Churchfield C.E. Primary Academy

First Aid in Schools Policy 2025/26

Signed by:

G. Lloyd Head of School Date: 13/01/2025

Walking together in the light of the Lord, we aim to create a supportive and safe environment where we encourage each other to be the best we can be. At Churchfield we learn to take pride in our successes and aspire to make a positive difference for ourselves, the local community, and the wider world.

Introduction

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives. The aims of first aid are threefold:

- Saving life by prompt and initial action;
- Preventing the injury or condition from deteriorating;
- Helping recovery through reassurance and protection from further danger.

Aims

To implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at school and during off-site activities.

First Aid Provision

The Executive Principal and Head of School are responsible for ensuring there is an adequate number of qualified First Aiders.

First Aiders

Following Local Authority guidelines, we are required to have at least one first aider on site at all times. At Churchfield CE Primary Academy, we ensure that all staff have a first aid qualification with a number of staff holding paediatric first aid qualifications.

Roles and Responsibilities

First Aider

Their role involves:

- undertaking first aid treatment in accordance with their training,
- if necessary, summoning an ambulance or other external medical services,
- keeping suitable records of all treatment administered.

An Appointed Person is someone who is nominated to take charge of a situation in the absence of a qualified first aider. Their role includes:

- taking charge when someone is injured or falls ill,

- calling an ambulance (where required)

In the highly unlikely event that a first aider is not present on an occasion, an appointed person will be named.

First Aid Boxes

First Aid kits are located and easily accessible in the staff room and main office and are only used to store first aid materials. They must not contain tablets, medications, creams etc. Care is taken to discard items safely after the expiry date has passed. A supply of gloves is available for staff when contact with bodily fluids is possible.

Lunchtime Supervisors all have a small portable First Aid kit with them whilst on duty.

Trips and Visits

A basic first aid kit will be taken on all excursions out of school. Where possible, children with asthma will take their own inhaler. Other medical equipment eg diabetes testing kit or epipens where appropriate will be kept with an adult. All staff accompanying children on a trip will carry a mobile phone and pupil's emergency contact details.

Procedures

Minor Incidents

Minor incidents will be dealt with and is classified as pastoral care. Examples are minor cuts or grazes, pupils who feel sick, minor bumps, slight bruises. If there is blood or vomit or other residual of the incident to be cleared up, the Site Supervisor may be asked to assist.

Children needing to be sent home will be accompanied to the School Office and office staff will contact the parent/carer after consulting a member of SLT.

Accidents or Injuries

At playtime, lunchtime and during other outside activities eg PE, injuries are assessed by the staff on duty. If necessary, further advice may be asked for from a First Aider.

Alternatively, any child who complains of illness or has been injured outside may be sent with another child or accompanied by a member of staff to the designated area (the main office) to be inspected by a First Aider and if appropriate treated. Constant supervision must be provided in this area. If an injury occurs during class time, a qualified First Aider may be sent for in order to assess the situation.

If there are any doubts about the health and welfare of a pupil, the parent/carer will be contacted.

All serious accidents should be reported to a trained First Aider and the Head of School and an ambulance and the child's parent/ carer contacted immediately. (numbers located in the office).

If a situation is life threatening, then an ambulance should be called at the earliest opportunity without waiting to report to the Head of School.

If a pupil sustains a serious injury, they should not be moved.

Additional guidance for head injuries

Head injuries are potentially serious so it is important that parents/carers know if their child has sustained a significant bump to the head. A record of the incident is made in the accident book and the parent/carer is always informed by text message.

Recording and Reporting

Incidents are reported and recorded in the online accident book.

When pupils have sustained an injury at school, they have a right to make a personal injury claim until they reach the age of 21. For this reason, schools should try to retain pupil accident books for as long as reasonable.

Where an employee is injured they should complete an accident record. If this is not possible (due to their injuries) then someone may do this on their behalf.

Staff accident records must be retained for a minimum period of three years from the date of the last entry. However, it is good practice to retain the book for ten years.

Where a contractor, member of the public, or other non employee is injured on the premises, managers must record the circumstances of the accident and details of the injured person.

Accidents away from "normal" locations

Where an accident occurs to an employee or school pupil "off premises" (e.g. school educational visit) the accident MUST be reported at their normal location/school.

NOTE in addition, the accident may also have to be reported on the premises where the accident occurred.

RIDDOR

HSE regulations, (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) state that if a child/adult receives a major injury requiring hospital treatment and/or more than three days off work/school the incident needs to be fully reported. The LA Health and Safety Team must be informed.

Accident Investigation

Every accident must be appropriately investigated. However, the depth of an accident investigation will depend upon the nature of the accident, the extent of injuries and consequences for future management of similar activities.

Infection Control

To minimise risk of infection whilst administering first aid, first-aid personnel must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood must be wiped away using a clean cloth or handkerchief.

Disposable nitrile/vinyl gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, must be used to mop up any substances. All disposable items must be disposed of in plastic bags. Contaminated work areas must be suitably disinfected and soiled clothing should be washed on a hot cycle or advice given to this effect if washing sent home.

This policy document is for general guidance only. If further assistance on the interpretation or practical application of this policy is needed, please contact a Staffordshire Local Authority Health & Safety Adviser

Monitoring and Review

This policy will be reviewed annually. The next review is dues on 13/01/2026.