

St Peter's C of E Primary School



First Aid Policy

Vision Statement

'Faith, Family, Future'

Jesus built his church upon the strength of St Peter – who was his rock. At St Peter's, we provide a solid foundation on which our community thrives through our rich, aspirational curriculum. As a family, we nurture and unlock individual potential through mutual love and respect; enabling all to flourish now and in the future.

'Each of you should use whatever gift you have received to serve others'

1 Peter 4 v10

This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfE.

It is St Peter's Primary School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed every two years.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school arranged transport.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.

- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Duties and Responsibilities

The **Governing Body** is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and teachers, non-teaching staff, pupils and visitors (including contractors).

The Health and Safety Leader must ensure that a risk assessment of the School is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The Health and Safety Leader should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on the School's arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme, the staff notice board has any important first aid details displayed in the staff room and staff training is given in response to need.

All staff are expected to do all they can to secure the welfare of the pupils.

The Appointed Person need not be a First Aider but should have undertaken emergency first aid training. They will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aider must have completed a training course approved by the HSE, and will be updated every three years. He/She will:

- Be contacted to give immediate help to casualties if required during lesson time or break times. Any pupil complaining of illness or who has been injured is to be sent to the school office (accompanied where possible) for the Appointed Person / First Aider to inspect and, where appropriate, treat.

- During lunchtime any pupil complaining of illness or who has been injured is to be sent to the members of staff on duty on the playground, one of which is a first aider. A senior pupil will be sent for a first aider, should a first aider not be available on the playground. **Pupils who are injured or ill will not be escorted into the building by another pupil, they MUST be escorted by an adult.**
- All incidents are to be recorded in the Accident Book and given to Ms Wells/Mrs Kennett for filing.
- Where possible constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home.
- If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent or carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions i.e. the use of latex gloves where there is the presence of blood or other bodily fluids.

Reporting

- The Headteacher or most senior teacher on site will be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are to be reported in the Accident Book kept in each class room.
- Parents are to be informed of any injury above the shoulders. This will be done by the office staff who will phone or send a Parent Mail message.
- Where a parent is required to collect their child due to significant injury, the office staff will phone the emergency telephone number.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE.

1. Involving employees or self employed people working on the premises.
2. Involving pupils and visitors

The Head is responsible for ensuring this happens.

Record Keeping

The Headteacher or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

- the date, time and place of 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

Accident and first aid treatment records can be used to help the Health and Safety governor to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The governing body, who holds the responsibility for Health and Safety, are informed of all accidents reported to HSE.

Administration of drugs and medicines

Medicines should not normally be brought into school, but if necessary, the prescribed medicine (preferably only the daily dose) can be brought to the school office by a parent. It must be clearly labelled with the child's name. A form detailing the dosage and times when the medicine should be taken, must be completed by the parent/carer and signed and dated. When administering medicine to children, two members of staff (one of whom must be SLT or the office manager) must be present to check the dosage and timing. Records are kept in the medicine book, signed by both members of staff.

The school is happy to administer Calpol with parent's permission, where this is necessary for the child to be in school.

The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance. If a child has a serious condition requiring regular medication the pupil will have a health care plan which clearly details medication required, dosage and storage.

First Aid boxes

First Aid Boxes are located in:

- The medical area at the back of the office
- In each classroom
- The hall

First Aid bags, complete with first aid equipment, are located in each classroom for off site visits. All emergency details for school visits will be provided and placed in this bag for outings.

First Aid Boxes should contain

- Wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium sized (approximately 12cm x 12cm) and Large sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- Disposable gloves
- Face masks

No medicine/tablets are to be kept in the first aid boxes

Accommodation

There is a room for medical treatment, and care of pupils during school hours.

Last Reviewed October 2025

APPENDIX 1

Health and Safety Officer: Headteacher Mrs Toni Browne
Health and Safety Governor: Sarah Goodwin and Mark Champion

First Aiders:

Mel Wynn (First Aid at Work) Expires 17/06/2027
Toni Browne (First Aid at Work) Expires 17/06/2027
Christiane Jessop (First Aid at Work) Expires 17/06/2027
Sue Lord (Paediatric First Aid) Expires 23/9/2028
Ella Collins (Paediatric First Aid) Expires 26/6/2028
Ali Tuckett (Paediatric First Aid) Expires 23/09/2028
Hannah Hebdon (Paediatric First Aid) Expires 23/09/28
Sarah Goodwin (Paediatric First Aid) Expires 26/06/28
Leanne Long (Paediatric First Aid) Expires 15/03/27
Sue Cornell (Paediatric First Aid) Expires 19/06/26
Edwina Wells (Paediatric First Aid) Expires 23/09/28
Livie Rayner (Paediatric First Aid) Expires 23/09/28
Maria Rodacan (Paediatric First Aid) Expires 23/09/28
Claire Manning (Paediatric First Aid) Expires 23/09/28

Governor First Aiders:

Mark Champion (Paediatric First Aid) Expires 23/09/28

APPENDIX 2.

Appointed person to contact Emergency Services: Office staff/Headteacher

(Or if necessary any adult in school)