



First Aid Policy 2025-2026

This policy is based upon Summary of DfES guidance on First Aid provision in Schools (from DfE good practice guide "Guidance on First Aid for Schools" 2000) (Revised February 2014).

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupil in the same way that parents / carers might be expected to act towards their children. In general, consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Risks:

A risk assessment of First Aid is necessary to ensure adequate provision is available.

This should include:

- The identification of pupils with specific conditions e.g. asthma, allergies.
- The identification of specific hazards in school.
- When to call for further help.
- The documentation of necessary treatment given.

Responsibilities:

The responsibility for Health and Safety, which includes First Aid, rests with the Assistant Head Teacher/Head Teacher. The Head Teacher is responsible for putting the policy in place, including informing staff and parents / carers. The lead person in charge of First Aid is the Head Teacher, Neil Green.

All staff, and those with responsibility for children in school, should be aware of available First Aid personnel (which are displayed throughout the school), facilities, and the location of First Aid boxes and information.

First Aid provision must be available at all times, including out of school trips, during PE and other times the school facilities are used e.g. Parents/ Carers' Meetings.

First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every three years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge.

A First Aider should not give first aid treatment for which they have not been trained.

The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it should have a reasonable understanding of what is involved. First Aiders can use Epi-pens if trained to do so.

It is the responsibility of the Head Teacher, to ensure good First Aid practice is being carried out within the school and at events and activities organised by the school.

There are First Aid Cabinets situated in the Medical Room and first aid kits are available in all classrooms.

The contents of the First Aid Cabinets / Kits are to be regularly checked and maintained by the First Aiders. These are also included in the Annual Health & Safety Inspection. Please ensure the Administrators are informed before items run out.

Where there are pupils of EYFS age there will be a paediatric first aider present, including on trips and visits.

Reporting & Recording of Accidents

Claystone School recognises that:

We have a duty to report incidents that involve the:

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

An unreliable accident / incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in personal injury to staff, parents / carers or visitors.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution.

Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

Procedures

Claystone School we make every effort to minimise the risk of accidents but we recognise that accidents may still occur.

Emergency:

IF THE SITUATION IS LIFE THREATENING OR A SERIOUS INJURY SUCH AS A SIGNIFICANT HEAD INJURY, CHOKING, FITTING, LOSS OF CONSCIOUSNESS OR THE INDIVIDUAL HAS STOPPED BREATHING THEN AN AMBULANCE SHOULD BE CALLED IMMEDIATELY WITHOUT WAITING FOR THE FIRST AIDER TO ARRIVE ON THE SCENE.

A member of the Senior Leadership Team must be informed that an ambulance has been called and must direct a member of staff to greet the ambulance and direct them to the casualty.

All accidents to pupils, staff, parents / carers and visitors, no matter how small will be reported to the teacher / Head Teacher as soon as possible after the accident took place.

The First Aider present will deal with the accident and treat any injuries as required.

Once the individuals have been treated, all details regarding the accident will be recorded in the **Accident Book** and the **Medical and Medication log** by a member of staff, preferably the First Aider who performed the treatment. These can be found in the Medical Room.

An investigation into the accident should be undertaken. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

Parents / carers / social workers are informed about accidents / injuries as soon as possible, and always within 24 hours.

BODY SPILLAGES/HIV

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in all first aid boxes.

- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination, therefore a separate Body Spillage Bucket, Mop Dustpan and Brush are provided and kept in the cupboard in the first aid room.
- All body fluid spillages (vomit, diarrhea and blood) must be cleaned immediately. This is vital if spread of infections is to be reduced. Gloves should be worn when in contact with blood or body fluid is likely. They must be kept for this purpose only. Following use, gloves must be safely disposed of.
- Sanitising powder must be spread on the vomit/diarrhea immediately and this should then be swept up before mopping. Spillages should then be placed in a bag and safely disposed of.
- Once spillages have been dealt with, hands must be washed and dried after the removal of protective gloves.
- All waste will be disposed of in a yellow clinical waste bag.

Off Site activities

At travel first aid kit will be taken on all off site activities, along with individual pupil's medication including inhalers, epi-pens and risk assessments identify appropriate first aider.

A person who has been trained in first aid will accompany all off site visits where deemed necessary.

All **serious accidents** will be reported to **Senior Leadership Team**.

The Head Teacher will ensure that accidents, which are reportable to the Health & Safety Executive, are reported using the appropriate form on Info Exchange.

Special Requirement

Some pupils in school may have special requirements. Details of any special requirements are displayed on a Dietary and Medical Conditions form in all classrooms and other key rooms throughout the school and staff will have been appropriately trained to cater for their needs.

The Appointed Person

This person has the responsibility of taking charge during an incident and summoning help if needed. Claystone Stone School, each member of staff is able to assume the responsibilities of the Appointed Person.

The maintenance of the First Aid Cabinets / Kits is the responsibility of: First Aiders.

Names of first Aiders:

Neil Green

Sasha Groves

Giovanna Zullo-Avila

Tyler Holt (paediatric)

Eve Vingoe (paediatric)(emergency)

Mary Dunn (emergency)

Other Documentation:

Please refer to the following documents held in the School Health & Safety Manual:

- a) Accident Reporting
- b) First Aid Arrangements

Reviewed: May 2026	Review due: May 2027
Owner: Headteacher	