

# Church Aston Infant School



## First Aid Policy

*Growing Together, Shining Forever*

**July 2026**

Respect   Responsibility   Resilience

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## Policy Statement

The Governors and Head teacher of Church Aston Infant School accept their responsibility under the Health and Safety (First Aid) Regulations 1981 (as amended 1<sup>st</sup> October 2013) and acknowledge the importance of providing First Aid for employees, pupils and visitors within the school. This policy explains the practices in place to address the health needs of the children, staff and visitors, which may result from accidents or medical conditions.

The Governors are committed to the Local Authority's procedures for reporting accidents and recognise their statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences.

The provision of First Aid within the school will be in accordance with the Local Authority's guidance on First Aid and is based on the DfE 'Guidance for First Aid for Schools: A Good Practice Guide'

## Responsibilities for the Organisation of First Aid

- Duty on the Governing body to approve, implement and review the policy.
- Place individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- Record all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.
- Undertake a risk assessment of the First Aid requirements of the school.

## Arrangements for First Aid

### Materials, equipment and facilities

The school provides materials, equipment and facilities as set out in the Local Authority's guidance on First Aid and is based on the DfE 'Guidance for First Aid for Schools: A Good Practice Guide'.

There is a First Aid kit located in each classroom in the building and in the staff toilet area out of reach of the pupils but within easy reach of all adults.

There is a Burns First Aid kit located in the staff room kitchen out of reach of the pupils but within easy reach of all adults.

The staff/disabled toilet is a designated First Aid room for major incidents while Class 1 or Class 2 are the designated First Aid rooms for minor incidents.

The contents of the kits will be checked and replenished termly by **a First Aider, on a rota basis agreed with other First Aiders**, or **Mrs Sarah Pitt**. Mrs Clare Reynolds and

Mrs Sarah Pitt currently take responsibility for checking and replenishing first aid kits and will work with other First Aiders to enable a rota system to be put in place.

Asthma medication for named individuals is kept within the classroom in photographically labelled bags with the child's name and individual care plan. Please refer to Asthma Policy. Emergency Asthma medication is kept in the dedicated First Aid Room. It is checked regularly by **Mrs Sarah Whitefoot**. Other medication to be administered to children is kept in a locked cabinet in the School Office or if necessary in a sealed container labelled with the child's name in the fridge in the staffroom.

Nitrile gloves are worn by staff when dealing with blood or other body fluids and these are located in the designated major incidents First aid room as well as being available in each First Aid box. All bodily waste (hazardous/offensive) is double bagged in black waste bags and disposed of immediately in the outside general waste. Reference is made to the Dealing with Bodily Fluids Risk Assessment which outlines handling waste, including where the waste is from an individual who has a communicable disease in which case waste is collected in a suitable sealable container or yellow bags and arrangements are made for it to be collected.

All staff have been trained in how to wear PPE and how to remove and dispose of it appropriately.

## Staff

The Appointed Person for First Aid is **Mrs Sarah Pitt**. Appointed Persons are not required to be a First Aider. The Appointed Person's responsibility is to:

- take charge when someone is injured or becomes ill
- ensure that an ambulance or other professional medical help is summoned when appropriate
- look after first aid equipment and restocking as necessary
- ensure that the necessary accident reporting is carried out

The following staff have the First Aid at Work qualification:

**Mrs Sarah Pitt**

The following staff have the Emergency First Aid at Work qualification:

**Mrs Gemma Sanders**

The following staff have the Full Paediatric First Aid qualification:

**Mrs Sarah Pitt**

**Mrs Paula Bundy**

**Mrs Gemma Sanders**

**Mrs Claris Wellman**

**Mrs Lynne Judd**

**Miss Siobhan Byrne**

**Mrs Sharon Chebsey**

The following staff have Administration of Medication training:

**Mrs Paula Bundy**

**Mrs Claris Wellman**

**Mrs Sarah Whitefoot**

**Miss Siobhan Byrne**

First aiders are expected to:

- Check and replenish first aid boxes
- Ensure the most up to date first aid list for their area is displayed next to first aid boxes and in core areas where needed
- Ensure contact and location details registered with the health and safety team are kept up to date
- Maintain confidential records of first aid treatment

## **First Aid Training**

### **First Aid at Work training**

The full First Aid at Work training course consists of at least 18 hours of learning (not including breaks), over a minimum period of three days.

On completion of training, whether a full FAW course or a FAW requalification course, successful candidates should have satisfactorily demonstrated competence in all of the subject areas and be able to:

- Administer first aid to a casualty with:
- Injuries to bones, muscles and joints, including suspected spinal injuries;
- Chest injuries;
- Burns and scalds;
- Eye injuries;
- Sudden poisoning;
- Anaphylactic shock;
- Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

This training must be renewed every three years by means of a two day re-qualification course.

### **Paediatric first aid**

The two-day paediatric first aid course focuses on emergency scenarios that face those looking after young children and infants, including day nurseries, private nursery schools, pre-schools, before and after school clubs for children in the early years age group, childminders and carers of children at home.

The paediatric first aid course must meet the Ofsted Early Years and Childcare Register requirements.

This training must be renewed every three years by means of a one-day re-qualification course.

Copies of the First Aider's certificates are displayed in Class One and are available in the school office and posters showing details of our First Aiders are displayed throughout the school building. Alternatively see page 4 for names of all the First Aiders within the school.

## **Mental Health First Aid**

As part of Telford and Wrekin Council Church Aston Infant School is committed to acknowledging the importance of mental wellbeing and promoting positive mental wellbeing in the workplace in order that every individual reaches their own potential and can cope with the normal stresses of life.

**Mrs Sarah Pitt** is the trained Mental Health Lead.

As part of the councils' commitment to enhancing work-place mental health and to ensure that everyone has the same opportunity to progress in the workplace and achieve their potential, including those with mental health conditions staff can become Mental Health first aiders. This training enables those trained to identify and understand symptoms and be able to support someone how might be experiencing a mental health issue and will teach delegates how to recognise warning signs of mental ill health and help them to develop the skills and confidence to approach and support someone, while keeping themselves safe.

Staff have access to a range of services that can be considered to assist with managing mental ill health in the workplace, that include information and training for managers and employees, access to the councils' occupational health professionals, a team of mental health trained first aiders and a full employee support programme.

## **Educational Visits and Journeys**

At least one First Aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, epipens etc. It is the responsibility of the Visit Leader in charge of the visit and the class teachers to assess what level of first aid might be needed and ensure that this is provided and first aid equipment is readily accessible and individual children's medication is taken, along with waste bags and sick bags. This should be considered as part of the risk assessment process.

A person who has been trained in First Aid will accompany all off-site visits.

## **Information on First Aid Arrangements**

The Head teacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.

- Those employees with qualifications in First Aid.
- The location of First Aid kits.
- The location of the First Aid certificates.
- The school's First Aid policy.

In addition the Head teacher will ensure that signs are displayed throughout the school providing the following information:

- Names of employees with First Aid qualifications.
- Location of First Aid boxes.
- The location of the First Aid certificates.

## **Accident Reporting – refer to Accident Flow Chart (Appendix A)**

All first aiders should keep a record of first aid treatment given, when and to whom. All accidents occurring in school and as a result of school activities are recorded in an Accident Book which is kept in the First Aid room and classrooms. This information should be kept securely in accordance with data protection principles.

Accident notification forms are sent home with the child or given in person to the parent/carer. A carbon copy remains in the Accident Book.

If the administration of first aid was needed due to a work related accident or violent incident then the first aider should complete the relevant accident or violent incident form on behalf of the casualty if they are unable to do this themselves. Forms are available in the school office.

Reports of serious accidents must be forwarded to the Internal Health and Safety Advisor.

Some accidents resulting in serious injury are notifiable immediately to HSE via the Incident Contact Centre by completing a form online via the Internet at [www.riddor.gov.uk](http://www.riddor.gov.uk).

A list of accidents deemed as serious are listed in the Accidents reporting and Investigation Procedure document. (See Health and safety Manual held in the School Office)

The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

Severe head bumps are recorded and parents are informed by telephone and the appropriate written correspondence. Advice is given to parent/carer to seek medical advice where there are concerns.

In the event of an injury requiring attention the person should not be moved until checked by a First Aider.

Medical information about a child is gathered through the data collection sheets, which are issued annually, as well as through information provided by parent or

carer. All important medical information is provided on the noticeboard in the staff room and in the office. Records about those children with particular medical conditions or allergies are kept in the School Office.

## Recording First Aid Treatment

Records of treatment provided will be made in the accident/Incident book for pupils/students. If the incident was work related then this will be reported and recorded using the electronic MyView system and a copy kept securely in case of follow up investigation.

## Transport to Hospital or Home

- The Head teacher will determine what reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be contacted and arrangements will be made for the parent to meet their child at the hospital.
- In the absence of a parent the First Aider will accompany the child to hospital in the ambulance.
- Where hospital treatment is required but it is not an emergency, then the Head teacher will contact the parents for them to take over responsibility for the child.

## First Aid kits

First aid kits must meet the necessary standards from the British Standards Institute (BSi) which is:

- Workplace First Aid Kits – BS 8599-1

### **The HSE state a standard first aid kit should contain:**

- First Aid Guidance Leaflet
- Plasters (20 Individually wrapped sterile plasters (Assorted sizes)
- 2 Sterile eye pads
- 4 Individually wrapped triangular bandages (Preferably sterile)
- Safety pins
- Medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings
- One pair of disposable gloves (vinyl)
- 1 Revive aid

The school also has

- Adhesive Tape
- Burns (we have a separate kit)
- Finger Dressing
- Wipes

- Foil Blanket
- Eye Wash
- Scissors

PPE equipment required is available in staff toilet, isolation room (HT office), Class 1 and Class 2.

## APPENDIX A

