Knowsley Junior School

First Aid & Accident Policy



Adopted & ratified by full governing body: June 2026

Next review due: June 2027

Dovestone
LEARNING PARTNERSHIP

Knowsley Junior School

First Aid and Accident Policy

Aims

- To ensure the health and safety of all staff and visitors
- To ensure that all staff are aware of their responsibilities
- To provide a framework for responding to an incident and recording and reporting the outcomes

Appointed Persons and First Aiders

Miss Nicholls and Miss E Hough are the appointed staff first aiders.
The first aiders and/or appointed persons are:

Mrs Armstead
Mrs Barson
Mrs Bunn
Miss Bentley
Mrs David
Mrs Harrott
Miss E Hough
Miss Lawson
Mrs Lowther
Mrs Murfitt
Miss Nicholls
Mrs Pritchard
Mrs Stewardson
Miss Wight

First Aid Procedures

- If a child receives first aid treatment, the accident book (which is kept in the school office) MUST be filled in and a copy slip MUST be sent home with the child that day.
- If a child has any bump to the head or face, the person administering first aid **MUST** call the parent/carer.
- The first aid kits are kept in the first aid room and each of the dining rooms.
- Health Care Plans for children who have specific medical requirements, such as allergies and epilepsy, are kept in the medical file in the school office and are also displayed in the staffroom.
- Children who are asthmatic are required to keep an inhaler with them at school. When a child uses their inhaler, they must fill in the usage form in their classroom.
- The school must have written parental consent before any form of medication can be administered. If Calpol or Piriton need to be administered, a phone call home will be

made to make the parents aware and to check how many, if any, doses the child has had within 24 hours. Written consent for these medications are on the contact form.

- Medication may only be administered in an emergency situation, if it is critical to life or if the headteacher has prior knowledge about the child's medical condition.
- Staff administering any medication in an emergency, such as an inhaler, must be fully trained to do so.
- All accidents and cases of work-related ill health **MUST** be recorded in the accident book, which is kept in the school office.
- All serious accidents or incidents must also be recorded on the Authority's internal report forms, which are kept in the school office.
- Completed report forms will be sent to the Health, Safety and Wellbeing Service within three working days.
- All violent incidents will be recorded on the Authority's violence at work forms, which are kept in the school office.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Personal/ sensitive data	Name D.O.B. Address Telephone Medical Issues Parental Details	Legally required for health and safety records. Communication	All Staff (where necessary)	Held in the school accident book	Held on file throughout child's time at school

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
		✓