First Aid Policy

St Agnes C of E Primary School

Approved by:	Mrs Sue Gittins
Last reviewed on:	September 2026
Next review due by:	September 2027

First Aid Policy

Our Vision and Mission Statement

'Learning together in God's Love'

St Agnes is an inclusive Christian family, we want our children to:

- Learn together with respect, patience and kindness
- **Treat each other as they would like to be treated (Matthew 7v12)**
- Flourish in education and friendships
- **Live life in all its fullness (John 10v10)**
- Be proud of themselves and others
- Ensure everyone is treated equally

Through the range of experiences we offer to all our pupils we encourage an understanding of the meaning and importance of faith and promote all the Christian Values. We particularly focus on Responsibility, Creativity, Forgiveness, Perseverance, Hope, Thankfulness and Friendship. These Christian values form the basis of our vision and are embedded throughout our school life and underpin all our teaching.
St Agnes is a small school that supports our community by providing an education of the highest quality within the context of Christian belief and practice. We work closely with our families to ensure they are fully supported and cared for

We expect everyone at St Agnes C of E Voluntary Aided Primary School to follow 'The Great Expectations' –

Be Safe
Be in the right place at the right time
Do your best
Handle your emotions
Use appropriate language
Cooperate
Respect everyone and everything

1 Rationale

1.1 First Aid can save lives and prevent minor injuries from becoming major ones.

2 Broad Guidelines

2.1 All teaching staff, teaching assistants, midday leader and midday supervisors must complete a first aid training course. Costs to be found from the school budget.

3 Duties of first aid trained staff are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

4 Appointed First Aider

4.1 A member of staff is (Marie Guest) the appointed first aider at work and Paediatric First Aider. In Marie Guest's absence Lara Greaves is the appointed first aider.

5 Appointed Person

5.1 An appointed person is someone who:

- Looks after the first aid equipment;
- Restocks the first aid boxes;
- Ensures that an ambulance or other professional medical help is summoned when appropriate;
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- **5.2** The appointed person (**Mrs M Guest**) will also hold an Adult work first aid certificate and attend the necessary refresher course as appropriate.
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- **5.3** Each class has at least one member of staff who is paediatric first aid trained – the staff are as follows: **Marie Guest, Anne Rainsford, Karen Cooper-Wilson, Suzanne Pilling, Lara Greaves, Emma Hammond, Emma Pilling, Sarah McDonald, Jennifer Southwood and Katie Madeley.** The before and after school club (outside providers) are also both first aid trained.

6 Equipment

6.1 Adequate and appropriate equipment will be provided in line with current legislation.

6.2 Provision of first aid equipment to be reassessed on an annual basis.

6.3 Seven first aid boxes are to be provided:

- In the main hall – near door
- In each classroom in cupboards nearest the door (x 4)
- In the main office on the filing cabinet
- In the Kitchen Office (including burns kit)

6.4 A travelling first aid box will be kept stocked and taken on school trips which is kept in the first aid cupboard.

6.5 A stainless steel bowl is provided for the bathing of wounds.

6.6 Those administering first aid must wear protective gloves. All staff must take care when dealing with blood or other body fluids and the disposal of dressings, cleansing materials and other equipment used. These should be disposed of in the sanitary bin situated in the staff toilet.

6.7 First Aid posts are designated by signs.

6.8 Lockable medicine cabinets are kept in the school office and Class 2 and a lockable box is stored in the fridge, a sharps bin is stored in the office.

7 Treatment

7.1 Injuries should be cleaned with clean water and gauze. Creams etc should not be applied. Plasters, bandages and dressing should be used after a wound has been cleaned to ensure it stays clean. Stock should be used from the nearest first aid box.

7.2 In the majority if cases where there are grazes or small cut, the injured child can be sent with an adult to seek help from the first aider or other member of staff. Children should not be left unsupervised in the playground in order to administer first aid.

7.3 In cases of bumps to the head these will be cleaned if necessary and a cold compress or ice pack applied to the bump. The headteacher will be advised of the injury and the first aider who attended to the child will contact the parent. A slip giving this information will be sent home.

7.4 With more serious injuries the child should not be moved if there is a chance of any head, back or spinal injuries. Assistance from another member of staff is essential and should be sought as quickly as possible without leaving the injured child. In cases where you have unsure as to the severity of the injury treat it as a serious one. If it is felt necessary an ambulance needs to be called as soon as possible and the parents need to be informed.

7.5 In the case of less severe injuries the parent may be able to assist by taking the child to the hospital or health centre. An accident report form should be completed as soon as practical.

7.6 If a child becomes ill during the school day the class teacher should make adequate provision for the care of the child and if necessary ask the school secretary or headteacher to contact the parent.

7.7 Any notifiable diseases (listed in the school office) should be reported immediately to the Headteacher.

7.8 Defibrilator/ AED– St Agnes own a defibrillator which is kept outside next to the Church door. The code for this is in the office. This is for use on adults and children who are unconscious or not breathing. The AED analyses heart rhythm and then gives verbal instructions. All staff have received training for the use of the AED and if it is needed 1 member of staff will get the AED, 1 member of staff will stay with the adult or child and another member of staff will ring 999.

8 Accident / Incident Report Forms

8.1 All accidents must be recorded on the accident/incident report forms in line with current legislation.

8.3 Blank accident report books are held in each classroom and one in the hall and office

8.4 All staff are responsible for completing the forms, which are sent monitored by the head teacher. Any serious incidents with staff or children are reported to the LA.

9 Contents of a First Aid Container

9.1 There is no mandatory list of items for a first aid container. However, the HSE recommend that where there is no special risk identified, a minimum provision of first aid items would be:

- a leaflet giving general advice on first aid;
- twenty individually wrapped sterile adhesive dressings;
- two sterile eye pads
- four triangular bandages;
- six safety pins
- six medium sized individually wrapped unmedicated wound dressings;
- two large sterile individually wrapped unmedicated would dressings;
- one pair of disposable gloves;
- equivalent or additional items are acceptable.

The first aid kits are checked monthly by Mrs M Guest and re stocked when necessary.

10 Contents of a Travelling First Aid Container

10.1 The contents of a travelling first aid container contains the following:

- a leaflet giving general guidance on first aid;
- six individually wrapped sterile adhesive dressings;
- one large sterile unmedicated would dressing;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.

11 Hygiene / Infection Control

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

12 Reporting Accidents

12.1 Staff should follow the guidance laid down in the DfEE booklet, “Guidance on First Aid for Schools”, page 11. A copy of which is kept on the office notice board.
This is kept for three years and audited half termly by Miss Marlor and Miss Butterworth

13. First Aid risk assessment:
A first aid risk assessment is undertaken annually to assess what is in place and any changes that may need to be made due to changing circumstances, environment and/or children's needs.
The assessment includes evaluating the risks and hazards of infection or safety that may occur due to illness and accidents.

First Aid needs risk assessment: A first aid needs risk assessment is undertaken annually to assess what is in place and any changes that may need to be made due to changing circumstances, environment and/or children's needs. It considers the number of first aid trained staff required.

14.Infection control:
St Agnes will follow government guidance on Infection control and the Public Health England, Guidance on Infection Control in schools and other childcare settings poster which will be displayed in the school office at all times.

15.Administration of First Aid on Visits
All trips must be accompanied by a trained first aider carrying a complete first aid kit. If a student with medical needs requires specialist support a trained first aider able to deal with the student's condition will accompany the trip and will take with them a copy of the student's Individual Health Plan (IHP) and any medication or equipment that the student might require during the trip.

Residential Visits If first aid is required at the residential centre/accommodation the resident first aider will administer first aid and complete reports in accordance with relevant legal requirements for the residential centre/accommodation.
If first aid is required away from the residential centre, first aid will be administered by the first aider accompanying the trip. Wherever the first aid was required, the trip co-ordinator must record details of the incident and ensure that correct paperwork is completed.

If the student has suffered a bump on the head a bump on the head note must be given to the student to take to their parents/carers on return.

Day Visits If first aid is required on a day trip, first aid will be administered by the first aider accompanying the trip and correct paperwork will be completed. If the student has suffered a bump on the head a bump on the head note must be given to the student to take to their parents/carers on return.

LA Insurance Arrangements St Agnes is covered by public liability insurance policies which will indemnify staff against any claims against them arising from the administration of first aid or medicine in accordance with this policy.

16. Administration of medicines and treatment
Medication The school has a designated safe, lockable place to store students' medication and a nominated person to control access to the place.

Prescribed Medicines Where the student's doctor or other clinician has prescribed any form of medication or other treatment that the student requires, or may require during school days, the school will ensure that the student is able to access their medication or treatment in the safest, efficient and stress-free manner for the individual student. The way

in which medication or treatment will be made available or administered will be agreed in advance with the student's parents/carers.

In the event of a long term medical condition the administration of medication and treatment will be agreed and recorded in the Individual Health Care Plan (IHP). Where medication or treatment is not part of a long term medical condition but is only required for a finite period, for example the completion of a course of anti-biotics. The student's parents/carers will be required to sign a Parental Consent for the Administration of medication or treatment form.
This applies to medicine prescribed to be taken 4 times a day only. (Medication requiring intake 3 times a day must be given by the parent e.g. before school, at home time and at bedtime).
The procedure followed for the administration of medicine or treatment may be:

The medicine will be held in the office and a trained member of staff will administer the treatment to the student. The school will maintain a diary showing which students are due to take medication and when and if necessary will remind the student to report for medication.
The administration of medicine administered regularly to an individual must be on the students Individual Health Plan or the Parental Consent for the Administration of medication or treatment form whichever is appropriate.

If a student refuses to take their medication, staff will accept their decision and inform the parents immediately.

Students with Special Medical Needs or Individual Healthcare Plans – See separate policy
Some students have medical conditions that, if not properly managed, could limit their access to education. Conditions include but are not limited to:

- Epilepsy;
- Asthma;
- Severe allergies, which may result in anaphylactic shock;
- Diabetes;

Such students are regarded as having special medical needs. Most students with special medical needs are able to attend school regularly and, we will provide support to enable them to take part in all activities, unless evidence from a clinician/GP states that this is not possible.
The school will consider what reasonable adjustments it might make to enable students with special medical needs to participate fully and safely on visits. The risk assessment for each trip will take account of any additional steps needed to ensure that students with special medical conditions are fully included.
The school will not send students with medical needs home frequently or create unnecessary barriers to students participating in any aspect of school life; however, staff may need to take extra care in supervising some activities to make sure that these students, and others, are not put at risk.
We appreciate that students with the same medical condition do not necessarily require the same treatment.
In order that the treatment that is best suited to the individual student is provided an Individual Health Care Plan will be prepared for every student with special medical needs to help identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk.

Parents/carers have prime responsibility for their child's health and should provide the school with information about their child's medical condition.
Parents/carers and medical professionals should give details about the condition and its treatment, about the impact of the condition on the student and any additional background information and identify any practical training requirements for staff.
When school is first notified of a students' medical condition the Headteacher and the nominated person responsible for first aid and the administration of treatment in will invite the student's parents/carers to meet with them to complete and agree the Individual Health Care Plan and to discuss any other arrangements that the school can make to help the student to fit in as normally as possible with school life.
At this meeting we will ask the parents/carers to confirm whether they want the student's condition kept confidential and if so to agree on who must be informed and what additional arrangements will be required to help maintain the student's privacy.
The plan must be agreed in time for the start of the relevant school term for a new student starting or no longer than two weeks after a new diagnosis or in the case of a new student moving to the school mid-term.

17. Non-prescribed Medicines (See administering medicines policy)
To support high attendance within school non prescribed medicines such as child's painkiller may be stored in the office and self-administered by a child with written permission from the parent. Students will be able to access their medicines in the office, supervised by a responsible adult. On trips the first aider accompanying the trip must carry any medication that would normally be available in the office.
Asthma inhalers will be held by the school for emergency use, as per the Department of Health's protocol. It is the responsibility of the parents to collect unused medicines from the office and dispose of them accordingly.

Mrs Guest will check all medical stores at the end of the academic year to ensure that all medicines have been collected.
In the event that a student's parents/carers fail to remove the medication after two reminders Mrs Guest will arrange for the medicines to be taken to a dispensing chemist or pharmacy for safe disposal.

18. Hospital treatment
If a student has an accident or becomes ill, and requires immediate hospital treatment, the school is responsible for either:
- calling an ambulance in order for the student to receive treatment; or
- taking the student to an Accident and Emergency Department
- and in either event immediately notifying the student's parent/carer When an ambulance has been called, a first aider will stay with the student until the parent arrives, or accompany the student to hospital by ambulance if required.

Where it is decided that a student should be taken to an Accident and Emergency Department a first aider must either accompany them or remain with them until the parent/carer arrives.

19. Adult First Aid
In the event of an adult accident the procedure is as follows:
- If able to walk, the adult is taken to an appropriate area. A first aider will be called to attend to the adult if moving them may cause distress or further injury.
- If an accident occurs during class time the nearest first aider will attend.
- First aid is given appropriate to the injury.

• All accidents are recorded in the staff accident book. All accidents that involve a higher level of first aid are reported to next of kin by a phone call.
• In the event a serious injury or if there is any uncertainty about the level of the severity of the injury an ambulance will be called immediately and the next of kin informed.
• If the emergency services are needed the procedure is as follows: while first aider is in attendance another responsible adult will call the emergency services.
• The Headteacher or other available senior staff are to be informed as soon as it is safe and appropriate to do so
• The Health & Safety Competent Person (Miss Butterworth) must decide if the incident is reportable under RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013), and if so report the incident in accordance with HSE requirements.

Data Protection Statement
The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What ?	**Probable Content**	**Why ?**	**Who ?**	**Where ?**	**When ?**
Registration / Admissions Data	Name D.O.B. Address Telephone Medical Issues Parental Details Injury details.	Legally Required To For Admission To School Well-Being of Your Child Communication	All Staff (Where Necessary)	Initially Completed On Paper Then Entered Onto School's Information Management System Paper Version is Shredded	Held On File Throughout Child's Time At School Passed Onto New School When Moving Computer Retains Copy of Records in 'Archive'

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	**Has A Moderate Level of Data Compliance Requirements**	**Has a High Level Of Data Compliance Requirements**
	✓	