medical Tracker

In the case of an accident or injury at school:

- The injured party should be seen by a qualified First aider
- Parents or next of kin will be contacted, where this is deemed appropriate. This includes all primary aged students and all but the most minor injuries. Parents are always contacted if a student receives a bump to the head.
- If the injuries cannot be treated at the school, arrangements will be made to transport to hospital. A member of staff will accompany the student if a parent is unable to be there.
- All witnesses must make a statement to help clarify the cause of the injury. The First aider will complete a report on Medical tracker. This includes:

    - The date, time and place of the incident
    - The name (and class) of the injured or ill person
    - Details of the injury/illness and what first aid was given
    - What happened to the person immediately afterwards (e.g. went home, resumed normal duties, went back to class, went to hospital)
    - Name of the First aider.
    - Who notified the parent and whether this was by letter, phone, email or in person.
    - Serious accidents affecting employees, students or visitors must be reported to the HSE on Form 2508. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

OFFSITE PROCEDURES

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

A member of staff may assume the role of an Appointed Person if there is no First aider on the trip. The Appointed person will:

- Takes charge when someone is injured or becomes ill
- Looks after the first aid equipment e.g. restocking the first aid container
- Ensures that an ambulance or other professional medical help is summoned when appropriate.

PRESCRIBED MEDICINES

Medicines should only be taken to the School when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the School day.

The School should only accept medicines that have prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in original container as dispensed by pharmacist and include prescribers instructions for administration.

For medicine such as paracetamol or ibuprofen, parents can supply this to school and this will be monitored and distributed as all other medication.

The School should never accept medicines that have been taken out of the container as originally dispensed nor make any changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside School hours. Parents could be encouraged to ask the prescriber about this.

NON-PRESCRIBED MEDICINES

Controlled Drugs

All controlled drugs are to be kept locked in a non-portable container and only named staff should have access.

Children with Special Medical Conditions

The School should be aware of children who have allergies or that require any special medical attention.

Refusing Medicine

If a child refuses to take medicine, staff should not force them to do so but should note this in the records and follow agreed procedures.

Hygiene Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand-washing facilities, and should take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

Training and Qualification Standards:

- All First Aiders must hold a valid First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) qualification from an approved training provider.
- Refresher training must be completed every 3 years, with annual updates recommended.
- Information regarding qualified staff is maintained on Medical Tracker and there should be timely renewal of qualifications.

Review and Monitoring Cycle:

- This First Aid Procedure will be reviewed annually or sooner if legislation, staffing, or operational needs change.
- The review will be conducted by the SLT link.
- Incident data from Medical Tracker will be analysed termly to identify trends, inform training needs, and improve practice.

Linked Policies:

Hampton Academies Trust First Aid Policy
Hampton Gardens Administering Medication Policy