

# Litton Church of England Primary School



## First Aid Policy

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Date Approved:

Approved by:

Version: 9

Signed:

Handwritten signature of C. Hicks

Mrs Caroline Hicks  
Headteacher

Handwritten signature of Emily Noble

Mrs Emily Noble  
Chair of Governors

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**Litton C of E Primary School**  
**First Aid Policy**

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## 1.0 INTRODUCTION

1.1 The purpose of this First Aid Policy is to enable the school to effectively meet the requirements of the Health and Safety (First Aid) Regulations 1981 and in doing so to:

- Provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar

1.2 The School shall inform employees of the first-aid provisions made for staff, including the position of equipment, facilities and names of designated first aiders.

1.3 The treatment of minor illness by the administration of medicines and tablets falls outside of the definition of first aid in the Regulations and the School will not permit the presence of any such medication in designated first-aid boxes. Please refer to the Managing Medicines Policy for more information.

## 2.0 DEFINITIONS

2.1 '**First aid**' means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered.

2.2 '**First aider**' means: a person who holds a valid First Aid at Work Certificate or equivalent qualification.

## 3.0 ROLES AND RESPONSIBILITIES

□ The overall responsibility for the day-to-day management of school rests with the Head teacher.

□ The class teacher is responsible for classroom supervision and all staff on break duty are directly responsible for the supervision of pupils at break time.

□ The school's Health and Safety Officers are the Headteacher and designated governor

□ The School Business Officer and Headteacher are responsible for ensuring training is up to date.

## 4.0 ASSESSMENT OF FIRST-AID NEEDS

4.1 The Head Teacher will need to assess what facilities and personnel are appropriate, and to justify the level of first aid provision. Where necessary and relevant, all staff will be trained on how to administer aspects of first aid e.g. epi-pens.

4.2 Where the first-aid assessment identifies a need for employees to be trained as first aiders, the Head Teacher shall ensure they are provided in sufficient numbers at appropriate locations to enable first aid to be administered without delay should the occasion arise. **All designated first aiders must re-qualify every 3 years. This means re-qualifying before the end of the third year when the certificate is no longer valid.**

4.3 All staff will ensure that they have read the school's First Aid Policy, and sign the training record to say they have done this.

## 5.0 MANAGEMENT OF FIRST-AID EQUIPMENT

5.1 It shall be the responsibility of the School Business Officer and the designated member of staff to ensure the provision of materials, equipment and facilities needed for the level of cover required. This will include ensuring that first-aid equipment, suitably marked and easily accessible, is available in the agreed designated areas listed in item 6.2 below. Where additional or replacement material or equipment is required, staff should speak to the School Business Officer about ordering more items immediately. The designated member of staff will also ensure that all out of date items are discarded and replaced. These need to be checked on a regular basis i.e termly.

5.2 Although the designated member of staff is responsible for maintaining and checking the first aid equipment, it is also expected that before going on duty/ on a school visit etc, first aiders shall take responsibility for ensuring their first-aid box and bumbag contents are sufficient.

## **6.0 FIXED AND PORTABLE FIRST-AID BOXES**

6.1 All School first-aid boxes and bumbags are coloured green and are identified by a white cross on a green background. This conforms to the Safety Signs and Safety Signals Regulations.

6.2 Each fixed box should be placed where it can be clearly identified and readily accessible. Portable First Aid Boxes are located:

- in the Infant classroom (GROUND FLOOR)
- in the Junior Room (TOP FLOOR)
- Portable First Aid kits are taken on educational visits and are available from the Red Group Area
- There is a first aid kit in the staffroom and also a burns first aid kit.

6.3 The boxes should contain a sufficient quantity of suitable first-aid materials. According to DFE guidance, as a minimum, First Aid Boxes should contain: micropore, scissors, triangular bandage, wound dressing, and gloves. **No medicinal substance or materials are permitted within a first-aid box. This includes items such as antiseptic wipes, plasters. Ice packs are located in the freezer.**

6.4 Individually wrapped sterile moist wipes, not impregnated with alcohol or antiseptic, may be used.

6.5 Blunt ended stainless steel scissors should be kept in the boxes in case there is the possibility that clothing may have to be cut away prior to first aid treatment.

6.6 Where tap water is not available for use as an eye wash only sterile water, sterile normal saline or sterile normal saline eye irrigation should be provided near the first-aid box. **Eye baths/cups/refillable containers should not be used for eye irrigation.**

6.7 Where medicines have to be held by a manager for safety/security reasons, the separate lockable container must be used. Any medicines administered will be recorded on the medicine form. Directions for the administration will be written by the parents when the medicine is received in school.

## **7.0 FIRST AID AREAS**

All areas where First Aid is administered must be kept clean and have access to running water if possible. This is usually the staffroom or the 'sink' end of either classroom.

## **8.0 FIRST-AID TRAINING**

All staff will be trained in basic first aid.

There will always be a qualified paediatric first aider in school.

## **10.0 CATEGORIES OF INCIDENTS AND PROCEDURES**

Any pupil complaining of illness or who has been injured is seen by a member of staff who are qualified in First Aid. The victim is assessed and treatment administered or appropriate action is taken including summoning medical help if necessary. Constant supervision will be provided. Should the child be too ill to stay at school, parents should be

contacted as soon as possible so that the child can be collected and taken home.

### **10.1 Minor Accidents and Injuries**

The adult in charge initially looks after the injured party. If deemed necessary, a person other than the teacher will take the child to a first aider (member of staff), or the bench in the playground. No medicines are administered but cuts are cleaned with sterile un-medicated wipes and bandages are applied if deemed appropriate. The use of disposable plastic gloves is mandatory at all times. **All accidents are recorded in the Accident Report Book by the first aider, parents are always contacted by telephone and a note (recording details of the incident/actions taken) is sent home.**

**Minor Cuts and Bruises:** In all cases of injury it is understood that there is at least one adult present:

- A first aider / staff member will clean the wound.
- Class teacher is informed and teacher observation is maintained
- Children are advised to show/tell parents

#### **Sprains/Bruises**

- A first aider will administer first aid if appropriate and implement the process of rest, ice, compress and elevate
- If in doubt, parent/s are contacted
- Teacher observation is maintained

## **10.2 More Serious Accidents and Injuries**

If considered safe to do so, the injured party is taken to the First Aider and appropriate treatment administered. Parents are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and as settled as possible.

### **Stings/Bites**

□ If case is serious/ parent/s are contacted - no stings should be removed.

### **Faints and Shocks**

□ A first aider should administer first aid if appropriate and will... Lie the casualty down • Raise the legs above the level of the heart • Loosen any tight clothing • Ensure there is fresh air • Reassure casualty when they recover • Contact parents - the pupil should go home

## **10.3 Very Serious Injuries**

In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. On rare occasions the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option particularly in the case of rapid blood loss. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.

Parents are kept informed of developing situations. Very serious injuries are considered to be:

### **Severe Bleeding Burns/Scalds Unconsciousness**

The event is subsequently recorded in the Accident Report Book  
The First Aid Policy is based on collective teacher input. All staff automatically assist the teacher on break duty and the first-aider in the case of a serious injury.

## **11.0 FIRST-AID RECORD KEEPING**

11.1 It shall be the responsibility of the Headteacher, or other nominated officer, to ensure that procedures are in place for the immediate recording of any injury as required by the Social Security Act 1975 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Details on the forms to be completed, time scales for completion and distribution and who is to be notified, are shown on the health & safety policy.

11.2 After administering treatment, first aiders will ensure they adhere to the School arrangements for record keeping and accident reporting, as detailed below. Each first

aider must receive appropriate instruction to enable them to carry out this responsibility during first-aid training.

11.3 All incidents, injuries, head injuries, ailments and treatment are reported in the accident book, kept in the infant room and also in the staffroom.

The information recorded will include

- i) date, time and place of incident;
- ii) name and, where relevant, job title of the injured or ill person;
- iii) details of the injury/illness and what first aid was given;
- iv) what happened to the person immediately afterwards e.g. went home, went back to lessons, went to hospital, etc; and
- v) name and signature of the first aider or person dealing with the incident.

11.4 Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.

11.5 Admin team contact parents by phone if they have concerns about the injury.

11.6 Staff should complete the accident book 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.

## **12.0 DUTY TO INFORM STAFF OF FIRST-AID ARRANGEMENTS**

12.1 All staff must be informed of the location of first aiders, appointed persons, equipment and facilities. Notices around school show the location of first aid boxes.