



First Aid Procedures

Together, we **CARE!**



"Be kind and loving to each other".

Ephesians 4:32 (ICB)

Mepal & Witcham Primary School
a part of Grace Schools Multi Academy Trust

Purpose

These procedures outline the local arrangements for implementing the [First Aid Policy](#) and [Supporting Pupils with Medical Conditions policy](#) of Grace Schools MAT. They provide practical guidance for staff in responding to accidents, injuries and medical incidents.

First Aid Personnel

The Headteacher will ensure that an appropriate number of trained first aiders and paediatric first aiders are available to meet the needs of the school.

A current list of trained first aiders is displayed in the staffroom and school office.

First Aid Equipment

First aid kits are located throughout the school and are checked regularly to ensure contents remain in date and fully stocked.

Portable first aid kits are available for:

- Educational visits
- Sporting events
- Outdoor learning activities

Emergency Equipment and Medication

Emergency Equipment	Location
Automated External Defibrillator (AED)	School Office
Spare Adrenaline Auto-Injectors (AAIs)	School Office
Pupil Adrenaline Auto-Injectors	Carried by the pupil where appropriate, or stored as outlined in their Healthcare Plan.
Inhalers	With pupil
Main First Aid Kit	School Office
Additional First Aid Kits	Classrooms, hall, staff room, kitchen
Educational Visits First Aid Kits	School office



All staff are made aware of the location of emergency equipment and medication. Emergency medication must be readily accessible at all times and must never be locked away or inaccessible during the school day.

Responding to Illness or Injury

When an accident or injury occurs:

1. Assess the situation and ensure the area is safe.
2. Administer appropriate first aid within the limits of training.
3. Seek assistance from a qualified first aider if required.
4. Contact emergency services where necessary.
5. Inform parents/carers where appropriate.
6. Record the incident in accordance with school procedures.

Head Injuries

All head injuries will be assessed by a trained first aider.

Parents/carers will be informed of all head injuries occurring during the school day.

Where symptoms indicate a more serious injury, emergency services will be contacted immediately and parents/carers informed.

Accident Recording

All accidents requiring first aid treatment will be recorded on Smartlog.

The record should include:

- Name of injured person
- Date and time
- Nature of injury
- Treatment provided
- Name of first aider

Serious accidents will be reported in accordance with Trust procedures.

Emergency Medical Treatment

In an emergency:

- A member of staff will call 999.
- A member of staff will remain with the casualty.
- Parents/carers will be contacted as soon as possible.
- A member of staff will accompany a pupil to hospital if a parent/carer is not immediately available.

Educational Visits

The visit leader will ensure:

- A first aid kit is taken.
- Relevant medical information is available.
- Required medication accompanies the pupil.
- Staffing arrangements comply with visit risk assessments.

EYFS and Safer Eating Arrangements

Staff working with younger pupils will follow safer eating practices to reduce choking risks.

This includes:

- Appropriate supervision during eating times.
- Pupils remaining seated whilst eating.
- Suitable preparation of food where required.
- Staff awareness of choking response procedures.

Medical Conditions

Specific arrangements for pupils with medical conditions are detailed within individual Healthcare Plans and are managed in accordance with the Trust's Supporting Pupils with Medical Conditions Policy.

Review

These procedures will be reviewed when:

- Trust policies are updated;
- National guidance, legislation or Trust policy changes;
- Operational arrangements change; or
- Following any significant first aid incident.