



DOWNSVIEW PRIMARY SCHOOL

First Aid and Accident Policy

Originator: A. Hearne-Reed
Agreed on: October 2025
Revision Date: October 2026

Downsview Primary School
Biggin Way
Upper Norwood
London
SE19 3XE

Telephone: 020 8764 4611
Email: sec1@downsview.croydon.sch.uk
Website: www.downsview.croydon.sch.uk

Signed on behalf of the Governing Body: _____ Chair of Governors

Date: _____

FIRST AID AND ACCIDENT POLICY

1: AIMS

- Set guidelines for all school personnel in the administering of first aid and to determine whether or not the child needs first aid or pastoral care.
- To provide first aid provision and medical care for both pupils, staff and visitors, ensuring that anyone who is ill or has an accident gets the treatment and care that they need.
- To have in place qualified and certificated first aid personnel.
- To have in place first aid equipment that is fit for purpose.

2. STRATEGY

First Aid Documents

Children at school with any severe allergies (requiring the administration of medication) or medical conditions will be recorded on Medical Lists displayed in the Medical Room and in First Aid Information Folders kept in the First Aid Boxes that go out to the playgrounds. All adults have access to the medical register, which provides a concise summary of relevant medical conditions alongside accompanying photographs. This ensures consistency of information and enables all staff to maintain a shared understanding of pupils' medical needs. These will be updated as required (including when notified of changes by parents/carers and at the start of the new school year) by a member of the office team who will liaise with the First Aid Co-ordinator.

First Aiders

At Downsview Primary and Nursery School, we ensure that there is at least one emergency first-aid trained and one paediatric first-aid trained member of staff in school at all times during the school day and a First Aider during the extended school day.

- All staff can administer basic first aid and will be epi-pen trained.
- Nominated staff will undertake training in first aid and the administration of some emergency medicines.
- A record of all trained First Aiders will be on display in the Medical Room and next to each mounted First Aid box. Copies of First Aid certificates will be available from the school office.
- A First Aider must be consulted in the event that a child or member of staff sustains a major injury or injury of the following nature:
 - Cut or knock to the head
 - Eye or mouth injuries
 - Suspected sprain or break
 - Burns
 - Stings: i.e. bees/wasps/insects (due to the possibility of allergic reaction)
- In addition, First Aiders must follow up pupils who have been treated for a specific illness or allergy: diabetes, epilepsy, pupils known to have allergic reactions or pupils with EpiPens. **On no account must these pupils be left or sent to self-administer their own treatment.**
- A First Aider **need not be sought** in the event of a minor incident, which may be treated with pastoral care. Examples of these are:
 - Minor cuts and abrasions
 - Pupils who feel – or who are actually sick
 - Toothache, mild headache, tummy ache
 - Minor marks to the body (bruises), skipping rope burns etc.

Any pupil with a known medical condition with apparently mild symptoms should see a First Aider as these may be the early signs of an allergic reaction or onset of their condition.

First Aid Equipment

- Wall mounted First Aid boxes are located in each of the year group shared areas, the Nursery, Otter Class and the Music Room. The Reception classes have a shared first aid box, which is located next to Duckling's outside door. There are two large First Aid boxes for use in each of the playgrounds – the Key Stage 1 box is kept in the Year 1 shared area next to the door into Year 2 and the Key Stage 2 box is kept in the Medical Room.
- Travel Kits are available from the First Aid Co-ordinator to be taken on any excursions from school.
- Ice packs are readily available from the freezer located in the school office – only the small medi-chill packs are to be used for Infants. The larger instant ice packs, found in the Medical Room and First Aid Boxes, may be used for older children and larger injuries.
- Any items containing bodily fluids needs to be double bagged and placed in a bin.
- The administering of items such as antiseptic creams etc. is not permitted in case of allergic reaction. Cuts and grazes should be treated with non-alcohol wipes or clean gauze and water. Cotton wool should NOT be used on any open wounds. Elastoplasts or micropore should be applied, where applicable, unless there is a known allergy to them.
- Gloves must be worn when treating open wounds.
- Eye injuries may be washed with mains tap water, where accessible, or unopened bottles of water or sterile eyewash pods which are stored in the First Aid boxes, which are taken out onto the playground.
- First Aid stock is kept in the Medical Room.
- The medical boxes and kits will not have any medicine containing paracetamol, ibuprofen or aspirin in them.
- The School emergency Asthma pump is located in the Medical room

3. RECORDS AND REPORTING

- All injuries that require attention will be recorded on an Incident/Illness Report Slip (**Appendix 1**) (Incident/Illness Report Pads can be found in the Key Stage 1 First Aid box, Key Stage 2 First Aid Box, Reception First Aid box, Nursery First Aid box, the Extended Schools First Aid Bags) and in the Medical Room. Under no circumstances must the names of other children be recorded on the top (white) copy of the child's Incident/Illness Report Slip, but it can be included on the bottom (yellow) copy to provide more information. This is for data protection reasons. If an incident requires further investigation and follow-up this should be recorded in CPOMS. Please insert the card between each slip to ensure that the information recorded is only copied onto the carbon copy below.
- The bottom (yellow) copy **MUST** be retained in the Incident/Illness Report Pad.
- The top (white) copy of the Incident/Illness Report Slip should be carefully removed along the perforated edge and given to the child's Class Teacher for handing over to the Parent or After School Club Manager at the end of the school day or to the person collecting the child (in the event that they need to be collected from school early). Adults must ensure parents/carers are informed of the Incident/Illness Report Slip at the end of the day.
- All head injuries should be reported to parents/carers. Any injury above the neck is considered to be a head injury, this includes eye and mouth injuries.
- All pupils who have banged their heads will have a bumped head sticker.
- All incidents of choking should be reported to parents.
- All incidents of a child biting another child, where a mark is left or the skin broken, should be reported to the Head Teacher or a member of the Senior Leadership Team and the parents of the child who has been hurt. The child bitten and the one who did the biting should be advised to seek medical attention/advice.
- It is the responsibility of the class teacher to inform the parent/carer collecting the child AND/OR After School Club Leaders of injuries, when it is deemed necessary by the First Aider.
- Serious injuries that require the attendance of an ambulance or medical treatment from a GP or dentist must be reported to the Local Authority on the **Internal Report of an Accident, Assault, Occupational Disease or Near Miss online Form (Local Authority Non-Employee Accident Form for pupils and Employee Accident Form for staff)** to comply with the RIDDOR of 1995 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). This online form must be completed by the First Aid Coordinator and electronically signed-off by the Head Teacher. A printed copy of the submission is retained securely by the school.

Phone Calls

- Parents/Carers will be contacted by phone by the member of staff who dealt with the injury in the event of a child sustaining a serious injury or any injury that the First Aider is concerned about. If there is any doubt a phone call home will be made.
- Each call made will be logged on the Incident/Illness Report Slip.
- In the event of not being able to contact a parent/carers, the child will be placed under close supervision or the appropriate action will be taken, i.e. the request of an ambulance.

Children Going Home

- If children are to be sent home due to an injury or illness which requires medical attention, the First Aid Co-ordinator and /or the Head Teacher or, in their absence, a member of the Senior Leadership Team **must** be informed.
- Any child who has vomited, has diarrhoea or has a raised temperature is to be sent home and parents advised as to the minimum period of time the child needs to be off from school before returning (DfE guidance is 48 hours).
- When parents are advised to seek medical attention for their child, it must be recorded on the Incident/Illness Report Slip.

4. EMERGENCY PROCEDURES

In case of an emergency, the school will call an ambulance and parents/carers. An appropriate member of staff should accompany the pupil to hospital and wait with them until the parents/carers arrive. Staff should not take pupils to hospital in their own cars.

In the event of an emergency, the ambulance (or other emergency service) should be directed to: ***Downsview Primary and Nursery School, Biggin Way, Upper Norwood, SE19 3XE***

- The First Aid Co-ordinator, the office staff and a member of the Senior Leadership Team should be alerted immediately.
- The parents should be telephoned later that day to find out how the child is and to keep in touch until the child is known to be on the road to recovery. This will be the responsibility of the First Aider and a record of the telephone conversation should be added to the school's copy of the Incident/Illness Report Slip.
- In the event of a serious accident the First Aid Co-ordinator and member of the Senior Management Team will carry out an investigation. If the accident was caused by negligence or by a building defect, this should be reported to the Site Manager for appropriate action.

5. INTIMATE CARE

Intimate Care

- In the event if an injury/soreness in an area of the body that could be described as intimate, two or more First Aiders or a First Aider and another member of staff must be present.
- On no account should any member of staff inspect a child's genital area (unless bleeding profusely) – in incidents of injury a child may be asked to inspect the area themselves on their own privately. If the injury requires attention or the problem persists the child's parents will be asked to come.
- Two members of staff will supervise children requiring personal changing due to soiling and a record of the time the child was changed should be recorded in the Personal Changing Record Chart (a copy of which is kept in the Nursery and Reception Classes). A master copy can be found at **Appendix 2**.

6. OBTAINING AND ADMINISTERING FIRST AID

First Aid during Class Time

- Minor incidents should be dealt with by the class teacher or Learning Support Assistant. If there is vomit or other residue from the incident this will be cleared up by the Site Staff. In their absence, the appropriate equipment is located in the Caretaker's Cleaning Cupboard, located next to the Inclusion Office. (Only Red coloured buckets and mops should be used to clean up personal body fluids)
- Children needing to be sent home should be **taken to the school office by an adult, or accompanied by another child**, with a message from the Class Teacher explaining the need for the child to go home. A phone call home will be made and logged by a member of the school office team. The Headteacher and / or the First Aid co-ordinator or, in their absence, a member of the Senior Leadership Team **must** be informed.
- Any child sent for first aid or to access medications **must** be accompanied by an adult or a peer.

First Aid at Lunchtimes and Playtimes

- Injuries will be assessed by the nearest adult who may decide to send the child to a nominated First Aider. ***The cleaning and dressing of minor abrasions can be undertaken by any school personnel and does not require the attention of a First Aider. First aid boxes will be located in both KS1 & KS2 playgrounds and be accessible to all adults. Alongside this, all year groups will have access to small first aid bags with essentials such as gauze, plasters and ice packs. An LSA from each year group is responsible for bringing these outside at playtime and lunchtime.*** All First Aiders are responsible for their 'patient' until responsibility can be handed over to a parent/carer or another First Aider. ***Under no circumstances*** should a child be left on their own.

7. SCHOOL TRIPS AND VISITS

- A basic first aid kit will be taken on all excursions out of school. These are available from the First Aid Co-ordinator prior to the trip. The collection and return of first aid kits are the joint responsibility of the Class Teacher and accompanying First Aider.
- Any Asthma pumps/ EpiPens etc. must be taken – this is the responsibility of the Class Teacher. These must only be removed from the Medical Room/classrooms prior to the visit and be returned to the correct storage containers in the Medical Room/classrooms **immediately** on return to school. A school asthma pump is stored in the Medical Room and a spare EpiPen is available in the school office. These can be taken on excursions if needed.

Date of next review: October 2026

Appendix 1

IMPORTANT FOR THE ATTENTION OF PARENT / CARER

INCIDENT/ ILLNESS REPORT SLIP										DOWNSVIEW PRIMARY & NURSERY SCHOOL Biggin Way, Upper Norwood, London SE19 3XE Tel: 020 8 764 4611				
Pupil's Name										Date	Time	Class	Location of incident	
Details of incident/treatment														
														Name of Parent/Carer Contacted (if applicable):
Bump/bruise	Twisted ankle	Asthma	Vomiting / Nausea	Headache / Temperature	Nosebleed	Other	Banged their head	The child was well enough following First Aid to remain in school	Parent contacted by telephone	Attempted but unable to contact parent by telephone	The child was collected from school	The school is of the opinion that your child should consult a Doctor	<p>If your child has banged their head and suffers drowsiness, vomiting, disturbed vision or complains of a headache or excessive pain after returning home, please consult your doctor or go to the accident and emergency at your local hospital. We would advise that you take this slip with you.</p>	
Completed by (please print full name):							Signature:					REPORT SLIP No. 000001		

