



Reviewed on:	September 2025
Next review:	September 2027
Staff Responsibility:	C Parr
Linked policies:	SEND, Safeguarding, Asthma, Administering medicine
Signed by chair:	
Date:	

FIRST AID POLICY

What is first aid?

First aid has two different specifications:

- Cases where a person will need help from a medical practitioner, paramedic or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.
- Treatment of minor injury and illness which would otherwise receive no treatment or which is considered as not requiring treatment by a medical practitioner or nurse.

First Aid in school tends to include more of the latter than the former, but serious accidents happen sometimes and we need to be prepared for such eventualities. First Aid can operate efficiently only when procedures are known, understood and accepted by everyone in school.

First Aid Provision

School has 39 qualified first aiders.

The designated first aider is Catherine Parr.

Designated first aiders are also available in Boarshaw Children's Centre and in the Private Nursery.

First Aid equipment is available:

Foundation Stage, Key Stage, Key Stage 2 area and the main school office.

With first aider on duty at play times and lunchtimes.

The first aid posts, playground bags and excursions first aid kit are restocked on a regular basis. Any short falls noticed by staff should be reported as soon as possible so that new stock can be ordered.

Procedures for dealing with accidents.

Minor injuries.

Most accidents which happen during the school day are minor cuts, bumps and abrasions which require no more than cleaning and a few words of comfort. These accidents will be dealt with by:

- The member of staff first on the scene.
- The member of staff on first aid duty.

If the incident is of a more serious nature, the person dealing with the injury should take care to minimise the seriousness as much as possible in the presence of the child and should be careful to ensure that accurate message regarding the accident are reported to appropriate staff. It is essential that staff do not panic.

Letters home.

Parents should be informed of some injuries children sustain during the course of the day and must be informed by phone of any bang to the head, this should be done using one of the accident reporting books available at the first aid base in every first aid box. These forms can be filled in by the person dealing with the injury and should be handed to the class teacher so that s/he is aware of the injury and then the form should be sent home. The carbon copy should be kept in the book for future reference.

More serious injuries.

If the person dealing with the accident is concerned about the seriousness of the injury s/he should summon help from the Designated First Aider / qualified first aider. A decision will then be made about whether or not it is necessary to call a parent or take further action. In making a decision it is important to consider:

- The actual injury
- The demeanour of the child
- The age of the child
- The availability of the parent.

Calls should not be made home without the agreement of the Designated First Aider or her Deputy and an accurate description of the incident must be given.

Contacting parents.

The Head, Deputy or member of office staff, are most likely to ring for parents in the case of illness or accident, but there may be occasions when teachers prefer to speak to parents themselves. During the conversation care must be taken not to alarm the parent unduly.

Very serious Accidents

In the event of a serious accident or sudden illness, no time should be lost summoning an ambulance by dialling 999 and giving the exact location and precise details regarding the accident/injury and pupils current state. As much information as possible should be provided. If parents have not been contacted a suitable member of staff should accompany the child to hospital.

Reporting of Accidents.

The green copies of notes sent home already provide the school with a record of minor injuries. However, injuries sustained which entail parents being called to school and the child being taken for subsequent medical treatment should have full details entered on the LA online incident reporting form which will be completed by the office staff and staff member who dealt with the incident. Staff accidents should also be recorded via the LA online reporting system.

Safety.

When attending to accidents staff should always be aware of their own safety. In dealing with bodily fluids, disposable gloves should be worn. All waste materials used, including gloves, should be disposed of in the special bins provided at each first aid post lined with a yellow liner.

Special Curricular Risks

Some areas of the curriculum may present more hazards than others in relation to First Aid. Within school, the following areas have been identified as needing particular care.

Technology

Particular hazards:

1. Use of tools.
2. Use of adhesives and finishes.
3. Use of cooking equipment including cleanliness

Advice for minimising risk:

1. Teachers should be aware of hazards, follow guidance within risk assessments and know the procedures for dealing with any accident.
2. Children should be trained from the beginning in the correct handling of tools and equipment.
3. Children should be reminded of personal hygiene before cooking activities and extreme hygiene care should be taken with equipment and surfaces etc.
4. If first aid base is not in the proximity to the working area, a small first aid kit should be taken to the area prior to the activity commencing.

Physical education.

Particular hazards:

1. The carrying and setting up of equipment such as rounders bases/posts, tennis nets.
2. The moving of heavy gymnastic equipment.
3. Use of small equipment.

Advice for minimising risk:

1. Children should be strictly supervised when transporting equipment from storage point to the intended venue.
2. Risk assessments for handling equipment should be adhered to.
3. Children should be taught to carry gymnastics equipment correctly.
4. Children should be made aware of the danger of using equipment inappropriately.

Science.

Particular hazards:

1. Possibility of substances entering a child's eye
2. Tasting / smelling of unknown substances.
3. Burning of skin during activities involving liquids being heated.

Advice for minimising the risk:

1. Protective glasses are available and worn when appropriate.

2. Sterile eye wash contained in First Aid kits.
3. Children warned about the dangers of unknown substances.

Before any supervised tasting exercise, the medical list will need to be consulted for information about allergies. This list is to be updated annually (whole school) and as appropriate for individual pupils following parental notification.

Communicable disease and their control:

School has a duty to inform the School Nurse if there is a problem relating to infectious disease within the school.

The school will need to monitor the level of and reasons for absenteeism within the school in the case of an outbreak of an infectious disease.

In the event of an outbreak the School Nurse, health visitor and head Teacher must promptly notify Rochdale Health Authority and Primary Trust.

The school must notify the LA of problems relating to infectious diseases, such as facilities within the school being inadequate for the control of infection.

Registered First Aiders.

Named Catherine Parr,

2 Day Pediatric First Aiders:

Liz Meehan, Catherine Parr, Laura Windsor, Vega Greenhalgh, Mandy Evans, John Brinble, Helena Morton, Annemarie Burns, Tracey Barkatali, Hayley Lowe, Rory Armstrong.

Adult First Aid: Catherine Parr, Mandy Evans.

Other qualified first aiders : Joanna Farrell, Jodie Forrest, Melanie Lumley, June Murphy, Davina Murphy, Angela Lord, Emma-Leigh Rowbotham, Wathsala Seneviratne, Katie Smith, Anya Turner, Nafeesa Akhtar, Charley Barnes, Ruby Beard, Danielle Epiphaniou, Lindsay Fallon, Keri Forrest, Chloe Garry, Nicola Greenhalgh, Mandy Martin, Sara Waterson, Katie Steele, Michelle Renfrew, Danielle Goodall- Cook, Chelsea Caine, Misbah Amjad, Amber Clayton, Rebekah Kelsall, Samera Shabbir, Natalie Saunders, Brooke McMahon, Emily Kershaw