



First Aid Policy 2025-26

This policy was written on behalf of the school by the Headteacher:
V Terry

They can be contacted via the school office on: 01706 655756

Date to be reviewed: September 2026

First Aid Policy

Aim:

To provide swift initial assistance to a casualty for injury/sudden illness before the arrival of second aid.

Procedures

- The school is legally required to maintain appropriate records where serious accidents which require further medical assistance or accidents where children are sent home to recover, are detailed.
- Where a child or adult requires hospital attention, the LA will be notified and RIDDOR guidance followed.
- Parents are informed as soon as possible in the above circumstances
- The school maintains records of emergency telephone numbers where parents or carers can be contacted in the event of accident or illness
- First-Aiders hold a valid certificate of competence issued by a training organisation approved by the LA
- The Children's Welfare Officer (CWO) is responsible for compiling a record of pupils' chronic medical conditions, and making it available to appropriate staff. There are designated first aiders across school as listed below who are responsible for maintaining adequate levels of first aid stock, ensuring trip first aid bags are fully stocked and medication is in date.
- Those responsible for the administration of first aid accept responsibility for ensuring first aid kits in boxes are fully stocked and ready for immediate use, they will ensure that any items used from a first aid kit are replenished.
- Hygiene procedures are strictly followed when administering first aid, including washing hands thoroughly and wearing protective disposable gloves. Soiled dressings, etc. are disposed of in yellow bags which are disposed of in the contaminated materials bin in the store cupboard on red corridor.
- First aid bags are situated at certain points around the school. (Each classroom and the school office)
- Two school defibrillators are available affixed to the wall near the school doors in the main entrance and in the first aid stock room. It is the responsibility of an assigned first aider to check these at regular intervals.
- Records are kept of any first aid treatment given by First-Aiders. This includes:
 1. The date/time/place of incident
 2. The name of injured/ill person
 3. Brief details of illness/injury and treatment given
 4. Name of person administering first aid
- Bumped head letters will also be completed for children complaining of an injury in this area. A sticker will also be given to the child in the event of a bumped head.
- Staff are informed of first aid procedures as identified in the staff handbook.
- First aid provision is available during normal school hours and during off-site visits and excursions
- Where an injury occurs against a person that has been caused by another individual and there is a potential risk for infection, advice will be given for that person to seek medical

attention. Where this involves a pupil, the advice will be given to the parent/carer who collects from school.

The following persons are qualified First-Aiders:

EYFS

Louisa Kershaw

Key Stage 1

Lucy Williamson

Debbie Scott

Lower Key Stage 2

Charlene Mullane

Sue Howarth

Upper Key Stage 2

Tracey Maher

Whole School

Tom Nadin

Danielle Smith

LO

Zanib Khatoon

Other school- based staff have taken part in a 3- hour training session covering emergency techniques and principles. This was last delivered by the LA in June 2025 and is due for renewal in June 2028. Due to the requirement for paediatric first aiders monitoring EYFS children eating, several members of staff are undertaking a full qualification this academic year.

First Aid Equipment

The Health and Safety Executive recommend that where there is no specified risk, the minimum contents of a First Aid kit should be:

- A leaflet giving general advice on First Aid
- 6 individually wrapped sterile adhesive dressings (plasters)
- 1 large sterile un-medicated wound dressing approx. 18cm x 18cm
- 2 triangular bandages
- 2 safety pins
- Individually wrapped cleansing wipes
- Disposable gloves

The First-Aiders within school ensure minimum stock is maintained and extra resources included to serve particular needs, e.g. extra adhesive dressings.

Each classroom has their own First Aid box/bag which is kept in good condition and is clearly marked with a white cross on a green background. There is a first aid cupboard in the book store room on red corridor room which contains items which can be used to replenish class first aid kits.

Class first aid kits are available for use on school trips. These include all the recommended items as listed above. Other items to be included on school trips are any medication, spare clothes/vomit bags etc. The designated first aider is responsible for ensuring required items are included.

Designated areas for the administration of first aid include the area outside the Year 2 classroom on red corridor and the bench outside the Year 3/4 classroom on the playground (at playtimes and lunchtimes).