



**MOOR PARK
PRIMARY SCHOOL
AND NURSERY**

FIRST AID POLICY

September 2025

Policy	First Aid policy
Reviewed by	Jane Rhodes
Date	September 2025
Approval level	Local Governing Board
Adopted	16/10/2025
Next review due	September 2026

In Moor Park Primary School, we ensure that all possible measures are taken to keep people safe and ensure that the best possible care is given to all of the children and adults within our establishment.

Training

In Moor Park we will ensure that

- At least one person within school will have an up to date 'First Aid at Work' certificate
- There is at least 1 Paediatric First Aid trained member of staff in Early Years
- At least 8 staff are trained and hold a current certificate in 'Paediatric First Aid' across the school
- A nominated member of staff is responsible for ensuring all staff training is kept up to date
- A list of nominated first aiders is placed in every room throughout school and kept up to date
- All first aid training is HSE approved and also delivered by OFSTED approved providers where possible
- A nominated first aider is always present in the building and is present on every outside visit and Residential trip.

First Aid kit/Bag

In Moor Park, our first aid supplies

- Comply with the Health and Safety (First Aid) Regulations 1981
- Are regularly checked by nominated first aiders and restocked as necessary by the designated person
- Are easily accessible by adults
- Are clearly identified by recognised signage
- Each class will have a portable First Aid bag to use on playground duty and school trips.

Inhalers

All inhalers must be kept in a clearly labelled box in every classroom and only accessed by an adult supervising the child.

Accident procedures

- All accidents are recorded in an accident book, which is kept safely and accessibly in each First Aid station. A text is sent home if a child has had a bump to the head.
- All first aid staff complete the accident book as soon as the casualty has been dealt with
- Serious accidents to children i.e. bumps, fractures are always reported to parents by telephone call
- **Serious cases, such as fractures, asthma attacks, seizures, significant bleeds, head trauma etc should always be referred on to a *Key First Aider*.**

- Ofsted is always notified in the case of a death or serious injury of a child or an adult. Blackpool Council are notified of any serious injury and a copy of the Accident Form is forwarded to the Health and Safety Team.
- Any injury requiring General Practitioner or hospital treatment to a child, parent, volunteer or visitor is reported to the Health and Safety Department within Blackpool Council
- All staff to report injuries and complete a relevant accident report form which are kept in the office. School Business Manager to investigate and pass to Headteacher to sign and if required send to Health and Safety Department at Blackpool Council.
- We meet our legal requirements for the safety of employees by complying with the Reporting of Injury, Disease and Damage Occurrences Regulations (RIDDOR)

Medical conditions

- A medical list is produced annually via Arbor and updated when new medical information is provided detailing all relevant medical information regarding the *children* in our care.
- A medical list is produced annually and updated when new medical information is provided detailing all relevant medical information regarding the *staff* in our care.
- A medical list is located at every first aid station and easily accessible to all staff if required for specific children.
- At the time of admission or employment within our school, parents/guardian written permission is sought to administer emergency medical treatment.
- All relevant medical information is gathered prior to the child being admitted into the school by a Senior Leader or Family worker.

Prescribed medication

- Wherever possible we will encourage parents / carers to take responsibility for dispensing prescribed medication to their children.
- Any prescribed medication is kept in the office first aid cupboard, which is locked, stored in their original containers, clearly labelled and inaccessible to children.
- Controlled prescribed drugs such as Ritalin, if required, will always be stored in a locked and secure place with a detailed log of administration information.
- Parents are required to provide written consent by completing a medicine form, available from the school office and this should have clear written instructions, with accurate timings and dosage, should they require staff to dispense prescribed medication.
- All staff carrying personal use medication e.g. Paracetamol, inhaler must ensure that it is kept in a safe and secure place.
- Staff carrying Epi-pen and/or insulin should be stored in a relevant safe location and inform staff/first aider of location for emergency use. Individual needs will be assessed and if relevant an individual Health Care Plan will be written in consultation with that staff member.
- If a child requires paracetamol or ibuprofen we CANNOT insist that this medication is prescribed.

Health Care plans

- Children with ongoing medical issues or severe short term difficulties will be placed on a Health Care Plan (HCP), which will be drawn up in conjunction with either a Senior Leader or the class teacher (severity dependent) and parents/carers and any relevant medical professionals.
- All Health Care Plans will be held centrally by the Senior Leaders and reviewed as part of an ongoing assessment of the child's needs.
- A copy of these health care plans is also held in the school office and with class teachers and when necessary (specific cases) in year group First Aid bags and staff room for reference.

Defibrillator

School currently has 2 defibrillators.

- [Defibrillator 1](#) is stored in the school main office on the left wall as you enter the room.
- [Defibrillator 2](#) is stored in the KS2 First Aid room on the wall above the First Aid store cupboard.
- Every month it is to be checked by a member of the office staff and the checks recorded and signed for.
- Replacement pads will be ordered as and when required relating to their expiry date and monitored during the monthly check as well as the battery pack.

APPENDIX ONE

First aiders in school

Mrs Rhodes – PRIMARY KEY FIRST AIDER

Miss Singleton – KEY FIRST AIDER

Mrs Forrester

Mrs White

Mr Kellett

Mrs Tilling

Miss Manton

Miss Hargate

Miss Collins

Miss Smith

Miss Barbera

Mrs Anderton

Miss Perkin

All the above staff undertook a full training course, delivered by Centaur Training Services. The qualification is valid for 3 years and our next renewals will start in Autumn 2027.

First Aid at work

J Rhodes