



**HENLEY GREEN**

Primary School

**First Aid Policy**  
2025-2026

## First Aid/Sick Child Policy and Procedures Health, Illness and Emergency

At Henley Green school we believe it is of paramount importance that children are in school as often as possible in order that they can make the best possible progress.

The health and well-being of children is of paramount importance and we wish to support all parents who have any concerns about their child's well-being.

In order to maintain a clean and healthy environment for all our children we ask that parents refrain from bringing children to school if they are ill and displaying signs of illness.

Henley Green Primary School recognises its responsibility to promote a culture where health issues are discussed in an open and positive way to achieve high standards.

### **Aims:**

- To ensure ill children are identified
- To ensure ill children are cared for appropriately
- To protect children and adults from preventable infection
- To enable staff and parents to be clear about the requirements and procedures when children are unwell
- To deal efficiently and effectively emergencies that may arise while children are in our care.

### **Procedures for Unwell/ill Children**

If a child becomes ill in school the following procedures will be followed.

- If a child informs their Teacher/ Teaching Assistant that they feel unwell the Teacher/ Teaching Assistant will make a decision if the child is too unwell to be in school.
- If a child has sickness or diarrhoea they will be sent home immediately, children should not return to school for 48 hours after their last case of sickness/diarrhoea.  
*(Health protection Agency: Guidance on Infection Control in schools and other Childcare Settings*  
[Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/281212/Health_protection_in_children_and_young_people_settings_including_education_-_GOV.UK_(www.gov.uk).pdf))
- If a child is unwell they will be taken to the school office and a member of Leadership will contact parents/carers. If contact cannot be made with parents then staff will contact the emergency contacts provided by the parents on the admissions form.
- The child will be made comfortable while they wait to be collected. A member of staff will either remain with the child or alert Office staff to remain with the child.
- If necessary a first aider will be consulted for advice on an illness.
- If parents/ emergency contacts cannot be reached the child will be made comfortable and monitored and staff will continue to try to make contact.
- In the case of an emergency when the child's health is at risk an ambulance will be called and a member of staff will accompany the child to hospital if a family member cannot be contacted.
- If a child is off ill from school parents are expected to ring in each morning and leave a message giving the reason for their child's absence.

### **First Aid**

Under duties set out in the Health & Safety (First Aid) Regulations 1981, the School recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the School.

The school has adopted and follows the First Aid Code of Practice.

The school provides the correct number of qualified first aiders.

The School has a number of designated members of staff responsible for First Aid. First aiders hold current First Aid Certificates. There is a named main First Aider.

The named First Aider is responsible for maintaining the correct contents of all First Aid boxes and administering First Aid when necessary and appropriate.

Some members of staff also hold the Paediatric First Aid qualification.

The Business Manager will ensure that there is a fully trained First Aider (or an appointed person in the event of there being no alternative) available at all times during the school day.

The Business Manager will also be responsible for enabling the members of staff concerned to receive adequate First Aid training.

The First Aid boxes will be regularly checked by the named First Aider to ensure the contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981.

The location of the First Aid boxes, and the names of any other qualified first-aiders, will be clearly displayed around the School's premises.

A First Aid box/ 'Bum Bag' will be taken on all off site visits or outings. This is the responsibility of the First Aider accompanying the group on the visit, or where this is not possible, the lead teacher.

### **In the Event of a Major Accident, Incident or Illness**

The School requests that parents/carers complete and sign an emergency medical treatment form enabling any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of an accident or illness occurring at the school.

In the event of such an event, the following procedures will apply:

In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action.

The First Aider, in consultation with a member of the Leadership Team, will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.

If the child needs to go straight hospital, an ambulance will be called. The parents/carer will also be contacted. If a the parent/carer is not available a member of staff will accompany the child to hospital and will consent to medical treatment being given, so long as the emergency medical treatment form has been completed and signed.

If the child does not need to go straight to hospital but their condition means they should go home, the parent/carer will be contacted and asked to collect their child.

In the meantime, the child will be made as comfortable as possible and be kept under close supervision.

Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the School.

All such accidents will be recorded in the Class First Aid book. Parents/carers will be asked to sign the First Aid book when they collect their child to acknowledge any first aid performed by the School.

The school will follow Coventry Council's accident reporting procedure (forms and further advice are held in the school office) – the Council will in turn report any accidents to the HSE where necessary. The Business Manager/ Headteacher /Senior Leader and Governors should consider whether the accident highlights any actual or potential weaknesses in the School's policies or procedures, and act accordingly, making suitable adjustments where necessary.

## Hygiene guidelines to protect all employees [training given to all staff]

Before dealing with bodily fluids – vomit, urine, faeces, blood:

- Staff **must wear** rubber/disposable gloves
- In case of large spillages – a disposable apron must also be worn
- If glove/apron gets cut or torn, dispose of these safely – put on new ones
- If in middle of clearing up spillage, STOP, wash/dry hands – before putting on new pair of gloves
- Use hand sanitizer afterwards



### Sick, diarrhoea and blood:

Equipment

*Gloves, apron, spillage compound, 2x black bag [ for child/spillage], dustpan brush, bucket, wet floor sign.*



Keep child as still as possible with bag [to contain vomit] keep fluids isolated in one area, Remove audience. Gloves on before any contact with child.

#### STAGE 1

1. **Get assistance from another adult to support immediately. Always 2 adults.**
2. Signage up around affected area.[ located in cleaners cupboards / along corridors.
3. 3 x cleaners cupboards & key located on hook above.
4. Gloves located in resource areas. Aprons & additional glove store in cleaner's cupboards.
5. EMERGENCY SPILLAGE COMPOUND – for sick and blood – pull lid, shake over affected area.
6. Put bottle away back in cupboard immediately.
7. Allow 2 minutes for compound to work.
8. Dust pan and brush in cupboard –sweep up compound.
9. Put all vomit contents **into black bag**.

#### STAGE 2:

10. 1 x adult take child to office [ if able] [ with black bag]
11. 1 x adult - fill mop bucket with hot water and disinfectant. **DO NOT USE RED BUCKETS** or the mops in the red buckets [ toilets only] – **CAN USE ALL OTHERS**>
12. Mop affected area. ALWAYS dispose of mop head in black bag. Clean out bucket with disinfectant. Swill with hot water.
13. Dispose of gloves /apron into black bag. Tie bag. **Take to recycling bin area.**- in car park.
14. SIGNAGE clearly displayed – WET AREA. – take down once dry.

## Urine:

Kit list: Stage 1: *Gloves and RED BUCKETS [ for toilets]*

### **Classroom Procedures:**

#### **2 x ADULTs : Takes child to get changed:**

- Take child to hygiene suite. 1 x adult gets spare clothes. Other adult puts on disposable gloves and helps child gets changed.
  - At the point of undress – 2 x ADULTS present. [ safeguarding procedures]
  - If necessary contact home.
- 1 x adult isolates urine area and follow procedures:

#### **Carpet:** Signage. Gloves on.

- Spray area with antibacterial spray.

Located in cleaner's cupboard – PINK SPRAY bottle.

- SSO wet vac this area when on site ASAP.
- **WET FLOOR AREA:**
- Gloves on.
- Cleaner's cupboard – red bucket filled with anti-bacterial solution and hot water.
- Mop / Signage for safety.



### **Disposal of Waste**

- Thoroughly wash any equipment you have used with hot soapy water.
- Must be disposed of in a separate waste sack (available in SSO cupboard) and notification given to cleaner/site officer as such or disposed of by member of staff in waste bins located in car park.
- Disinfecting floors/furniture: [site users may need to be temporarily relocated until this is done/dry]
- Use approved disinfectant, warning sign for slippage up whilst drying.
- Dispose of any aprons/gloves as above
- Use hand sanitizer

## Spillages.

### **Flat surfaces–**

- Cover spillage with absorbent material
- Use disinfectant to clean.

### **None flat surfaces –**

- Dip cloth in disinfectant and wipe up spillage.

### **Extensive Spillage –**

- i.e large area of urine on floor – entire area should be mopped + use detergent.

### **Human Faeces**

- Where possible- can be scraped up [ using dustpan] +put down toilet.
- Diarrhoea should be dealt with – like vomit or normal spillage

### **Splashes of bodily fluids**

If this happens on broken skin – wash with hot soapy water -3/5 minutes immediately.

Do same as above for contact with saliva or phlegm.

### **In the Event of a Minor Accident or Illness**

In first instance, the designated First Aider will be notified and take responsibility in consultation with a member of the leadership team if necessary, for deciding upon any appropriate action.

If the child does not need hospital treatment and is judged to be able to safely remain at the School, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.

If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.

Dependent upon the type of injury, (i.e bump to the head, not requiring hospital treatment) a member of staff will telephone the parents to inform them that the child has had an accident.

At the end of the session, the teaching staff will fully inform the parent/carer on handover of the child of the incident or accident and any treatment given.

The incident will be recorded in the Class First Aid Book and signed by the parent/carer at this point

If the First Aider is not able to treat the injury/illness, but it does not warrant hospitalisation, the parent/carer will be contacted immediately, after consultation with a member of the Leadership Team, and asked to collect their child.

Until the parent/carer arrives, the child will be kept under close supervision and as comfortable as possible

The school will follow Coventry Council's accident reporting procedure – (forms and further advice are held at the school office) the Council will in turn report any accidents to the HSE where necessary.

### **Medication**

#### **Medicines**

Where a child requires **prescription medication** to be administered during the school day parents/carers will complete a 'Henley Green Medical Form' at the school office. This gives consent for the school to administer the medication during the school day. Medication must be brought and collected to/from the school office by the parent/carer. No child should be in possession of any medication during the school day. The school office will inform the class teacher/teaching assistant that a child in the class requires medication.

If a child requires other, non-prescription medicine, parents will need to come into school to administer it.

#### Asthma Procedures

Where a child requires medication for asthma eg. inhaler to be administered during the school day parents/carers will complete a 'Henley Green Medical Form' at the school office. This gives consent for the school/ the child to administer the medication during the school day.

In EYFS and KS1 – Teaching staff in the child's class will safely store the inhaler in a labelled box for use when necessary.

In KS2 – The child will retain their inhaler for use when necessary, where appropriate

It is the parents' responsibility to ensure that the inhaler is within the correct 'use by' date. Any child diagnosed with asthma must have an inhaler in school that is within the 'use by' date and Teaching staff will ensure that these are taken on all educational visits.

**Sun Protection**

Staff understand the dangers posed to children and themselves by over exposure to the sun. In hot weather, parents/carers are encouraged to provide sun screen for their children and apply before school.

Children will also be encouraged to wear a hat when playing outside in the sun.

In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that shady areas out of the sun are always available to children when playing outside.

**Exclusion of ill children from school**

We understand the needs of working parents and do not aim to exclude children from school unnecessarily. However the decision of the school is final when requesting the exclusion of a child for illness or infection. Decisions will take into account the needs of the child and those of the group.

Children with infectious or contagious diseases will be excluded for certain periods. If a member of staff suspects that a child has an infectious or contagious disease, they will request that parents consult a doctor before returning the child to school.

We recommend that no child may attend the school while suffering from one of the communicable diseases and they should be excluded for the minimum periods recommended.

Please see guidelines to illness / communicable diseases provided by the Health Protection Agency.

Coughs and colds do not normally require the child to be excluded but this depends on the severity and how the child is able to cope with the school routine. If a child appears unwell we may ask that the child is taken home.

Although exposure of children to a communicable disease is not in itself sufficient reason to require their exclusion from school, any child who becomes a home contact of diphtheria, poliomyelitis, typhoid and paratyphoid fevers will be excluded.

A child who has sickness or diarrhoea whilst at the school is to be collected immediately and kept away for 48 hours following the last sickness or diarrhoea.

Parents will always be contacted and informed if their child has a high temperature of 101F / 38C or above.

To prevent the spread of conjunctivitis, suspected cases will be reported immediately to parents who will be requested to take their child from school to be seen by a doctor.

Chicken Pox – children need to be absent from school for a minimum of 5 days from the onset of the rash. After this time, if all the spots have dried and scabbed over, the child can return to school.

Parents will also be contacted if their child develops a rash or suspected thrush. This will need to be checked by a Doctor whose advice should be followed.

**Health Protection Agency**

**West Midlands East Health Protection Unit** HPA West Midlands 6th Floor, 5 St Philip's Place Birmingham B3 2PW

For further reference: [Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

<b>Review Programme</b>	<b>Annually</b>
<b>Ratified by Governors</b>	<b>September 2025</b>
<b>Signed – Chair of Governors:</b>	<b>Chris Lockwood</b>
<b>Signed – Head Teacher</b>	<b>Rebecca Bond</b>