



FIRST AID POLICY

Approved On:	2 nd December 2025
Staff:	Headteacher
Notes:	Statutory
Review Cycle:	Annual
Next Review Date:	Autumn 2026

Headteacher: Mrs Kate Collins

a member of



Learning Partners
academy trust

INTRODUCTION

First Aid is the immediate assistance or treatment given to someone injured or suddenly taken ill before the arrival of an ambulance, doctor or other appropriately qualified person. The person offering this help to a casualty is required to act calmly with confidence, and above all must be willing to offer assistance whenever the need arises.

Aims

This document is to inform all staff, governors, parents and visitors of the procedures and practice related to first aid, so people will clearly understand their roles and responsibilities.

1. To identify the first-aiders of the schools and clarify their roles and responsibilities.
2. To identify the systems for treating illnesses and accidents.

Practice

The minimum provision that a school must have in line with Health and Safety Advice is:

Minimum Provision (to be available at all times)

Primary School: One Appointed Person

Early Years: at least one Paediatric Trained Appointed Person

Our school first aiders, their locations and the details of their qualifications are listed in Appendix 1

First Aid Cupboards:

These are monitored, weekly, by the office. There is no mandatory list of items that should be included in a first aid kit. However, it is strongly recommended that schools maintain at least one first aid kit which contains a minimum of:

- Individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six medium sized (approximately 12cm x 12 cm) individually wrapped sterile unmedicated wound dressings
- Two large (approximately 18cm x 18 cm) individually wrapped sterile unmedicated wound dressings
- One pair of disposable gloves

First aid cupboard is located in the KS2 entrance and the hub in KS1.

Travelling First Aid Kits:

These must accompany any external visit and is the responsibility of the teacher in charge of the visit to prepare and unpack.

At lunchtime, the adult in charge will administer first aid.

If accidents occur during lesson time, the Teaching Assistant will carry out treatment. If a Teaching Assistant is unavailable, or unqualified, the office team will carry out treatment.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the classteacher and shared with the headteacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, and a paediatric first aider for EYFS trips, as required by the statutory framework for the Early Years Foundation Stage.

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

Monitoring Injuries

If a child is injured with the following, a log must be made;

- A cut, a head bump, or any injury that raises concern.
- A record is made on the accident form identifying the injury, location, treatment and person administering the treatment. In the case of a head injury, parents must be informed immediately, to decide if further treatment is required. Child to receive a bumped head sticker.
- Always double check with another first aider or SLT if unsure of treatment.
- Make a decision whether parents should be informed.

If a child requires hospital treatment then the Headteacher and parents must be informed. If the emergency services are contacted the following information must be to hand:

Details to be Given to the Emergency Services in Case of Child Needing Hospital Attention

- Name of child
- Date of Birth
- Nature of the injury
- Care given so far
- Any allergy information
- Location of the school Postcode: GU1 4DT Address: Stoke Rd, Guildford.
- Involvement of Social Worker or Children's Services
- National Health Number if available (BROMCOM)

If the school have been unable to contact the parents then a member of staff will accompany the child to the hospital and wait until the parent arrives. An accident report must be filled out and the County Council, Trust and if appropriate the Health and Safety Executive (HSE) informed of any major accident using the Surrey County Council Oshens Accident and Incident Online Reporting system.

Treatment Guidelines

- Ensure the area that you are undertaking the treatment in is free from danger and clean.
- Apply first aid and treat accordingly
- Make a record of the treatment on the appropriate form and ensure the classteacher is aware of the injury and treatment
- Inform the parent in case of head injury or emergency service requirement (as above)
- If the injury is under clothing or in an intimate part of the body i.e. genital area, then two adults must be present to undertake and supervise the treatment. In this case move the child to a quieter part of the school so their dignity and privacy can be maintained.
- No dressings must be applied to genital areas, except to stem bleeding or prevent harm from an obstruction.

Reporting an injury/accident/fatality

The Headteacher or delegated staff member must report all significant injuries, via the Every Management reporting system of the Trust. Complete all the sections within 24 hours of the incident. The incident report will trigger an online review by a senior member of staff. All reviews must be completed within a week of the report being put on to the system (or sooner if reportable under RIDDOR). From this an HSE report may be

generated and will need to be submitted. It is a legal requirement that certain injuries and dangerous occurrences are reported to the HSE within strict time limits.

Details are available on www.hse.gov.uk/riddor/

Notifying parents

Parents will be notified of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Any injury to the head **MUST** be treated as high priority: children must take home a red slip which tells the family of the injury; they should also be provided with a sticker in case the letter is lost. The staff member who deals with the injury should also ensure that parents have been notified of the incident – this will happen through the office.

The communication to parents takes the form of the **Pupil Accident Notification to Parents & Carers form located on google drive.**

Class Medical Bags

Each class contains an Emergency Grab Bag in which children's emergency medication and any Health Care Plans are kept. Staff and children must know the location. All contents must be taken on trips. The contents of the bags must be sent home at the end of each academic year. Parents are responsible for ensuring medication is in date.

To avoid any liability, staff do not give out medication. Any exceptional situations must be discussed and authorised by the Headteacher or Deputy Headteacher. Medicine can only be administered if the parent has completed the online request form and has also provided the school with the medicine pre-measured into a syringe for each day that the medicine needs to be administered. Daily records of medicines to be given to be kept in the office using the medicine whiteboard outlining child, medicine required, dosage and days to be administered.

Medicine is not to be accepted if the parent or carer has not pre-measured the individual doses.

First Aider Safety

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves, disposable face masks and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Risk Assessment

Annual risk assessment will be carried out to assess potential hazards and recommendations made. Current risk assessments are kept in the office. Re-occurring locations of accidents must be assessed for health and safety risk, to consider preventative action. Near misses must be recorded so preventative action can be taken.

SEND

Children's special educational/medical needs are always taken into consideration throughout school activities. Any special circumstances/restrictions would be clearly explained to the staff so appropriate action can be taken in a first aid situation.

EQUAL OPPORTUNITIES

All children receive medical attention in an emergency there is no discrimination for age, race, culture, gender, ability, religion or social background.

Appendix 1 - List of First Aiders/ Qualifications

Qualification: Practical First Aid

Name	Role	Date Completed	Update Due
Belle Arguelles-Hosking	Teaching Assistant	Spring 2025	Spring 2028
Fiona Campbell Bell	Teaching Assistant	Spring 2025	Spring 2028
Kate Collins	Headteacher	Spring 2025	Spring 2028
Jo Davey	Teaching Assistant	Spring 2025	Spring 2028
Laura Di Marco	Teaching Assistant	Spring 2025	Spring 2028
Lindsey Donnithorne	PA to the SLT	Spring 2025	Spring 2028
Louise Dorman	Class Teacher	Spring 2025	Spring 2028
Helen Elliott	Finance & Data Officer	Spring 2025	Spring 2028
Justine Grant	Class Teacher	Spring 2025	Spring 2028
Sarah Howard	Class Teacher	Spring 2025	Spring 2028
Renata Kaczmarek	Learning Support Assistant	Spring 2025	Spring 2028
Christina Kelly	Teaching Assistant	Spring 2025	Spring 2028
Laura Kennedy	SENDCo	Spring 2025	Spring 2028
Lucy Lidstrom	Home School Link Worker	Spring 2025	Spring 2028
Thabie Mabinda	Office & Finance Assistant	Spring 2025	Spring 2028
Claire McIlroy	Deputy Headteacher	Spring 2025	Spring 2028
Bukurie Mehana	Lunch Supervisor	Spring 2025	Spring 2028
Kate Oliver	Apprentice Teacher	Spring 2025	Spring 2028
Neil Osmand	Premises Caretaker	Spring 2025	Spring 2028
Linda Parker	Learning Support Assistant	Spring 2025	Spring 2028
Nelly Payne	Class Teacher	Spring 2025	Spring 2028
Suney Phillpot	Class Teacher	Spring 2025	Spring 2028
Elwira Piwonska	Learning Support Assistant	Spring 2025	Spring 2028
Nina Thomas	Learning Support Assistant	Spring 2025	Spring 2028
Derek Trawber	Premises Manager	Spring 2025	Spring 2028
Lisa Wilde	Teaching Assistant	Spring 2025	Spring 2028

Qualification: Paediatric First Aid

Name	Role	Date Completed	Update Due
Christina Kelly	Teaching Assistant	Autumn 2025	Autumn 2028
Rachel Mason	Learning Support Assistant	Autumn 2025	Autumn 2028
Suney Phillpot	Class Teacher	Spring 2024	Spring 2027
Lisa Wilde	Teaching Assistant	Spring 2025	Spring 2028

Practical Training Required

Name	Role	Training Due	Training Completed
Robyn Hendrie	Class Teacher	Autumn 2025	
Kayla McCrea	Play Leader	Autumn 2025	
Izzy Pepper	Class Teacher	Spring 2026	

Appendix 2

Definitions of First Aider

These are members of staff who have volunteered for the role, are trained in procedures and have passed an assessment.

Certified First Aider

A First Aider is someone who has completed a training course approved by the health and Safety Executive (HSE) and has been identified by the employer as a provider of first aid. At school, the main duties of a first aider are to: Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school; Where necessary, ensure that an ambulance or other professional medical help is called. Certified First Aiders must renew their certificates every 3 years by attending a refresher course.

Appointed Person

An appointed person is someone who has undertaken an emergency or Appointed Person's First Aid Course. An appointed person is someone who:

- Takes charge when someone is injured or becomes ill;
- Looks after the first-aid equipment e.g. restocking the first-aid container;
- Ensures that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons are not first aiders. They should not give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/ refresher training as appropriate. These courses do not require HSE approval. They normally last four hours and cover the following topics:

- What to do in an emergency
 - Cardiopulmonary resuscitation
 - First aid for the unconscious casualty
 - First aid for the wounded or bleeding
- Emergency first aid training should help an appointed person cope with an emergency and improve their competence and confidence.

Appendix 4

Action Card 11: School Protocol for Treating Head Bumps

It's normal to have symptoms such as a slight headache, or feeling sick or dazed, for up to 2 weeks

SCHOOL PROTOCOL

- **Check head for any bumps or grazes, please note that any swelling may not appear for a few hours**
- **Apply an ice pack or cold compress if required to the bump, DO NOT USE AN ICE PACK IF THERE IS ANY BLEEDING**
- **Information sent to parent or carer via Studybugs in full, including the exact location of the incident (do not just put 'playground').**
- **Information supplied by the member of staff that witnessed the incident**
- **Head bump sticker to be given to the child with the date of the accident written on**
- **ANY DOUBT seek a second opinion from a member of the SLT**
- **A phone call can be made home to discuss with parents if further treatment is required**
- **Always inform the class teacher of the incident**

DO	DON'T
<ul style="list-style-type: none">✓ hold an ice pack to the injury regularly for short periods in the first few days to bring down any swelling✓ rest and avoid stress – the child does not need to stay awake if they are tired✓ make sure an adult stays with the child for at least the first 24 hours – call 111 for advice if there's nobody who can stay with you✓ take <u>paracetamol</u> or <u>ibuprofen</u> to relieve pain or a headache – do not use aspirin as it could cause the injury to bleed	<ul style="list-style-type: none">✗ do not go back to school until you're feeling better✗ children should avoid physical activities (contact sports: football, rugby) and rough play for a few days

Call an ambulance after a head injury if a child has:

- been knocked out but have now woken up
- been vomiting since the injury
- a headache that does not go away with painkillers
- a change in behaviour, like being more irritable
- problems with memory
- a blood clotting disorder (like haemophilia) or take blood-thinners (like warfarin)
- had brain surgery in the past

Symptoms usually start within 24 hours, but may not appear for up to 3 weeks

Dial 999 immediately if a child has:

- **been knocked out and has not woken up**
- **difficulty staying awake or keeping their eyes open**
- **a fit (seizure)**
- **problems with their vision**
- **clear fluid coming from their ears or nose**
- **bleeding from their ears or bruising behind their ears**
- **numbness or weakness in any part of their body**
- **problems with walking, balance, understanding, speaking or writing**