



# First Aid Policy



## Policy review dates:

Next Review Date	Changes made	By whom	Date Shared
September 2026	No changes – update agreed by LCG in Autumn term meeting.	Stephen Anderson/ Charlotte Chapman  Local Governing Committee	September 2024



## FIRST AID POLICY

### **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.

**The school has a separate policy for Asthma and the Administration of Medication.**

### **Purpose**

This policy:

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

### **Guidelines**

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and are shown where first aid supplies are stored.

### **Classification & Staffing**

Ss Peter and Paul's has a number of staff who hold a Paediatric First Aid Certificate and a First Aid at Work Certificate. The certificates are renewed on a rolling programme to ensure consistent safeguarding of pupils and staff.

### **Nominated First Aiders will:**

- Ensure that their 3-day first aid qualification is always up to date.
- Work flexibly as part of the First Aid team to ensure that first aid cover is available throughout the working hours of the school week and at all other times when First Aid provision is required.
- Always attend a casualty when requested to do so, having regard for other children in their care.
- Treat the casualty to the best of their ability, having regard for their own and others safety. This includes wearing gloves where any loss of blood or



body fluid is evident and seeking help from other First Aiders or Emergency Services as necessary.

- Help fellow First Aiders at an incident and provide support during the aftermath.
- Ensure that parents/guardians are made aware of all head injuries promptly via a nominated person.
- Through a nominated person insist that any casualty who has sustained a significant head injury is seen by professionals at hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital.

## **First Aid**

In the event of major injury, the designated member of First- Aid staff should be sent for immediately.

An informed assessment will be carried out and appropriate treatment given.

### **A Nominated First Aider MUST be called for:**

- Any **potential** head or facial injury.
- Any deep cut, or one which continues bleeding for more than a few seconds.
- Any **potential** joint injury e.g. ankle, elbow etc. Any vomiting or possible poisoning.
- Severe breathing difficulties.

Pupils with specific needs have an Individual Care Plan and this should always be consulted before administering any first aid. These are kept in the School Health File located in the School Office.

Should the injury require medical assistance (i.e. parent informed/hospital treatment/ambulance) this is done immediately on the advice of the First Aider. Consultation from the First-Aid staff should not be sought in the event of minor incidents which may be treated with Pastoral care.

Examples of these are:

- Pupils who feel - or who are actually - sick
- Minor bumps to the head
- Minor marks to the body
- Classification for incidents such as these is 'PASTORAL CARE'

**During Lesson Time:** Where a class has a Teaching Assistant to support the Class Teacher, should an incident occur during a teaching session, the Teaching Assistant should take 'Pastoral' care of the child or sought advice from a First Aider.



Otherwise, a member of staff would alert the office who would alert the first aider.

**Breaks and Lunchtimes:** There is a rota of staff outlining duty of care for pupils during morning/afternoon break.

The above guidelines for determining 'First Aid' or 'Pastoral Care' should be followed during these times.

In the event of a minor injury the Class Teacher must be informed so they can liaise with parents/guardians at the end of the school day.

### **Incident Reporting**

All incidents, injuries, head injuries, ailments and treatments are recorded in the First Aid Log (individual sheets). This should include:

- The date, time and place of accident / incident.
- The name (and class) of the injured or ill person.
- Details of their injury/illness and what first aid was given.
- What happened to the person immediately afterwards.
- Name and signature of the first aider or person dealing with the incident.

Information will be recorded and reported on statutory and LA forms as required.

### **When/how will we inform parents?**

If a child suffers a minor injury e.g. a graze or a small cut and were treated by a first aider, the **class teacher** will inform the parent at the end of the school day (face-to-face, phone call home or ClassDojo).

If a child suffers a **head injury** during the day, which doesn't require further action, parents will be contacted via phone by the school's admin team, when the incident occurs.

If a child suffers a more **significant injury** e.g. large gash, potential sprain, the parents will be contacted via phone by the school's admin team, when the injury is incurred.

**First Aid Point is located at the KS2 entrance.** This area has a first aid box with medical supplies and leaflet. An additional first aid box is located in the main office.



First Aid additional supplies can be found in the first aid room in Early Years. Mrs Beena Ezhilchelvan is responsible for ordering further supplies. A comprehensive leaflet is kept inside each first aid box as a useful reference of supplies. First aid box contents should be checked each half term and replenished as necessary, referring to the leaflet checklist.