



The Milford Academy

First Aid Policy

Document Information

School:	The Milford Academy	Version Date:	Autumn 2025
Approved by: (if applicable)	Governing Body	Owner:	Stephen Goff / Joe Turner
Approval Date:	December 2025	Next Review Date:	Autumn 2027

The health and safety of all children at The Milford Academy is of the highest importance to all staff. This policy explains the practices in place to address the health needs of the children which may be as a result of accidents or medical conditions.

The school has staff who have enhanced first aid qualifications responsible for dealing with any serious first aid matters and can be called upon to offer advice whenever required. The office keeps an up-to-date record of who these people are and staff are updated as required.

The school has members of staff who are AED (Automated External Defibrillation) trained and the records of who have completed this training are updated via the office. In addition to this, the majority of The Milford Academy Staff have also undertaken emergency First Aid Training and the office hold records of those people.

All trained members of staff will administer to small cuts and bruises that are the normal occurrence in a school day. If the injury is serious to a person with an enhanced qualification should be sought.

On the occasion a First Aider is called during lesson time, the adult who delivers the message will be required to supervise the class or group of children that the first aider is teaching.

First Aid Training is carried out in line with current Health and Safety recommendations. This is every 3 years to re-qualify as a First Aider and annually in Emergency First Aid.

Roles and Responsibilities of a First Aider:

- To complete a training course approved by the Health and Safety Executive, as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school
- Ensure that associated documentation that records the accident / injury is completed as soon as possible with the accurate date and time.
- When necessary, ensure that an ambulance or other professional medical help is called.

Storage of equipment:

The Office, Staff Room and each Class contains a fully stocked first aid box which is stocked according to HSE guidelines. There is a green first aid box located in every classroom. Back up first aid resources are stored in the PPA Room. Ice packs are stored in the Nursery Freezer for KS1 and in the Staff Room freezer for KS2. Travel First Aid Bags are also stored in the Office.

It is the teachers' responsibility to restock their own first aid box once equipment has been used according to the new H.S.E guidelines. Staff are responsible for ensuring first aid boxes contain the necessary equipment.

Accident and Injury Reporting

All first-aid incidents should be recorded on 'Medical Tracker'. This will also inform parents of the injury. Should the injury be more serious a phone call to the parent is necessary. Where a child has a serious injury or injury to the head, the staff member should inform the Head Teacher or Senior Teacher who will decide whether parents should be contacted immediately.

In the event of serious injury or concerns, first aiders must complete an Accident/ Incident Report Form, sending a copy to the Local Authority and directing the child/ adult to see a doctor or visit an Accident and Emergency Department to seek further advice.

Calling the emergency services

In the case of major accidents, it is the decision of the Head Teacher/senior teacher/senior first aider if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the Admin Staff OR another member of staff should wait by the school gate and guide the emergency vehicle.

If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately.

All contact numbers for children and staff are located in the School Office. An emergency key to open the large gate on the playground for emergency vehicles is located in a box near the gate.

Basic Treatments:

Any injury requiring treatment must be recorded on 'Medical Tracker' by the person providing treatment and a copy emailed to the parent. All bumped head incidents should be recorded.

Cuts and Grazes

- Any cut or graze that can be treated with a plaster should be cleaned and a plaster applied (check for plaster allergy).
- If a bandage is required due to the size or depth of the wound parents must be contacted immediately and advised to take the child to hospital.
- **Only contact a senior first aid person if you are unable to stop the bleeding after treatment or for a severe bleed. Most staff have first aid training & all Early Years staff have a paediatric first aid qualification.**

Head injuries

- If no swelling/lumps, bleeding or bruising present, monitor the child for any dizziness or sickness. Complete Medical Tracker.
- If swelling/lumps bleeding or bruising occurs, the child becomes dizzy or sick, parents must be contacted immediately and advised to take the child to hospital.
- The office will make a phone call home for all head injuries.
- **Only contact a senior first aid person if the child loses consciousness or for severe head injuries where an ambulance may be required.**

Suspected brakes or fractures

- In the event of suspected brake or fracture to any bones **do not move the child and do not remove any clothing or footwear. Contact the senior first aid person.**
- For suspected sprains treat with a cold compress and monitor. If swelling or persistent pain occurs parents must be contacted immediately and advised to take the child to hospital.

Burns

- Place the burn in running cold water immediately for a minimum of 10 minutes.
- If **any** damage to the skin is evident after 10 minutes contact the senior first aid person. Parents must be informed and advised to take the child to hospital.

If a child is unwell contact Head, Deputy or Louise who will advise on contacting parents.

Please note a **cold compress should only be used to help reduce swelling**. Therefore, this would constitute a **serious injury** and would need to be dealt with as such.

In the event of an emergency such as a child or adult stops breathing, suspected heart attack or stroke contact 999 before seeking the senior first aid person.

In any instance of dealing with first aid, the member of staff must always wear gloves to protect themselves and the casualty from cross infection (kept in the First Aid Box).

All medical waste is disposed of in a Medical Disposal Unit. There are 5 yellow bins located around school – in Nursery / KS1 / two in KS2 / Year 3. All sharps and contaminated first aid equipment should be disposed of in these bins to be emptied by an external agency. Contact the Facilities Manager if you see them overflowing.

Dealing with bodily fluids – blood etc

Aims:

- To administer first aid, cleaning, etc, for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc

Procedure to adopt when dealing with blood, body fluids and vomit:

- Isolate the area.
- Always use disposable gloves and apron (located in the First Aid Box)
NEVER touch body fluids with your bare hands
- Clean the spillage area
- Use bucket and mop from Site Managers room (inform Site Manager if used by leaving a note)
- Double bag all materials used and dispose of in outside dustbin
- Blood loss – if possible give individual cotton pad to hold against themselves whilst you put on disposable gloves
- Always wash hands after taking disposable gloves off.
- Sanidry should be sprinkled over the contaminated floor area (in the cases of urine, blood, faeces) and swept up and discarded in an outside bin.

Off-Site Visits

It is the responsibility of the teacher in charge to take a First Aid box with them on the visit.

Travel First Aid Packs are available in the staffroom. All teachers taking children out of school for a trip or residential visit are equipped with a first aid pack and will carry any medication needed for individual children.

Staff are responsible for ensuring they have the correct first aid equipment.

Medical Information

Medical information about a child is gathered through the data collection sheets, as well as through information provided by parent or carer. All important medical information is provided for class teachers and kept in classrooms and in the staff room. Records about those children with particular medical conditions or allergies are kept on the notice board in the Staff Room, Head Teacher's Office, Admin Office, and Classroom.

All emergency phone numbers are kept in the Office and each Classroom in the Safeguarding Folder. All relevant information regarding medical conditions are passed on to the relevant teacher within the register, also the first aiders are aware of these. Each new child that starts within the school supply information regarding health issues, these are passed on to all relevant members of staff.

Food allergies are listed in each relevant child's classroom so that the teacher is aware. Photographs are provided to help staff identify and therefore provide the appropriate care for specific children.

In certain circumstances it may be necessary to have in place an Individual Health Care Plan. This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they, and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals. They will include the following:-

- Details of the young person's condition
- Special requirements i.e. dietary needs, pre-activity precautions
- Any side effects of the medicines
- What constitutes an emergency
- What action to take in an emergency
- Who to contact in an emergency
- The role staff can play

Administration of medicines

Ideally it is preferable that parents, or their nominee, administer medicines to their children, this could be done by the young person going home during a suitable break or the parent visiting the school. However, this may not be appropriate. In such cases a request must be made for medicine to be administered to the young person at school using the medication form – available in the office. This must contain clear instructions regarding dosage. These are kept in each classroom's medical folder. All medicines must be prescribed by the doctor. See Drug Policy for further information.

Medicines

Medicines that have been prescribed by a doctor, dentist or nurse prescriber should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. **We will not accept medicines that have been taken out of the container as originally dispensed nor made changes to dosage on parent's instructions.**

Ideally if medicines are prescribed in dose frequencies which enable it to be taken outside school hours, parents could be encouraged to ask their prescriber about this.

Medicines brought into school are kept in the fridge in the locked Facilities Managers Room which is inaccessible to children. They are stored strictly in accordance with the product instructions and in the original container in which dispensed. Staff ensure that the supplied container is clearly labelled with the name of the young person, name and dosage of the medicine and the frequency of administration. On administering medicines, a second adult should be present to oversee & date/time/dosage etc recorded, signed & witnessed.

All Medicines, including controlled drugs, will be returned to the parent, when no longer required, for them to arrange for safe disposal. They should also collect medicines held at the end of each term.

Asthma

Parents of asthmatic children are asked to complete a medication form for the administration of an inhaler and to ensure that their child is equipped with a labelled inhaler. We also request that school is provided with spare inhaler. Inhalers are stored in the classrooms in a locked cupboard and the child has access to them when needed. Inhalers must be taken to each P.E lesson by the child requiring this medication.

A list of children in school with asthma is kept on the Notice Board in the Staff Room and is updated regularly. We encourage children with asthma to participate in all aspects of the curriculum including P.E.

Allergies

Parents of children with allergies which require medication are asked to complete a medication form for the administration of an EpiPen or Piraton and to ensure that their child is equipped with their clearly labelled medication. Where possible, if the child requires an EpiPen, two should be located on site; one in the child's classroom, the other in a central location all staff are aware of, e.g. the staff room. A list of children in school with allergies and their medication is kept on the notice board in the staff room and is updated regularly.

The office holds records of who has completed the Epi-pen training.