



Inspiring Learners, Growing Together

Castlethorpe First School • North Crawley CE School • Sherington CE School • Stoke Goldington CE School  
St Andrews CE Infant School • Newton Blossomville CE School

*The Village Schools Federation aspires to nurture and inspire every child to experience life in all its fullness. Our schools are rooted in inclusive Christian values to enable all to flourish by building knowledge, confidence and resilience for the future. We strive to be the best we can be.*

*“Whatever we do, we work at it with all our heart”*

*Colossians 3:23*

## First Aid Policy

### 1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

### 2. The Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Possible first aid requirements
- Pupils on role with specific needs

### 3. Responsibilities of First Aiders

All staff have a responsibility for keeping children and adults safe and administering basic first aid, such as cleaning grazes, putting on a plaster. At least one paediatric first aider is on site, or off site with children, at all times and in EYFS classrooms to administer emergency first aid. All staff have a responsibility to:

- Respond promptly to all requests for assistance, whether that be a child or an adult

- Summon further help if necessary
- Look after the casualty until recovery has taken place or further medical assistance has arrived
- In the instance of a minor head injury, the child or adult must continue to be monitored whilst on the school premises.
- Report details of any treatment provided.

Pediatric first aiders are responsible for:-

- Taking charge when a child or adult has been injured or falls ill
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

#### 4. Procedures

The following are general first-aid related procedures to be followed by all staff, not in order:

- Remove other pupils from the injured person
- Wash grazes with wet paper towel or wipe
- Apply a plaster if necessary
- Wear surgical gloves if dealing with blood
- Dispose of blooded towels
- Apply pressure to deep wounds
- Administer inhalers as prescribed for asthma
- Calm the patient
- Call for further assistance if needed
- Fill in incident, first aid administered, on form, photo copy - 1 copy to go home/ 1 in accident file/ 1 in child's file
- Complete a bumped head section for parents to sign or an accident form in the case of an adult.

The following are paediatric first aider procedures:

- All of the above
- Abdominal thrusts if choking
- Recovery position if required
- Administer mouth to mouth resuscitation if required
- Run burns under cold water for 10 minutes minimum, use burn kits as needed.
- Apply bandages and slings
- Assess the patient's condition and then call 999 or 111 for advice
- Call child's parents or next of kin if staff member.
- Wash foreign bodies in eyes (such as sand) with bottled water, never use paper towels to remove particles in eyes

The following are head injury procedures:

- In the instance of a head injury, the first aider should assess whether outside treatment is required. If unsure they should contact NHS 111 for advice.

- The child or adult must continue to be monitored at all times whilst on the school premises. That may mean the casualty is required to sit in class if additional adults are not available to ensure all children are safely supervised.
- The child or adult must be handed into the responsibility of a parent or next of kin with a copy of the accident form completed.
- A follow up phone call should be made by a member of the SLT to check on health status and note this on the accident form.

### Recording and Reporting

At present, an accident form is completed with the nature of the incident, injury, medical attention and signed by the first aider and dated. This is copied x3, 1 for the accident file, 1 for the child's file, 1 for the parent. Bumped head sections should be signed by the parent at home time, and a copy retained for school. Some school may use a bumped head wristband to highlight where a bumped head has occurred.

Any major injury/accident that results in hospital treatment MUST be reported to the Head teacher and Health and Safety Lead as soon as possible as a further reporting may be required.

Staff will monitor the place of accidents to see if there are any patterns that require health and safety maintenance/ assessment i.e. slippery steps/ raised edges/ trim trails. These will be reported to the Health & Safety Lead.

All accidents, incidents and near misses are logged on the excel data sheet by Admin, which provides oversight and ability to look for re-occurring causes or hazards.

Adult accident forms should be copied to School Business Manager and H&S and Site Manager who will record the information on the Milton Keynes Council Health and Safety portal as required.

### First Aid Kits

- Ensure you know where your first aid kits are located in your schools
- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- If a first aid kit is poorly stocked, this should be reported to office staff who can re-order resources.
- A monthly check of first aid boxes is allocated to a named person on the Daily Roles and Responsibilities document.
- All staff on visits out of school are expected to carry a first aid kit and contact list with them at all times.

### 5. Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, assistance must be sought and necessary first aid administered. If the visitor has had an accident, this should be logged on the adult accident form.

## **6. Children with Medical Needs (See Medical Conditions Policy)**

Children who have specific medical needs have a One Page Profile. Inhalers and other necessary medical equipment are kept with the child on and off the premises. Administration of specific medicines such as inhaler, EpiPen, adrenalin must be recorded in the medicine book.

Training will be given for specific medical conditions i.e. use of EpiPen/ diabetes

Pupils with allergies have a photo card with their allergy noted – this is displayed as per parental consent for staff to see.

## **7. Staff Training**

All staff undertaking pediatric first aid duties will be given full training in accordance with current legal requirements.

## **8. Information for Employees**

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

The list of qualified first aiders is displayed in each school.

Reviewed:	October 2025
Approved by Governors:	October 2025
To be reviewed:	October 2026 or as required or for a change in legislation