

First Aid Policy

Kingshurst Primary School



Approved by: Adam Dawes

Date:

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Last reviewed on:

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First Aid Policy

1. Introduction and Purpose

This policy sets out our arrangements for managing first aid at Kingshurst Primary School. Our school must provide the proper first aid materials, equipment and facilities, and make sure first aid provision is available at all times while people are on school premises, and also off the premises while on school visits.

2. Policy Statement

Kingshurst Primary School is committed to providing adequate and appropriate first aid provision to all pupils, staff and visitors. This policy aims to ensure that first aid provision is available at all times while people are on the school premises and on off-site visits.

3. Roles and Responsibilities

3.1 Local Advisory Board

The local advisory board has ultimate responsibility for health and safety matters in the school, including first aid provision. The board will ensure that:

- An appropriate first aid policy is in place
- Adequate resources are allocated for first aid provision
- The policy is reviewed annually

3.2 The Headteacher

The headteacher is responsible for:

- Ensuring the policy is implemented effectively
- Ensuring sufficient numbers of trained first aiders are available
- Conducting the annual first aid needs assessment
- Ensuring staff are aware of first aid procedures

3.3 First Aid Coordinator/Appointed Person

Zoe Hall (SENCo Assistant) is responsible for:

- Taking charge when someone is injured or becomes ill
- Looking after the first aid equipment
- Calling the emergency services when appropriate
- Maintaining first aid equipment and supplies
- Keeping records of first aid treatment
- Arranging first aid training for staff

3.4 First Aiders

Our trained first aiders are:

- Rebecca Hall (First Aid at Work) – December 2026
- Rachel Slater (First Aid at Work) – March 2029
- Matt McCarthy (First Aid at Work) – March 2029

All staff working in Early Years have Paediatric Level 3 Training.

First aiders are responsible for:

- Responding to first aid incidents
- Administering appropriate first aid treatment
- Recording all incidents in the accident book
- Informing parents/carers of any injuries or treatment given

3.5 All Staff

All staff are responsible for:

- Following the school's first aid procedures
- Knowing who the first aiders are
- Summoning help when required
- Reporting accidents and incidents on Smartlog

4. First Aid Needs Assessment

We carry out a first aid needs assessment to help us decide how much provision we need.

We consider:

- The size of our school and whether it is on split sites and/or levels
- Our school's location
- Our school's layout
- Any specific hazards or risks on site
- The specific needs or disabilities of our pupils and staff
- The age range of our pupils (5-11 years)
- The number of first aid personnel required

This assessment is reviewed at least annually, and particularly after any changes in circumstances, such as new premises or staff changes.

5. First Aid Training

Our first aiders receive 'appropriate' training from a competent first aid training provider. As our first aiders need to help children, they receive training in paediatric first aid (as standard training courses for first aid at work don't include resuscitation procedures for children).

First aid qualifications are valid for 3 years. We arrange refresher training before certificates expire to ensure continuous coverage.

6. First Aid Equipment and Facilities

6.1 First Aid Boxes

First aid boxes are marked with a white cross on a green background and contain at least:

- A leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings in different sizes (20 pieces)
- Sterile eye pads (2 pieces)
- Individually wrapped triangular bandages (2 pieces)
- Safety pins (6 pieces)
- Individually wrapped sterile unmedicated wound dressings (6 medium and 2 large)
- Disposable gloves (3 pairs)

First aid boxes are located at:

First Aid Kits are kept in:

- By double doors leading to playground;
- Medical room;
- School kitchen

Basic first aid kits (plasters, gauze, bandages) are kept in all classrooms and on Main Reception.

6.2 Medical Room

Our medical accommodation is suitable for medically examining and treating pupils, for the short-term care of sick and injured pupils, has a washing facility, is near a toilet, and includes:

- A medical inspection room for medical treatment, therapy, and space for sick or injured pupils who need to rest on a bed
- A sick bay for ill or injured pupils waiting to be picked up
- A store for first aid materials
- Bottled water
- A foot-operated refuse container
- A medical/examination couch with waterproof protection
- Telephone or other communication equipment
- Record book for recording incidents (historic) – logged on Smartlog

The medical room is located near Main Reception.

7. Consent for First Aid

We aim to gain consent before giving first aid to employees and pupils. Consent can be given verbally, and in the moment that first aid is required. However, this is not always possible – for example, if there's no time, or if the person is unconscious or choking. In these scenarios, consent can be implied.

We ask for general consent for first aid when pupils join the school through our parental consent forms.

If parents/carers don't consent, we meet with them to discuss their reasons, so we can help their child if there's an emergency. We respect the right to refuse consent, but also uphold our school's duty of care to staff and pupils.

8. Procedures

8.1 In the Event of an Accident or Illness

1. Assess the situation and ensure the area is safe
2. Summon a first aider immediately
3. The first aider will assess the casualty and administer appropriate first aid
4. If necessary, call 999 for emergency services
5. Contact parents/carers as soon as possible
6. Record the incident in the accident book

8.2 Calling Emergency Services

Call 999 if:

- The person is unconscious
- There is severe bleeding that cannot be stopped
- There is a suspected broken bone
- There is a head injury
- There is difficulty breathing
- There is a severe allergic reaction
- You are unsure of the severity of the injury

8.3 Informing Parents/Carers

Parents/carers will be informed:

- Immediately for serious injuries or if emergency services are called
- On the same day for minor injuries (via phone call, text, or note home)
- As soon as reasonably practical in all cases

9. Record Keeping

All first aid treatment is recorded in the accident book, including:

- Date, time and place of incident
- Name of injured person
- Details of the injury and treatment given
- Name of the first aider
- What happened to the person immediately afterwards (e.g., went home, returned to class)

Accident records are kept for a minimum of 3 years (or until the pupil reaches age 21 for pupil records).

10. First Aid on School Trips

When seeking written consent for trips from parents/carers, we ask them to also provide up-to-date medical information about their child and details about the medication their child needs to take, if going on a residential trip.

A trained first aider must accompany all school trips. The trip leader will:

- Conduct a risk assessment including first aid provision
- Take a first aid kit appropriate to the activity
- Take relevant medical information and consent forms

- Ensure mobile phone access for emergencies
- Protect personal data when travelling with medical information by encrypting any information stored on portable electronic devices or password protecting information kept in cloud-based storage, or keeping paper information in a locked container

11. Pupils with Medical Conditions

For pupils with medical needs, we agree what to do in an emergency with their parents or carers in advance, and this is recorded in the pupil's individual healthcare plan.

Individual healthcare plans are developed in consultation with parents/carers and healthcare professionals, and are reviewed at least annually.

12. Monitoring and Review

This policy will be reviewed annually by the governing board to ensure it remains appropriate and effective.

The first aid coordinator will monitor:

- First aid training currency
- First aid equipment stocks
- Accident trends to identify any patterns or areas for improvement

13. Related Policies

This policy should be read in conjunction with:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Medicines Administration Policy
- Allergy Safety Policy