ECCLESTON
PRIMARY SCHOOL
incorporating
Beechbuds Pre-School

First Aid Policy

Inspiring independent learners to thrive in a changing world

First Aid Policy Statement Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

Purpose

This policy;

- Gives clear structures and guidelines to all staff regarding all areas of first aid;
- Clearly defines the responsibilities of the staff;
- Enables staff to see where their responsibilities end;
- Ensures good first aid cover is available in the school and on visits.

Guidelines

New staff to the school are made aware of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Eccleston Primary School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the Health and Safety checks by Lancashire County Council.

First Aid Policy Guidelines

Training

All staff are offered either emergency first aid at work or Paediatric first aid training and all staff undertake a rolling program of retraining.

First aid kits

Midday Assistants are issued with a small first aid bag for each playground and carry this with them at lunchtime.

First aid kits are stored in EYFS, Year 1 and one outside Year 5 and 6. They are clearly marked with a sign on the cupboard for ease of access. A larger kit is stored in ‘the nest’ (after school

club area), along with a thermometer. An emergency first aid kit is available for use during out of school visits.

Cuts

All open cuts should be covered after they have been treated with a medi-wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing.

Minor cuts should be recorded in the accident book and parents informed.

ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR GLOVES. All blood waste should be placed in a bag and disposed of in the outside bin at the front of school.

Bumped heads

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child should be given a 'I bumped my head today' sticker to wear indicating they have bumped their head. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book with the white slip being sent home for parents. A text message will also be sent to parents to inform them of the bump to the head.

Accident file

The accident books are located around school, in the first aid cupboards, and should be completed for every incident where first aid is administered. Old accident books are stored in the main first aid cupboard in the 'The Hazel Hub'.

For major accidents, an HS1 and RIDDOR form must be completed online as soon as possible after the accident. These are available on the school portal.

Defibrillator

We have a defibrillator located in the School hall. This can be used by anyone including the general public. When opening the defibrillator clear instructions are given to follow and any equipment needed e.g. scissors/gloves are provided in the attached bag.

Calling the emergency services

Dial 999, ask for ambulance and be ready with the following information:

- Your telephone number: 01257 451114

- Give your location as follows: Eccleston Primary School, Doctors Lane, Eccleston, Chorley
- State that the postcode is: PR7 5RA
- Give exact location in the setting: Eccleston Primary School is across from the vets on Doctors Lane.
- Give your name:
- Give name of child and a brief description of child's symptoms:
- Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

It is important to:

Speak clearly and slowly and be ready to repeat information if asked and be prepared to answer if the patient is breathing prior to giving any other details.

Review of the First Aid Policy

Reviewed: November 2026

Next Review Date: November 2027