

# The Meadows School



## First Aid Policy

Updated: June 2026  
Date to be reviewed: June 2027  
Ratified by Governors: June 2026

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## **1. Rationale**

The Meadows School has undertaken a first aid needs assessment and determined that a minimum of three qualified first aiders is required to ensure adequate coverage for both staff and students at the Connor Road site. In addition to these designated first aiders, certain members of the Senior Leadership Team (SLT) and the Pastoral team are also trained in first aid and are present on site throughout the week, providing further support and reinforcement of first aid provision.

## **2. Location and Contents of First Aid Boxes**

**The First aid boxes are located in the following areas:**

Connor Road Site:

- Reception
- Common Room
- Kitchen
- Room 5.6 (Tina)

**Each First Aid box will contain the following:**

- Guidance leaflet
- Alcohol free cleansing wipes
- Different-sized plasters
- Ice pack
- Gloves
- Triangular Bandage
- Bandages of different sizes
- Adhesive wound dressing 3 sizes
- Resuscitation face shield
- Eye wash (Forest School)
- Burns dressing (Forest School)
- Foil blanket

## **3. Defibrillator**

The school has one Automated External Defibrillator (AED) located in the Main office. The regular maintenance of the equipment is the responsibility of the nominated member of the administration team with oversight from the School Business Manager. An AED is designed for use by all members of the general public and those with associated training. The battery of the AED will be checked on a half-termly basis with a log being kept of this. (Appendix C)

#### **4. Responsibilities**

See Appendix A – copy of 'Incident Flow Chart' displayed within every work area

#### **5. Appointed person**

The School Business Manager is the appointed person and is responsible for overseeing the arrangements for first aid within the school.

The appointed person's duties include ensuring that:

- First aid equipment is available at strategic points in the school and checked/stocked on a fortnightly basis (Appendix B).
- An adequate number of staff are trained in first aid procedures at all times.
- All qualified first aiders carry a green lanyard.
- That first aid qualifications are, and remain, current (e.g., First Aid at Work Certificates are valid for 3 years).

#### **6. First Aiders**

The Meadows School's first aiders are expected to provide a level of basic first aid during school hours within the school and on school organised trips.

If a student receives a bump to the head and receives first aid, the incident must be recorded on Medi Tracker. Additionally, a 'bump to the head' letter should be completed, and the student's parent or carer must be contacted.

It is the responsibility of the first aiders to ensure that any application of First Aid is recorded on Medi Tracker and verbally reported to the parent or carer, if necessary.

First aiders are also responsible for ensuring that an Accident/Incident Form is completed by a member of SLT for all accidents and incidents health and safety related.

A First Aid Room (Pastoral office) is identified for the treatment of incidents that require private care.

## **7. Class Teachers**

Class teachers are to use their professional judgement as to whether a student needs a first aider or not in the event of an incident. All bump to the head incidents should be reviewed by a first aider. It is the responsibility of the class teacher to ensure that a copy of the first aid form if necessary is sent home to the parent or carer.

## **8. Record Keeping**

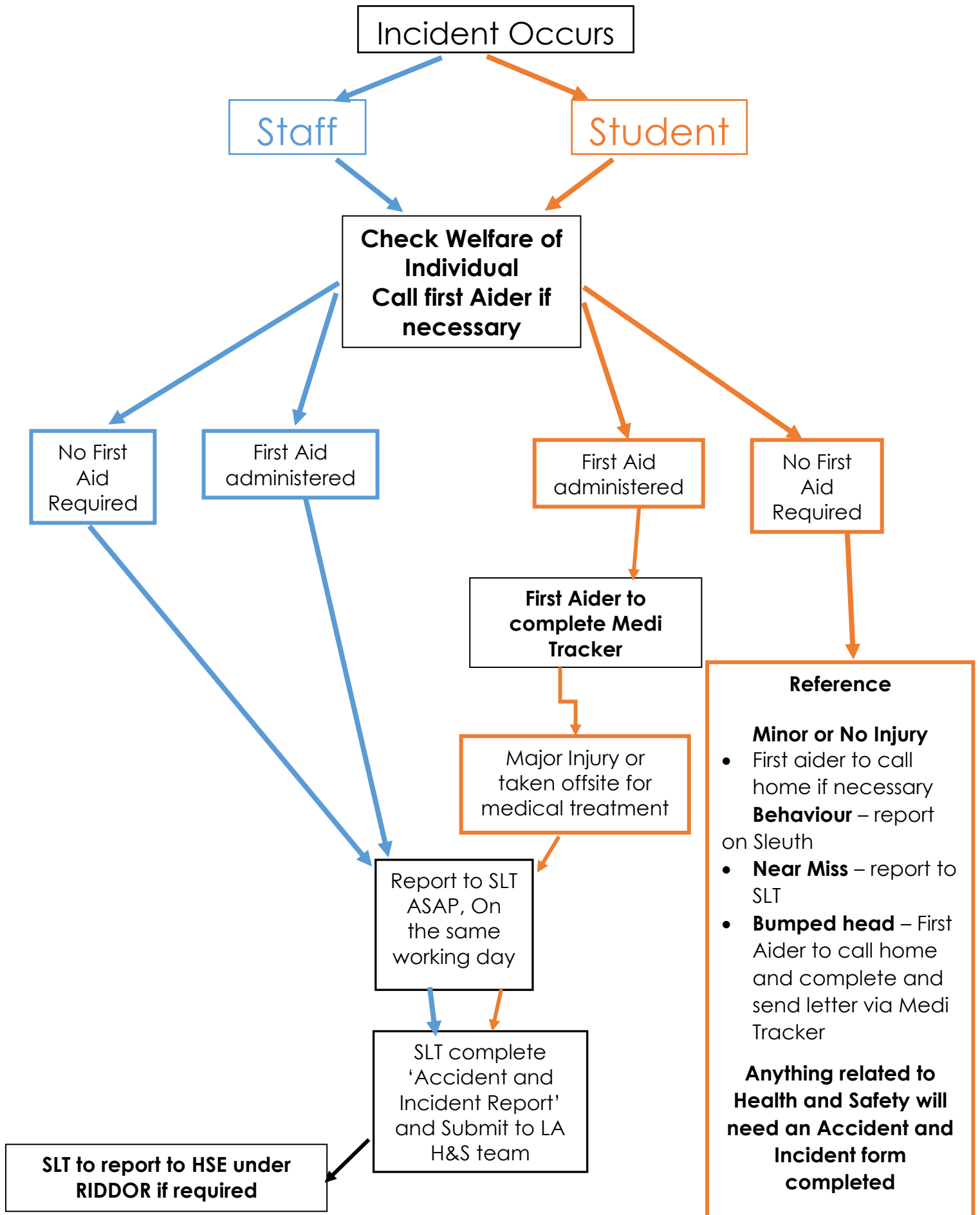
It is the responsibility of the First Aider who has administered first aid to ensure Medi Tracker is up to date. Medi Tracker can be accessed at [Sign In with Auth0](#). All record keeping must contain the following information:

- The date, time, name of first aider, injury description, treatment given, teacher notified, and parent notified.
- It will be the responsibility of the School Business Manager to scrutinize such records for accuracy in notes/comments made reporting outcomes to The Premises and Health & Safety sub-committee as appropriate.

## **9. Monitoring and Review**

- This policy will be monitored by the School Business Manager and reviewed in accordance with any new guidance given.
- The Premises and Health & Safety sub-committee will have the responsibility for ensuring this policy is formally evaluated annually or sooner if required.
- Additionally, the Head Teacher and School Business Manager will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities.
- The chair of the Premises and Health & Safety sub-committee will additionally monitor the process undertaken during Health & Safety learning walks as part of their roles/responsibilities raising any queries in relation to daily practice with the School Business Manager or Head Teacher of the school
- This policy will form part of a period of induction of any staff member who is new to the school.

Appendix A



**Appendix B**

**PLEASE ENSURE THAT THE BOXES ARE FILLED TO CORRECT LEVELS STATED WITHIN THE BOX.**

	FIRST AID BOX CHECK REGISTER 2025-26											
Location	MONTH											
	Sept	Oct	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul		
Common Room												
Reception												
Room 5.6												
Kitchen												

