



Green Lea First School

First Aid Policy

Reviewed: June 2025

To be reviewed again: June 2026

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

The school has a separate policy for the administration of medicines and the Reporting of Incidents and Accidents.

Purpose

This policy;

1. Gives clear structures and guidelines to all staff regarding all areas of first aid
2. Clearly defines the responsibilities of all staff
3. Enables staff to see where their responsibilities end
4. Ensures good first aid cover is available in the school and on visits

Guidelines

New staff are given a copy of this policy when they are appointed. As part of the induction process new staff are given details of the first aiders in school, are trained in accident reporting and shown where first aid supplies are stored.

This policy is annually reviewed and updated. This policy is written with reference to the Staffordshire First Aid Procedure.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Green Lea First School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the annual Health and Safety checks by Staffordshire County Council.

First Aid Policy Guidelines

First aid in school

At Green Lea First School, we ensure that there is at least one emergency first-aid trained and one paediatric first-aid trained member of staff in school at all times (during the school day and extended school day). This is to ensure that all areas of the school have at least one competent person present; with sufficient 'spare' to cover off-site visits, part-time staff and as far as possible staff absences.

All Early Years staff have received Paediatric First Aid training.

For each breaktime the school has nominated first aiders.

When children are taking part in off-site visits, we ensure that a first-aider accompanies all groups. Staff are expected to identify this member of staff when planning any visits. For Foundation Stage visits, we ensure that a paediatric first aider accompanies the group.

During activities outside of the school day (after school clubs), there is a designated first-aider onsite at all times.

Training

All staff are offered emergency first-aid training.

New staff members are offered training as part of their induction process. The school keeps a register of who is first-aid trained and when their training is valid till. The headteacher is responsible for organising first-aid training.

Roles and Responsibilities

The main duties of a first aider in school are:

- To complete a training course approved by the Health and Safety Executive, as required.
- To give immediate help to casualties with common injuries and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called.

Appointed Persons

The headteacher is the appointed person within the school to take charge when someone is injured or becomes ill and call the emergency services if required. In the absence of the headteacher the senior teacher will carry out this role.

First Aid Facilities

The medical cabinet is sited inside of the office for all children medicine.

First Aid boxes can be found outside of the resources room and in all classrooms. These boxes contain sufficient first-aid materials to administer first aid as recommended by the HSE.

The school has two travelling first-aid containers used for off-site visits. These are kept in the first aid box in the resource room and contain supplies recommended by the HSE.

Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first aid container.

Accident and Injury Reporting

All first-aid incidents should be recorded in the first-aid record book. Wherever possible staff should speak to the parent/carer concerned. When this is not possible a slip should be completed and sent home. Where a child has a serious injury or injury to the head, the staff member should inform the headteacher or senior teacher and the parent/carer should be informed as soon as possible.

All serious injuries should be reported to the headteacher or senior teacher and should be recorded on line. This is completed in the school office.

Calling the emergency services

In the case of major accidents, it is the decision of the headteacher/senior teacher if the emergency services are to be called.

If a member of staff is asked to call the emergency services, they must,

1. State what has happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of the emergency services being called, a member of the Admin staff OR another member of staff, should wait by the school gate and guide the emergency vehicle.

If the casualty is a child, their parents should be contacted immediately and given all the information required. If the casualty is an adult, their next of kin should be called immediately.

All contact numbers for children and staff are clearly located in the school office.