



# First Aid Policy

## 2026

Ambition  
Courage  
Respect

Reviewed Annually: March  
Ratified at FGB 18.03.2026  
Next Review: March 2027

## Contents

1. <a href="#">Aims</a>	3
2. <a href="#">Legislation and guidance</a>	3
3. <a href="#">How Many First Aiders ?</a>	4
4. <a href="#">Qualifications and Training</a>	5
5. <a href="#">Roles and responsibilities</a>	5
5.1 <a href="#">Lead First Aider/Senior Managers/Head Teachers</a>	
5.2 <a href="#">Managers</a>	
5.3 <a href="#">Site Responsible Persons</a>	
5.4 <a href="#">First Aiders</a>	
5.5 <a href="#">AllStaff</a>	
5.6 <a href="#">School Nurse</a>	
5.7 <a href="#">Site responsible Person (SRP)</a>	
6. <a href="#">Letters of Appointment</a>	7
7. <a href="#">Procedures</a>	8
7.1 <a href="#">In-school emergency First Aid procedure</a>	
7.2 <a href="#">Off-site emergency First Aid procedure</a>	
7.3 <a href="#">Students with medical conditions</a>	
7.4 <a href="#">Medication</a>	
7.5 <a href="#">Controlled medication</a>	
7.6 <a href="#">Head bump leaflets</a>	
7.7 <a href="#">On-site contractors</a>	
8. <a href="#">First Aid equipment</a>	10
9. <a href="#">First Aid / Medical Room</a>	13
10. <a href="#">Record-keeping and reporting</a>	14
11. <a href="#">Monitoring arrangements</a>	14
12. <a href="#">Links with other documents</a>	14
<a href="#">Appendix 1: First Aiders sign</a>	15
<a href="#">Appendix 2: WSCC online reporting form</a>	16
<a href="#">Appendix 3: First Aider's</a>	17
<a href="#">Appendix 4: Head Bump Leaflet</a>	20

## **1.Aims**

The aim of The Angmering School's First Aid Policy is to ensure the Health and Safety of all persons on site, by complying with relevant legislation and ensuring all staff and governors are aware of their roles and responsibilities.

The Angmering School is committed to creating a safe and secure environment for all by providing First Aid to all persons on site. First Aid will also be available to extra-curricular and off-site activities within the establishment's duty of care.

## **2. Legislation and guidance**

The legal requirements for providing First Aid in schools are set out in the Health and Safety (First Aid) Regulations.

This Policy is devised using advice from the above framework documented in West Sussex County Council - First Aid at work, Health and Safety Arrangements, Health and Safety Service, January 2024.

Health & Safety at Work Act 1974

The School Premises (England) Regulations 2012.

- *The Health and Safety (First Aid) Regulations 1981*, which state that employers must provide adequate and appropriate I D personnel equipment and facilities to enable First Aid to be administered to employees and qualified First-Aid personnel.
- *The Management of Health and Safety at Work Regulations 1999*, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- *The Reporting of Injuries, Diseases and Dangerous Regulations (RIDDOR) 2013*, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.

## **Indemnity**

Staff and volunteers, who are certified First Aiders for the school indemnified by the WSCC insurers against related claims for negligence and injury, provided the First Aid was given as part of The Angmering School business. This is regardless of where the First Aid is given, whether the receiver of the First Aid was a school pupil, employee, a contractor, volunteer, or visitor, and provided the First Aider had acted in good faith and in accordance with their training.

Some training providers also provide indemnity cover for the period of the certificate to protect the First Aider from claims when providing First Aid in any situation and not restricting its use to the workplace.

### 3. How Many First Aiders ?

The number of qualified First Aiders a school needs depends on its size, layout, activities, and number of people. There must be enough strategically placed to provide quick treatment, cover absences, and support off-site activities. Duties can be shared among staff, and the minimum numbers in the tables below should be followed, with additional First Aiders added if a risk assessment shows they are needed.

<b>Secondary schools with no children under 5 (See notes)</b>		
<b>Number on roll</b>	<b>Minimum First Aid Provision in school during school hours</b>	<b>Staff numbers (head count)</b>
Less than 100	1 FAW and 1 EFAW	< 50 staff
100-299	1 FAW and 2 EFAW	< 100 staff
300-999	2 FAW and 3 EFAW	< 200 staff
1000 or more	3 FAW and 3 EFAW	< 300 staff
Off-site activities (see note c)	First aid provision should be at least one EFAW, and any additional cover determined by risk assessment	

First Aid provision must be considered for every off-site activity (including sports fixtures). The provision is subject to risk assessment but the minimum must be a First Aider qualified in Emergency First Aid at Work (EFAW).

A list of qualified First Aiders is available from the staff website [HERE](#)

LSA's and PE staff are strongly advised to hold a First Aid certificate. All persons who are qualified are expected to act in an emergency even if not timetabled.

### 4. Qualifications and Training

All First Aiders must hold a relevant and current certificate that has been obtained through attendance on a training course run by an approved organisation.

The school will keep a register of all trained First Aiders. Held by the Lead First Aider.

**First Aid at Work (FAW)** - A 3-day course in First Aid delivered by a Health and Safety Executive (HSE) approved training provider. St Johns Ambulance Certificates are valid for 3 years and the qualification can be maintained by attending a 2-day FAW renewal course. Renewal courses must be completed within 28 days of expiry of the previous certificate.

- **Emergency First Aid at Work (EFAW)** - A 1-day course in First Aid delivered by an HSE approved training organisation or a training organisation that have gained accreditation from one of the awarding bodies offering accreditation that are listed on the HSE website. Certificates are valid for 3 years. St Johns Ambulance also provide EFAW, a 1-day course in First Aid delivered as above, that includes First Aid to employees
- **STA Pool Safety Award for teachers** - 1 day course for staff who support students who access swimming or hydrotherapy pools
- **Refresher training** - Although certificates are valid for 3 years, the HSE strongly recommends that First Aiders receive annual refresher training.

### 5. Roles and responsibilities

#### **5.1 Lead First Aider**

Lead First Aider/Senior Managers/Head teachers will ensure the provision of First Aid cover within their areas of responsibility and provide First Aiders with sufficient time, authority, and support to carry out their duties.

## 5.2 Managers

Managers are responsible for ensuring First Aid Needs Assessments are carried out for their staff when they work outside of The Angmering School Occupied Premises (e.g., Offsite activities). This includes where volunteers are used.

- They must ensure First Aid provision is considered within their risk assessments, and that their staff are aware of First Aid arrangements wherever they are working.
- Managers are required to support Site Responsible Persons in identifying and supporting training of First Aiders
- Ensure that all First Aid incidents are reported, and managers' reviews completed.

## 5.3 Site Responsible Persons

Site Responsible Person (SRP) The Lead First Aider must ensure that adequate and appropriate first-aid equipment, facilities, and people are provided in all premises where The Angmering School staff and volunteers work, so that they can be given immediate help if they are injured or taken ill at work.

### First Aiders

All First Aiders should be willing to undertake the provision of First Aid within their own areas. First Aiders will also respond to incidents when requested.

**First Aiders** are to adhere to standard First Aid procedures. The primary task is to assess the casualty and decide which of the following three courses of action are appropriate.

- **Primary care:** Applied to readily treatable minor conditions. Administer First Aid; consider arranging for, or advising, the casualty to attend nearest medical centre.
- **Medical attention needed:** If the casualty needs medical attention for injuries such as: wound dressing, fractures, burns, scalds, bites, stings, sprains, and strains; and provided the casualty is cognisant and not vomiting or bleeding, they may be taken to the nearest minor injuries' unit by the best practicable means, usually taxi. Casualties should be accompanied by Firstly the Parent then if they are not able to be contacted either the First Aider or a supervisor will accompany them
- **Ambulance required:** If the decision is to call an ambulance, the First Aider is to arrange for a second person to call the emergency services directly and inform relevant persons such as Site Responsible Persons. The First Aider should endeavour to stabilise and reassure the casualty until professional help arrives. As well as the Parents / Carers.

### First Aid certificates:

First Aiders are responsible for ensuring they do not let their First Aid certificate lapse and working with their manager to ensure they are retrained in sufficient time.

## **First Aid supplies:**

The Lead First Aider: - Ensures First Aid Kits are checked and kept stocked.

## **First Aid recording and accident reporting process in school:**

First Aiders are to record all treatments on Bromcom. Note also what happened to the casualty after treatment, i.e., any advice or instructions given to the casualty, for instance, if the casualty was taken to hospital. If the injury / illness arises from a work activity, an online incident report must be raised. If it's a serious incident it will be logged with the school by The Lead First Aider / School Nurse & Premises Manager

**It is emphasised that the qualified First Aiders are NOT trained doctors or nurses.**

## **5.5 All Staff**

Staff are responsible for ensuring they are aware of First Aid arrangements wherever they are working and should seek clarification from their manager if they are unsure. All staff are responsible for ensuring that visitors/volunteers/contractors they invite on to the school premises are aware of First Aid arrangements.

### **Visitors and Volunteers**

Visitors and Volunteers are responsible for ensuring they are aware of and comply with First Aid arrangements when visiting the school premises.

### **Contractors**

Contractors will typically be responsible for their own First Aid arrangements and should ensure they have suitable provision. Where they are working in the school premises they may be able to utilise local First Aid provision; this should be determined prior to the contractor arriving on site. Contractors should ensure they are aware of First Aid arrangements on the school premises on arrival by Reception / Sites Team.

## **5.6 School Nurse**

The School Nurse is a registered children's nurse and holds a specialist public health qualification and attends mandatory annual First Aid training.

- Responsible for all medical needs of the students registered in the Specialist Support Centre
- Responsible for ensuring care plans are in place for all students with Diabetes and Epilepsy.

## **5.7 Lead First Aider**

- Responsible for the maintenance and auditing of the First Aid provisions.
- Responsible for the reporting of incidents to The Angmering School.

## **6. Letters of Appointment**

Staff that agree to provide First Aid must be given a formal letter of appointment, unless the role of First Aid provider is already included in their job description. *Appendix 5 Template letter.*

## **7. Procedures**

Lead First Aider must ensure that everybody on the premises knows how to summon a First Aider in an emergency. Notices should be displayed in conspicuous places and the procedure should be included in staff and volunteer induction training and pupil safety briefings. Unaccompanied visitors will also need to be informed when they are admitted to the premises.

### **7.1 In-school emergency First Aid procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified First Aider, if appropriate, who will provide the required First Aid treatment. This will be done by using the Medical alert button on Bromcom.
- The First Aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- If the First Aider judges that a pupil is too unwell to remain in school, parents will be contacted by a member of the Medical Room staff and asked to collect their child. Upon their arrival, the First Aider will recommend next steps to the parents.
- If emergency services are called, an appropriate member of staff will be allocated by the Lead First Aider to contact parents immediately.
- The First Aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- In the case of a student having to be transferred to hospital by an ambulance, they will be accompanied by a parent/guardian. If the parent/guardian is not able to be at school before the ambulance arrives, the pupil will be accompanied by a member of the school staff and the parent/guardian will be informed where the pupil is being taken to and meet them there.

### **7.2 Off-site emergency First Aid procedure 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 organiser and approved through the Evolve system, prior to any educational visit that necessitates taking pupils off school premises. This

risk assessment will define what procedures to follow in the case of an emergency and this will be tailored to the specifics of the activity being undertaken.

### **7.3 Students with Medical conditions**

First Aiders are informed if a student with a medical condition is likely to need special emergency treatment.-An individual-health care plan will have been completed by staff for such students and attached to Bromcom under the health section. A copy will be provided to any medical practitioner providing emergency medical treatment to such students.

### **7.4 Medication**

Students who are prescribed medication to be taken during the school day, on a regular basis, must ensure that it is in its original box with a prescription label with name, date and dosage. Also in date

It should be handed clearly labelled, in to reception or to staff trained in MMT (Managing Medications training) for dispensing as indicated. A care plan will need to be completed and the appropriate forms will need a parental signature.

Some students are prescribed occasional treatment such as an antibiotic, which has to be taken during the day., If a doctor deems the treatment to be mild and the student able to attend school, he or she may bring in the medication with parental request. This must be clearly marked, in the original pharmacist's container and taken to Reception . A 'Request to administer medicine' form must be signed and returned to the medical room the next day. The medical consent form and managed meds are currently in our key 3 guide and will also be in the Admissions booklet (which will replace the KS3 guide in April).

Staff check that the medication has been administered without adverse effect in the past and parents must certify this is the case. A note to this effect is recorded on the consent form. Asthma inhalers, epi-pens and other infrequently used medication, which have to remain in the care of the student, must be clearly marked (a care plan must be complete in this case except for inhalers). They are the student's responsibility and must never be lent to another student. It is advised that Parents supply-an emergency spare to keep in school with the medical room and it must be clearly labelled and collected on expiry and replaced with in date. Lead First Aider will check at the end of each half term

Students should not carry any medication on their person unless prior consent has been gained from the Head teacher and the appropriate forms completed (and a care plan completed). If a student suffers from migraines or another condition requiring occasional pain relief, additional, prescribed and labelled supplies can be sent into reception or First Aid room to be dispensed as the need arises, by Managing Medicines trained staff only.

Paracetamol will only be given out between 12 noon and 2pm unless deemed necessary by the First Aider on duty. Parental consent will be gained at the time of injury or illness if paracetamol is to be given outside of these times. Written or verbal parental consent must be given prior to administration of paracetamol. 1 x 500mg tablet of paracetamol will be administered to students 12 years old and under. a maximum of 750mg to students 13 - 15 years. Students aged 16 years and over can be administered a maximum of 2 x 500mg tablets of paracetamol. The date, time and dose administered will be documented on the pupils Bromcom account and details shared with parent/carer.

Non-prescription travel sickness medication can be administered by staff providing they are supplied in the original packaging and accompanied by a 'Request for school to administer medicine' form. It must be suitable for the child's age and supplied by the parent.

Antihistamine medication can be administered by the medical room for the treatment of a mild allergic reaction. Parental consent must be given prior to the antihistamine being administered. Consent can be written or verbal.

## **7.5 Controlled Medication**

The school does not deem a pupil, prescribed a controlled drug (as defined by the misuse of Drugs Act 1971) as competent to carry the medication themselves. Controlled drugs will be stored securely in a non-portable container and only named staff will have access. Controlled drugs for emergency use must also be easily accessible. The administration of a controlled drug will be witnessed by a second member of staff and records kept. In addition to the records required for the administration of any medication, a record will be kept of any doses used and the amount of controlled drug held in school.

## **7.6 Head Bump Leaflets (appendix 5)**

Children often bump their heads without further consequences but parents should be informed about head bumps by the attending First Aider, so that they can look out for signs that the injury could be more serious.

The head injury leaflet (appendix 5) should be used to inform parents about any head bumps and the signs to look out for. If any of these signs become apparent while the child is still at school, arrange for them to see a GP or attend an Accident and Emergency department immediately.

## **7.7 On-site Contractors**

Contractors will typically be responsible for their own First Aid arrangements and should ensure they have suitable provision. Where they are working in the school premises they may be able to utilise local First Aid provision; this should be determined prior to the contractor arriving on site. Contractors should ensure they are aware of First Aid arrangements on the school premises.

## **8. First Aid equipment**

A First Aid container should be made of a suitable material designed to protect the contents from damp and dust. All First Aid containers must be marked with a white cross on a green background in accordance with the Health and Safety (Signs and Signals) Regulations.

There is no mandatory list of items to be included in a first-aid container. The decision on what to provide will be influenced by the findings of the First Aid needs assessment. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- A leaflet giving general guidance on First Aid (e.g., HSE's leaflet Basic advice on First Aid at work).
- 20 Individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary).

- 2 Sterile eye pads.
- 2 Individually wrapped triangular bandages, preferably sterile.
- Safety pins.
- 2 Large sterile individually wrapped un-medicated wound dressings.
- 6 medium-sized sterile individually wrapped un-medicated wound dressings.
- At least 3 pairs of disposable gloves.

## Travelling First Aid kit contents

These will be required for off-site visits or for workers who are based away from the school premises. The contents of such kits are to be appropriate for local circumstances. There is no mandatory list of items to be included in First Aid kits for travelling staff. They might typically contain:

- A leaflet giving general guidance on First Aid (e.g., HSE's leaflet Basic advice on First Aid at work).
- 6 Individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary).
- 2 Individually wrapped triangular bandages, preferably sterile.
- 2 Safety pins.
- 1 Large sterile un-medicated dressing.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves

Either of the above should be considered as suggested contents lists only.

The First Aid needs assessment may identify that additional items of equipment to those listed above are needed, e.g., scissors, adhesive tape, disposable aprons, individually wrapped moist wipes. These can be stored within the First Aid container if there is room or in a place near it, so they are available when needed. When mains tap water is not available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided (Note that one litre of water is inadequate for laboratory eye wash stations). Once the seal has been broken the containers should not be kept for re-use. The fluid in the container should not be used after the expiry date stated on the container.

First Aid kits are stored in:

Box No.	Box Location
23	Medical Room
6	B29
7	L1
8	L24
9	E14
10	C10
11	C23
12	F5
13	F27
14	F35

16	S8
	S21
17	D7
	D7
18	D24
19	D25
20	M11
21	P16
22	P27
23	P27
24	A4
25	Bungalow
26	N
27	SSC Mini Bus
28	Mini Bus 1
29	Mini Bus 2
30	P30
31	Sites
32	Reception
33	Lodge

### **Minibuses**

It is a legal requirement for all minibuses to carry a First Aid kit.

### **Defibrillators**

The school have FOUR defibrillators located across the school site;

- SSC (N1)
- PE foyer (adj to P1)
- Main Staff Room (A5)
- Middle Floor F Block (Hums Office) F27

All Trained First Aiders are defibrillator trained. Training is updated every 3 years.

### **9 First Aid Room / Medical Room**

The school provides a suitable first-aid room or rooms where the assessment of First Aid needs identifies this, as necessary. When it is decided that a First Aid room is necessary, it should be in such a position to give quick access for the emergency services when transporting casualties to hospital and be clearly signposted and identified.

If possible, the room(s) should be reserved exclusively for giving First Aid. A designated person should be given responsibility for supervising it. Display a notice on the door advising of the names, locations and if appropriate telephone extensions of First Aiders and how to contact them. The room should be marked as a First Aid room by means of a green cross on white background in accordance with the Health and Safety (Signs and Signals) Regulations.

First Aid rooms should:

- Be large enough to hold an examination/medical couch, with enough space at each side to work, a chair, and any necessary additional equipment.
- Have washable surfaces and adequate heating, ventilation, and lighting.
- Be kept clean, tidy, accessible, and available for use always when employees are at work.
- Be positioned as near as possible to a point of access for transport to hospital.

Typical examples of facilities and equipment a First Aid room may contain are:

- Sink with running hot and cold water.
- Soap and paper towels.
- Drinking water (if not available on mains tap) and disposable cups (note: not all cold taps dispense drinking water).
- A store for First Aid materials.
- Foot-operated refuse containers, lined with disposable, yellow clinical waste bags or containers suitable for safe disposal of clinical waste.
- A chair.
- A couch with waterproof covers, pillows, and blankets.
- Clean protective garments for First Aiders (Aprons and Gloves).
- An appropriate record keeping facility.
- Cleaning materials.
- A means of communication, e.g., telephone.

## **10. Record-keeping and reporting**

All first aiders must keep records of the First Aid treatment offered. This should be recorded on Bromcom and also the [First Aid Log](#) (assigned staff only have access)

Any injuries resulting in connection to a work activity should be recorded the Lead First Aider or Health & Safety Manager, online WSCC accident reporting system and any information related to First Aid documented there.

First Aid provided to pupils should be logged separately to that provided to employees and other persons. You must ensure that records are protected from unauthorised access and that they are destroyed when their retention period expires.

Records should be kept according to the following schedule:

- pupils - 6 years from the date of 18th birthday
- employees and others - 6 years from the date of the accident.

## **10.2 Reporting to WSCC**

The School asks to be informed of any accidents, incidents or near misses to be reported to the lead First Aider / School Nurse and Premises Manager as soon as is reasonably practicable, who will in turn, complete the report to WSCC <https://wscce.info-exchange.com/SchoolIncident>

## **11. Monitoring arrangements**

This Policy will be reviewed by the Lead First Aider every year.

At every review, the Policy will be approved by the Headteacher & Full Governing Board.

## **12. Links with other documents**

This First Aid Policy is linked to:

- Health & Safety Policy
- The First Aid Risk Assessment
- Supporting Students with medical needs Policy
- Learning Outside the Classroom (LOtC) Trips & Visits Policy
- Safeguarding Policy

<https://www.angmeringschool.co.uk/home/school-information/statutory-policy-documents/>



# Appendix 2a: WSSC online reporting form

The screenshot shows the 'School Incident' reporting form from West Sussex County Council. The form is titled 'School Incident' and includes instructions to fill in the fields and click 'Submit'. It contains two main sections: 'Person Reporting Details' and 'Incident Details'. The 'Person Reporting Details' section has fields for 'Your Name', 'Your Telephone Number', and 'Your Email', all marked as mandatory. The 'Incident Details' section has fields for 'Ref No.' (automatically assigned), 'Date/Time of Incident' (DD MM YY HH:MM), 'Name of School', 'Type of Incident', 'Details', 'Emergency Response', 'School Location', and 'Primary Cause'. Several fields in the 'Incident Details' section are marked as mandatory and have dropdown menus. A 'Submit' button is located at the bottom left of the form. The footer includes copyright information for Alcumus Holdings Limited, a privacy policy link, and the Alcumus logo.




# Appendix 3: Current First Aider's

<https://sites.google.com/theangmeringschool.co.uk/angmering-staff/first-aiders-mini-bus-permits?authuser=0>

## Appendix 4: Head Bump Leaflet

**Caring for your child at home & / or on discharge from hospital**

**Useful addresses**

- Clean any wound with tap water.
- If the area is swollen or bleeding, apply pressure for 5-10 minutes. If continues to bleed, keep applying pressure and seek medical advice.
- If in pain give paracetamol or ibuprofen. Always follow the manufacturers' instructions for the correct dose and form.
- Observe your child closely for the next 2-3 days and check that they are behaving normally and they respond to you as usual.
- It is OK to allow your child to sleep, but observe them regularly and check they respond normally to touch and that their breathing and position in bed is normal.
- Give your child plenty of rest, and make sure they avoid any strenuous activity for the next 2-3 days or until their symptoms have settled.
- Your child should NOT play ANY contact sport (for example football) for at least 3 weeks following a head injury without talking to your doctor first.
- You know your child best. If you are concerned about them you should seek further advice.

**Do not worry unduly - these things are expected after a head injury and may last up to two weeks:**

- Intermittent headache especially whilst watching TV or computer games
- Being off their food or feeling sick (without vomiting)
- Tiredness or trouble getting to sleep
- Short periods of irritability, bad temper or poor concentration

**If these symptoms are lasting longer you should seek medical advice.**

**Hospitals with Emergency Departments:**

**Royal Alexandra Children's Hospital**  
Eastern Road, Brighton BN2 5BE

**Princess Royal Hospital**  
Lewes Road, Haywards Heath RH16 4EX

**Surrey and Sussex Healthcare NHS Trust East Surrey Hospital**  
Canada Ave, Redhill, Surrey RH1 5RH

**Western Sussex Hospitals NHS Foundation Trust** including:  
**St Richards Hospital**  
Spitalfield Lane, Chichester PO19 6SE  
**Worthing Hospital**  
Lyndhurst Rd, Worthing BN11 2DH

**Minor Injuries Units (MIU) or Urgent Care Centres**

**Bognor Regis War Memorial Hospital - Minor Injuries Unit**  
Shripney Road, Bognor Regis, PO22 9PP  
Open 9am- 5pm, Monday – Friday (excluding bank holidays)


**Crawley Urgent Treatment Centre - Crawley Hospital**  
West Green Drive, Crawley RH11 7DH  
Open 24 hours, 7 days a week

**Horsham Minor Injuries Unit - Horsham Hospital**  
Hurst Rd, Horsham RH12 2DR  
Open 9am- 5pm, Monday – Friday (excluding bank holidays)

**Queen Victoria Hospital Minor Injuries Unit (MIU), East Grinstead**  
Holtye Road, East Grinstead RH19 3DZ  
Open 8am- 10pm, 7 days a week

West Sussex - Family Information Service  
Tel: 01243 777807 www.westsussex.gov.uk/family

For more copies of this document, for more information and to feedback, please email us:  
 Chichester/Worthing area: [contactus.coastal@nhs.net](mailto:contactus.coastal@nhs.net)  
 Crawley area: [COCG.contactus-crawleyccg@nhs.net](mailto:COCG.contactus-crawleyccg@nhs.net)  
 Horsham/Mid Sussex area: [HSCCG.contactus-horshamandmidsussexccg@nhs.net](mailto:HSCCG.contactus-horshamandmidsussexccg@nhs.net)



### Head Injury in Children and Young People

**December 2016 Refreshed Version**    **Advice for Parents and Carers**

Child/Young Person's Name .....

Advice Given By .....

Location of Injury .....

Type of Injury .....

Date ..... Time .....

Date of Publication: August 2014 Date of this Version: December 2016 Review Date: December 2018

## Head Injury - Advice for Parents and Carers

This leaflet is to advise on how best to care for a child who has a bump / injury to the head.

Head wounds rarely need stitches and can normally be glued by a health professional. This can be done in Minor Injury Units or Urgent Treatment Centres and some GP practices offer a minor injuries service. To find a local service see overleaf.

Please use the "Caring for your child at home" advice section (see overleaf) and the traffic light advice below to help you. Most children can be managed according to the green guidance below especially if they are alert and interacting with you. It is important to watch the child for the next 2-3 days to ensure that they are responding to you as usual.

**Green:  
Low Risk**

**If your child:**

- Cried immediately (after head injury) but returns to their normal behaviour in a short time
- Is alert and interacts with you
- Has not been unconscious / "knocked out"
- Has minor bruising, swelling or cuts to their head

**ACTION: If all the above have been met then manage at home. Follow the advice overleaf or, if you are concerned, contact your GP when they are open or call 111 when your GP surgery is not open**

**Amber:  
Intermediate Risk**

**If your child:**

- Has vomited once or twice
- Has a continuous headache
- Has irritable or altered behaviour especially in children under 5 years old
- Is under the influence of drugs or alcohol
- Has been deliberately harmed and in need of medical attention


**ACTION: Take your child to the nearest Hospital Emergency department if ANY of these features are present**

**Red: High Risk**

**If your child:**

- If your child is under 1 year and has a bruise, swelling or wound > 5 cm
- Has been involved in a high speed road traffic accident or fallen from a height over 1 metre or been hit by a high speed object or involved in a diving accident
- Has been unconscious / "knocked out" at any time
- Is sleepy and you cannot wake them
- Has a convulsion or a fit
- Has neck pain
- Has difficulty speaking or understanding what you are saying
- Has weakness in their arms and legs or are losing their balance
- Cannot remember events around or before the accident
- Has had clear or bloody fluid dribbling from their nose, ears or both since the injury
- Has 3 or more separate bouts of vomiting

**ACTION: Phone 999 (or 112 from a mobile) for an ambulance if ANY of these symptoms are present**



Based on: Head injury - Triage, assessment, investigation and early management of head injury in children, young people and adults. January 2014. NICE clinical guideline 176 To feedback or for further information / copies (Please Quote Ref: H1) please email: [CWSCCG.cypSECPathways@nhs.net](mailto:CWSCCG.cypSECPathways@nhs.net)

## Appendix 5: Model Appointment Letter

### MODEL LETTER TO BE ISSUED TO FIRST AIDERS

Dear

Following your agreement to act as a First-Aider, I set out below the duties that you have agreed to undertake:

- 1) Administering First-Aid in accordance with your training;
- 2) Deciding when to refer casualties for further treatment or assessment, or to call the emergency services;
- 3) Maintaining First-Aid records;
- 4) Maintain familiarity with the guidance on first aid provided in the health and safety section of the Services for Schools:
  - a) Maintain First-Aid boxes and travelling first aid kits;
  - b) Maintaining First-Aid rooms and areas;
  - c) Maintaining effective communications.

Yours sincerely,

Simon Liley  
Headteacher

I confirm that I agree to undertake the duties specified in this letter.

Signed

Date