Safeguarding - First Aid Policy

Low Ash Primary School

Approved by:	**The Governing Body**	**15.10.25**
Last reviewed on:	**16.10.24**	
Next review due by:	**Autumn Term 2026**	

Rationale:

At Low Ash Primary School we endeavour to provide the best possible care for our pupils. This policy is to inform staff, governors, parents/carers and visitors about the procedures we follow when administering first aid in our school. All the teaching staff and the Governing body have agreed this policy.

Safeguarding

The Education Act 2002 places a duty on schools to safeguard and promote the welfare of pupils at the school by ensuring that risks of harm to welfare are minimised and taking appropriate actions to address concerns about the welfare of a child or children, working to agreed local policies and procedures in full partnership with other local agencies.

The First Aid Policy should be read in conjunction with the Health and Safety Policy, the Child Protection Policy (and related appendices) and Safeguarding Policy – where concerns arise regarding safeguarding and/or child protection, these should be recorded in writing, and passed on to the designated Safeguarding leads in school.

Appointed first aiders:

Mrs Mandy Geraghty (Lead first aider)

Mrs Louise Hudson

Mrs Clare Jones

Miss Alice Lannen

Mr Karl Renardson

Mr Amrik Singh

Miss Rebecca Taylor

Mrs Maninder Kaur

Mrs Sofia Stainsby (P)

Miss Aimee Gilfoyle (P)

(P) – paediatric only

All first aiders are trained in paediatric first aid and first aid at work. A list of staff who hold a first aid certificate is displayed around the school.

Lunchtime supervisors receive emergency first aid training, so can deal with minor cuts and grazes during lunchtimes.

All members of staff receive annual allergy training in line with Benedict's Law and are trained in using adrenaline auto-injector pens (AAI's)**.**

The Lead First Aider ensures the training needs of staff are met, overseen by the Inclusion Leader.
The Head teacher will ensure that health and safety procedures are followed and that accident reporting procedures are followed.

Location of first aid equipment:

The school will provide materials, equipment and facilities needed to carry out First Aid. First aid boxes (and accident files) are kept in the following locations:

- The staff room

- PPA Room

- Nursery

All classes also have a mini first aid kit which is kept in classrooms.

When further supplies are needed, this will be reported to Mrs Mandy Geraghty who will place further orders.

The school has procured an AED (defibrillator) through the government which is located in the main school office. All first aiders are trained in how to use the AED (see Allergy Policy).

Procedures

Plastic gloves are to be worn when dealing with all incidents. Bloods/soiled dressing and used gloves should be disposed of in plastic bags which are then to be placed directly in a yellow bag inside a sanitary bin. Wounds should be cleaned with water or antiseptic wipes and the wound dressed with an appropriate sterile dressing and pressure pad, if needed, to prevent infection. Cotton wool should not be used in cleaning wounds since it is not sterile and could cause infection.

When first aid of any kind has been administered this will be logged on the First Aid Medical Tracker portal.

Copies of all accident forms are stored electronically.

Minor Injuries

In the case of minor injuries, such as cuts and grazes, a first aider will treat the injury as outlined above. The incident will be recorded on Medical Tracker and a band will be attached to the child's wrist.
When injuries are of more concern, but not of great severity e.g. sprains and strains, the incident will be recorded on Medical Tracker and a band will be attached to the child's wrist, parents /carers will be contacted, advised of the situation and asked if they would like to collect their child or if they are happy for them to remain in school.

It should be the person that dealt with the incident that rings the parents so they are able to answer any questions the parents may have.

In other cases, e.g. where no injury is visible, the pupil will be kept under observation. If concerns increase, medical attention may be obtained and parents will be contacted to inform them of the injury.

Head Injuries

In the case of a head injury, a parent/carer should be informed in every case. The accident should be recorded on the electronic medical tracker and the parent /carer will receive an email. All children who have suffered a head injury, if kept in school, will be checked upon by a first aider after an hour to re assess their injury. If injuries are severe, but do not warrant calling an ambulance, or a child deteriorates following a head bump, parents will be called and, if necessary, encouraged to collect their child from school. ***(see major accidents / injuries)***

N.B. In the event of a bump to the head, it is essential that persons be monitored and not left alone or unsupervised as appropriate.

All minor injuries and head injuries need to be recorded on Medical Tracker.

Major Accidents/Incidents

In all cases when an accident involves a serious injury e.g. broken bone, or where there is any doubt about the injury, the injured person should not be moved, unless in danger, until assessed by a first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury, they are to obtain immediate medical attention by dialling 999 and asking for an ambulance.

Parents/carers should be contacted as soon as possible, but this should not result in a delay obtaining medical attention. The parents should be contacted by the person who dealt with the accident. This ensures that any information that is given is accurate.

If a child needs hospital treatment in a non-urgent situation, the parent will be contacted to accompany the child to hospital. If the parent/carer cannot be contacted, then a member of staff will drive the child to hospital. The child should be strapped into the back seat, using a booster seat if required, and another member of staff should sit in the back with the child. Every attempt to contact a parent/carer will be made by the school.

For any incident where a child has needed to go directly to hospital, an incident reporting form should be filled in.

Accidents to Staff and Visitors

All accidents/incidents in the workplace, or arising from work activities, whether involving injury or not, to employees, agency workers, trainees, apprentices, members of the public, clients/residents, contractors or volunteer working on our site, must be recorded on the Incident Reporting On-Line system, within 5 days of the incident.

When to Contact the Occupational Safety Team by telephone (01274 431007)?

• as a matter of urgency, where the accident is of a serious or fatal nature

• if you need advice or guidance

• if an employee is absent from work as result of the accident/incident and this was not recorded on the Incident Reporting On-Line system.

Educational visits and Offsite Activities

Classes leaving the school premises take a First Aid box, and a sick bucket containing essential cleaning aids. Individual medication such as inhalers. It is the responsibility of the teacher leading the trip to ensure all first aid supplies and medication are taken. Depending on the nature of the trip a person trained in First Aid ***may*** accompany the children.

Hygiene Control Guidelines

The following Hygiene Control Guidelines should be followed:

- Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves (latex-free) are provided for this purpose and kept in first aid boxes and bum-bags. Soiled gloves and dressings/wipes should be bagged and disposed directly into outside bins.
- Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.
- **Seek medical advice** in the event of splashes of blood from one person to another
- Splashes of blood on the skin should be washed off immediately with soap and water.
- Splashes of blood into the eyes or mouth should be washed out immediately with copious amounts of water.
- After accidents resulting in bleeding, contaminated surfaces, eg tables, or furniture should be disinfected.
- If staff have cuts and abrasions, these should be covered with waterproof or other suitable dressings before treating a child.

Signed:……

Chair of Governors