



FIRST AID POLICY

The medical 'area' is situated in the main entrance. It is equipped with a 'First Aid' box containing supplies of gauze, plasters etc. Copies of 'bumped head' notes, injury forms.

All members of staff are allowed to access the 'First Aid' box. The Accident Book is kept in the First Aid box when not in use. If an accident occurs at lunchtime, the Lunchtime supervisor sends or accompanies the child to the First Aid Area (main entrance of school) where a qualified first aider will assist.

If there is any cause for concern, the member of staff responsible for First Aid is asked to make an assessment and assume responsibility. The incident is then recorded in the Accident Book, with advice from the member of Staff who administered First Aid. In the case of a member of Staff having an accident a RIDDOR form can be completed online.

Emergency procedures for first aid are found on the First Aid box. The guidelines for administering first aid are followed by trained first aiders, however all staff have received basic first aid training and can deal with minor first aid issues. All procedures are in line with the Department of Health & Safety guidelines.

The school has guidelines for Epilepsy, Anaphylaxis and follow the Local Authority policy for Asthma. All copies of these can be found in 'staff common', policies on the school system.

If a child has an injury that is required to be dealt with by a qualified first aider then a note is completed and sent home to parents with the child. Parents are also notified by telephone or text.

If a child has an accident that requires hospital treatment then a RIDDOR form is completed online by a trained first aider.

Emergency first aid kits are taken to any out of school visits and at least one trained first aider accompanies the children during the visit. Any child specific equipment is included in the first aid kit; i.e. inhalers/Epipen

Care plans for children who have special medical requirements can be found on the board in the staff room. A copy is also kept in the child's class and stored with any equipment such as inhalers. These are updated regularly with the parents and school nurse support (see staffroom notice board).

Children who administer inhalers within school time do this under the teachers' direction or a First Aider. These are kept in class and stored along with the child's inhaler. The First Aid supplies are regularly checked by the first aider.

It is the responsibility of the first aiders to update their qualifications when needed. However, the school does provide a bi-annual First Aid Staff Training Refresher Course. All staff, including Lunchtime supervisors are invited to attend. Allergy/Epipen training is updated regularly.

The persons responsible for First Aid within school are detailed on a sign outside the office door.

Links:

[Medical Conditions Policy](#)

[Infection Control Policy](#)

[Health & Safety Policy](#)

Reviewed: May 2025

Signed: _____
(Chair of Governors)