



First Aid Policy

Rationale

All children have the right to feel safe and well and know that they will be attended to with due care when in need of First Aid. It is a statutory requirement for an employer to make adequate First Aid provision for all employees. In this school it is recognised that the provision should cover all staff, pupils and visitors.

Aims

- To provide First Aid treatment where appropriate for all pupils, staff and visitors.
- To provide or seek Secondary Aid where necessary and appropriate.
- To treat a casualty, relatives and others involved with care, compassion and courtesy.
- To follow PAPP - **Preserve Life. Alleviate symptoms. Prevent The Situation Worsening. Promote Recovery.**

Guidelines

- To ensure that there are sufficient qualified First Aid staff including Paediatric First Aiders available to provide cover during the school day.
- To ensure that First Aid information is readily available and that all staff are aware of the way in which to call for help.
- To ensure that First Aid kits for minor injuries are available for use throughout the school by all staff and that they are regularly maintained.
- To ensure that First Aid kits are appropriately stocked and regularly checked and re-filled.
- To ensure that First Aid qualifications are kept up to date.

Procedures

- Only qualified First Aiders are to administer first aid.
- There is a rota to ensure that a qualified First Aid person is on site and on call during the school lunch time and playtimes. This is reviewed and up-dated when required.
- Once informed of an accident, the designated First Aider for the day, will go to the casualty without delay and provide the necessary care.

- All appropriate precautions will be taken to protect First Aider and casualty from cross infection and further injury.
- First Aiders MUST wear gloves when treating injuries that involve any body fluids. Even a graze with minimal bleeding requires the First Aider to wear gloves to minimise the risk of cross contamination.
- All first aid resources used in an incident must be disposed of in the biohazard bin which will have the contents incinerated. If the biohazard bin is unavailable, please dispose of contaminated materials **in the large biohazard bin in the disabled toilets (next to the office)** or one of the sanitary bins in the staff toilets. First Aiders must ensure that contaminated materials are safely secured in a bag.
- **All accidents which need treatment by a First Aider must be recorded on Medical Tracker.**
- Staff need to be aware of our school policy on recording injuries – IF YOU TREAT IT, YOU MUST RECORD IT. **(Only very minor injuries such as grazes that only need to be cleaned with a medi-wipe do not need to be recorded on Medical Tracker but parents should still be informed at the end of the day)**
- Parents/guardians will be contacted about more serious injuries or illness as authorised by the Headteacher or SLT if Headteacher is unavailable.
- Any decision to send a casualty home will be made by the Headteacher or member of SLT if the Headteacher is unavailable.
- **Parents/Carers will be notified immediately (either by telephone or email) of any head injury sustained and given the opportunity to come and check their child themselves.**
- Head injuries will need to be monitored if the casualty is to stay on the school premises and further action taken if casualty is presenting secondary symptoms (vomiting, dizziness etc)
- **In the case of a serious or suspect head injury, parents will be informed and asked to take their child for further medical investigation.**
- **All parents/guardians of children with head injuries (staying at school or being sent home) will receive a 'head injury advice link' (found on injury notification letter sent via email) which details signs and symptoms that may show that a child needs medical attention.**
- All appropriate precautions will be taken when cleaning up after an accident involving body spillages.
- If it is decided that Secondary Aid is required, after initial treatment, the Headteacher (or member of SLT) will be informed and a decision made.
- In more serious cases, where an ambulance is needed and a parent/guardian cannot be present, a member of staff will accompany the casualty to hospital.

Emergency Procedures

- Our school operates a 'First Aid Emergency Card' system in the event of a medical emergency to allow a fast response. Each classroom displays an Emergency Card which is placed in a clearly visible place and in the event of an emergency, this card will be sent to either the Office or an adjacent classroom. Lunchtime supervisors also have their own set of cards to use during their lunch duties.
- If an ambulance is required the First Aider will stay with the casualty and parents will be informed.
- Located next to school phones are the details which provide information required to contact the emergency services.
- The school must ensure that all staff are aware of emergency procedures.

School Trips

- A First Aid kit will be taken on all visits out of school, including sporting trips and swimming. Emergency reference cards will be taken on every out of school visit.

Forest school

- A First Aid kit will be taken on all outdoor forest school lessons.

Fire Drill/Alarm

- **MEDICAL BAGS CONTAINING CHILDREN'S MEDICATION MUST BE TAKEN OUTSIDE BY EACH CLASS**

Date: Monday 22nd September 2025

Review:

Tahiera Ali (Lead Medical LSA)