
St Nicholas at Wade CEP School

First Aid Policy

Reviewed by: Taralee
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Building on the Rock: Our Foundation for Care and Safety



At the heart of our school is the parable of the wise and foolish builders, inspired by Jesus' teaching in Matthew 7:24–27. Just as the wise builder chose to build on solid rock so that the house could withstand storms, we seek to build our school community on strong foundations that allow every child and adult to stand firm when challenges arise. Guided by our Christian values of courage, resilience, honesty, kindness, and being the best we can be, our approach to first aid reflects this commitment to strength, safety, and care. By responding to every situation with compassion and integrity, we ensure that our foundations remain secure, enabling each person to feel supported, valued, and able to flourish—no matter what challenges they may face.

Purpose

First Aid is care given to an injured person (in order to minimise injury, future disability, to preserve life and to promote recovery) 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 pupils in the same way that parents/carers might be expected to act towards their own children. As a school our aim is also to promote health and safety awareness in children and adults, in order to prevent first aid being necessary and to encourage every child and adult to begin taking responsibility for their health needs. First aid is intended to be the minimum level of care, and any further diagnosis or extended care should be passed on to medical professionals. This policy aims to ensure that everyone concerned with first aid, whether practitioner or recipient, is kept safe.

1. Practice

Our first aid policy requirements will be achieved by:

- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require the First Aid Training

The Head Teacher will ensure that appropriate numbers of qualified first aiders and appointed persons are appointed as identified by the completion of the First Aid Needs Assessment and that they have the appropriate level of training to meet their statutory obligations.

2. First Aid Provision

- Portable First Aid kits are available and used any time pupils are off site.
- The Appointed First Aider will ensure the maintenance of the contents of the first aid kits and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, diabetes, the use of an epipen.
- All staff will ensure that they have read the school's First Aid policy.

3. Qualified First Aid Staff

At *St. Nicholas-at-Wade Church of England Primary School* the majority of Teaching Assistants have completed First Aid Training, along with the all members of the office staff. Staff will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (e.g. first aid kit inspections). The qualified first aider is someone who has been trained and holds a First Aid At Work certificate gained from a 4-day HSE approved course or 12 hour Paediatric First Aid course.

4. Appointed Persons

At *St. Nicholas-at-Wade Church of England Primary School*, **Mrs Moon is the appointed person.**

Where the first aid needs assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment and facilities, **calling the emergency services when required** and taking charge when someone is injured or falls ill during the short-term, unplanned absence of the qualified first aider. There may also be other duties and responsibilities which are identified and delegated to the appointed person (e.g. first aid kit inspections). It is the responsibility of the qualified first aider/appointed person to check the contents of all first

aid kits every term and restock as necessary. Other qualified staff may stock up their own kits as required during term time.

5. First Aid Boxes

First Aid Boxes are located:

- In every classroom, in their red bag on their hook above their cupboard door.
- In the office.
- Outside staff room.

All classes and the office have a red portable bag which is used at break times and for school trips.

First Aid Boxes contain: a leaflet giving general advice on first aid, micropore, scissors, individually wrapped sterile adhesive dressings, sterile eye pads, triangular bandages, safety pins, medium/large sized wrapped sterile wound dressings, cleansing wipes, and disposable gloves. No medication/tablets are kept in the first aid boxes.

7. Procedures

In school:

- In the event of an injury or medical emergency, if possible contact the appointed First Aider(s).
- Any pupil complaining of illness or who has been injured at playtime/lunchtime is sent to the on duty qualified First Aider to inspect and, where appropriate, treat. Constant supervision will be provided. If the first aider has concerns then the appointed first aider is contacted. If there are any doubts over the health or welfare of a pupil the parent/carer will be contacted.
- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE (See below)
- No member of staff or volunteer helper should administer first aid unless they have had proper training.
- Hands should be washed before and after administering first aid. Disposable gloves should be worn.

8. Emergency Arrangements

Upon being summoned in the event of an accident, the first

aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such

cases staff should ensure they have specific cover from their insurance company.

9. Red Triangle Emergency Call Sign

In the event of an emergency, staff use the Red Class Emergency Call Sign. There is a red sign available in all rooms in the school and under the canopy on the playground. Any child given this sign needs to take it immediately to the staffroom during break and lunch times or the office at all other times and may interrupt adults to alert them to the accident/emergency. This allows the first aider to remain with the injured child while additional help is sought from the appointed first aider and an ambulance called.

10. Contact Home

A text is sent home in the event of a minor bumped head, in the event of a serious injury being sustained and first aid being administered there should be a phone call to parents. All children who are administered first aid are given 'I have seen a First Aider today' sticker to inform parents if their child has been injured. (See also Medical Care Policy). This is a visual alert to all staff and to parents that the child has sustained an injury.

11. Children with Illnesses

A list of children with illnesses that may require first aid treatment is distributed to all teachers.

12. Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken
- Name of the qualified first aider/appointed person

Staff should complete the accident book if they sustain an injury at work. An injured member of staff or any other supervising adult should not continue to work if there is any possibility that further medical treatment is needed.

13. Administration of medicines

All medicines administered within school are done so in a safe and monitored environment. This is implemented through our medicine policy.

14. Out of School

- While on a visit, school staff take a mobile phone and staff also take appropriate medication for the pupil, inhalers etc. as well as the anaesthetic permissions.
- Staff must ensure that first aid bags are taken.

15. Educational Visits

- A Risk Assessment will need to be carried out as part of an educational trip.

16. Contamination/Hygiene

- No person must treat a pupil who is bleeding, without wearing protective gloves. Protective gloves are stored in each first aid bag and in the office.
- Cover open cuts or wounds on your own skin with a waterproof band-aid or similar dressing.
- Sponges and water buckets must never be used for first aid to avoid the risk of contamination.
- If blood is spilled onto broken skin or your skin is punctured by a sharp object, wash area thoroughly with soap and water.
- All body fluids (Vomit, diarrhoea and blood) must be cleaned immediately. This is vital if the spread of infections is to be reduced. A designated brush is available for body spillages and is kept in the caretaker's cupboard. Wash the area with warm water and disinfectant and dry. Single use latex gloves should be worn and are available from the first aid kits. Once spillages have been put into sealed black bags, they must be put in the external dustbins for domestic waste disposal. Hands must be washed and dried after the removal of protective gloves.

