

FIRST AID POLICY



Chisenhale
Primary School

Confidence • Curiosity • Kindness

Date reviewed	September 2025
Reviewed by	Gemma Anidi/Kim Glynn
Approved by Governors	October 2025
Planned Review date	October 2026

The governors of the school have a duty as an employer to assess and implement arrangements for First Aid within the school.

In the school environment, the Head Teacher has the responsibility of providing trained First Aiders.

- We have staff trained in Early Years Paediatric, Paediatric & First Aid

Who can be a First Aider?

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a voluntary basis.

When selecting first aiders, governing bodies/ head teachers should consider the individual's:

- Reliability and communication skills;
- Aptitude and ability to absorb new knowledge and learn new skills;
- Ability to cope with stressful and physically demanding emergency procedures;
- A First Aid qualified staff list is placed on the staffroom notice board, in the school office, Head/Assistant Head Teachers office and emailed to all staff to display in their classrooms.

Children with Medical Conditions

Any child with a medical condition has their photo and condition displayed on a notice board in the staffroom. All classrooms have a file with children's medical needs details and photos and relevant care plans; the Head Teacher, office, Inclusion lead all have a full file of the whole school medical needs photos.

Any child in EYFS who has a medical condition has their photo and condition displayed in the EYFS kitchen and food allergies in the hall where they eat dinner.

First aid procedures for calling an ambulance are located next to all the phones in the school.

Procedure for treating casualties in school

- All accidents in the school must be reported on CPOMS.
- A person who has a minor injury will be treated by a First Aider and all treatment and cause of the accident logged on CPOMS and a follow action is always added. A member of the office staff will email the parents using our medical tracker service to inform the parent of the minor accident.
- For head injuries, as well as entering the injury on CPOMS, phone call are made home by a member of the office staff to make the parent/carer aware of the accident.
- If the head injury is not minor then the parent/carer will be asked to come to the school to collect the child to monitor them.

- All major injuries will be dealt with by the designated first aiders and a member of SLT must be contacted, once again, treatment and cause will be entered on to CPOMS.
- In the case of a serious injury and if child or adult has been taken to hospital in ambulance the Head Teacher/ SLT member will accompany the child to the hospital if the parents cannot be reached or are nearer to the designated hospital. The Head Teacher/Assistant head, or a member of the admin team will complete the LBTH online AIR form. This will also be reported as an action on CPOMS.

Children with Special Needs

Person with Responsibility: Mairead McCarthy

It is the responsibility of the Inclusion leader to ensure that a risk assessment and subsequent care plan is in place before the child enters the school. Each class teacher is given a copy, which they should familiarise their selves with and keep in the class file which is easily accessible. Care Plans are downloaded and available to view on our MIS system and in file located in the school office.

Resources

Person with responsibility: Christine Dorrington

There is a person who is designated in charge of First Aid and who is responsible for ensuring that the equipment and resources are adequate and appropriate. There is a budget for First Aid.

- First Aid notices with the names of all trained staff are displayed around the school in prominent positions
- First Aid boxes are located in central places – in all the halls, the library, school office and in the EYFS.
- A defibrillator is located in the First Aid room and the schoolhouse. These are signposted.
- The evacuation grab bag includes a first aid kit, spare inhalers and epipens,
- Wherever there is a chance of someone being burnt, red First Aid boxes for burns, are positioned – staffroom, school house and school kitchen
- Checks that all the above are in place are carried out and a monitoring form signed to show compliance.

Teaching Staff responsibility

Each class is supplied with a carry bag for First Aid for educational visits. These are located in the school office, it is the responsibility of the teacher/TA to collect the bag and check it is fully stocked.

Each class teacher/TA must be aware of any special equipment that a child in their class needs when making an educational visit. This should be included on the risk assessment. This includes the medication and spare inhalers which will be taken for children in the specific group.

Storage

- The medical room is located in the lobby in the school reception. This allows access to the disability toilet if water or privacy is needed.
- Resources are stored in a central area in the room off the library on the ground floor and in the school office.
- Medication that needs to be kept cold – this will be stored in the lockable fridge located in the school office.
- Each class has a silver medical box containing the any asthma pumps, epipens, eczema cream or other medication any Care Plans for the class. These are to be taken out in the event of a fire alarm or evacuation of any kind.

Location of the School

- If an ambulance is needed then it should be directed to the school office located on Vivian Road E3 5QY. A member of the office will be waiting in the reception for the ambulance to arrive so they can be directed to the first aid emergency.

Reporting

- Accidents and incidents are reported termly to the Governing Body.
- The Health and safety Team understand their responsibility of reporting RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013) and the timescales involved in reporting these to the Local Authority.