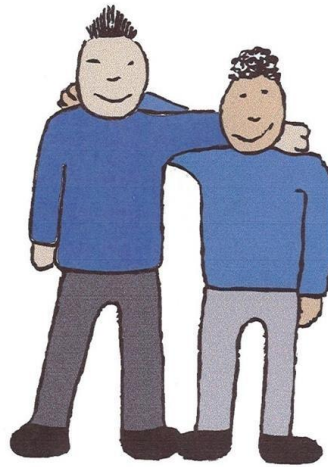



Kneesall C of E Primary



First Aid Policy

Head Teacher Signature:	
Date Adopted:	June 2026
Review Date:	June 2028

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1. Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs

2. First Aid Provision

- The Head Teacher is responsible for ensuring that there is an adequate number of qualified First Aiders.
- Portable First Aid kits are taken on educational visits and are available from the Staff Room.
- The First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.
- All staff will ensure that they have read the school's First Aid Policy.

3. First Aid Boxes

First Aid Boxes are located in:

- The Foundation Stage classroom
- Class 1
- Class 2
- Class 3
- The Staff Room

First Aid Box Contents:

First Aid Boxes should contain: Individually wrapped sterile adhesive dressings (plasters), sterile eye pads, individually wrapped sterile triangular bandages, individually wrapped sterile wipes, safety pins, sterile wound dressings, gloves.

No medicine/tablets are to be kept in the first aid boxes.

4. Procedures

In school:

- In the event of injury or medical emergency, if possible contact the appointed First Aider(s) or other Teacher.

- Any pupil complaining of illness or who has been injured is sent to the qualified First Aider(s) to inspect and, where appropriate, treat. Constant supervision will be provided and parents should be contacted as soon as possible if it is necessary for the child to be taken home.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- **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.**
- The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably another member of staff).
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts and grazes, which can be dealt with by members of staff.
- For their own protection and the protection of the patient, staff who administer first aid should take the following precautions. Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- All serious accidents should be reported to Head Teacher or First Aider who should call an ambulance and the child's parents ASAP (numbers located in office in the Pupil Contact File).
- In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to 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 and 2 members of staff (1 driving) should accompany the casualty.
- If staff are concerned about the welfare of a pupil they should contact the trained first aider(s) immediately. If an injury has been sustained, the pupil should not be moved.

Out of School:

- It is essential that teachers take a **mobile phone** on trips out of school.
- Teachers to check that pupils who have asthma take their inhalers and EpiPen for those children with allergies
- Teachers must take a first aid kit.

Educational Visits:

1. The Head Teacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Policy for Nottinghamshire Schools'
2. A Risk Assessment will need to be carried out as part of an educational trip.

5. Action at an Emergency (To be undertaken by trained First Aider)

- Danger – assess the situation. Are there any dangers to yourself or the injured person?
- Response – assess person for responsiveness – do they respond?
- Airway – open the airway. Place one hand on the forehead, tilt the head back and lift the chin.
- Breathing – check breathing. If casualty is breathing assess for life threatening illness and then place in the recovery position
- Compressions – if no breathing send a helper to call an ambulance and start CPR

CPR – Child – Pinch child’s nose. Place your mouth over theirs and attempt 5 rescue breaths. Proceed with 30 chest compressions followed by 2 breathes and continue until help arrives or casualty begins to breathe.

CPR – Adult – Start with 2 breathes and then 30 chest compressions and continue until help arrives.

6. Incident Reporting

- All incidents, injuries, head injuries, ailments and treatment are reported in the accident book and recorded on to Arbor.
- Parents are informed of any first aid, via an email notification, sent to both legal guardians registered on the school’s MIS system.
- First Aiders contact parents by phone if they have concerns about the injury.
- Staff should complete an F45 if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.
- The F45 will be completed by the Office Manager in case of more notable injuries

7. Administration of Medicines

Prescribed medicines are administered using the NCC guidelines for administering medication. Records of administered medicines are kept by the Office Manager. If any other medications (such as, asthma inhalers) are brought into the school it is the parent’s responsibility to ensure that they inform the school, and that they understand that their child will take responsibility for it. If there are any doubts about a child’s ability to take responsibility for their own medication, the first aider(s) should be informed so that they can assist the child to use the medication. We do not administer Calpol unless prescribed by a doctor.

8. Body Spillages/HIV

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the First Aid boxes and in the medical cupboard, in the staffroom.
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.
- All body fluid spillages (vomit, diarrhoea and blood) must be cleaned immediately. This is vital if spread of infections is to be reduced. Disposable clothes and gloves should be used and the area cleaned with anti-bacterial spray.

9. Head Lice

- A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.

This policy will be reviewed in Summer Term 2028 unless changes need to be made prior to this.