



Hindhayes Infant School

First Aid policy

February 2026

At Hindhayes, we believe success is based on the partnerships between pupils, staff and the parent community. We endeavour to enrich and develop each child to be a successful individual that will become an active community citizen of the future.

Approved on: _____

Signed: _____

Role: _____

Introduction

The purpose of this policy is to provide a policy statement and guidance on good practice to help Hindhayes Infant School establish suitable first aid arrangements. Although legislation only applies to providing first aid for employees, we have a general duty of care to many non-employees and we need to consider them in our assessments of first aid provision.

An assessment of the first aid needs of the school has been carried out by the Head teacher who has overall responsibility for Health and Safety. First aid procedures are recorded according to the principles in this policy.

Staff who become first aiders do so on a voluntary basis. A list of first aiders with their up to date qualifications is displayed in the school office, in the staffroom and by the playground doors. First aiders can be identified by their first aid lanyard. First aiders must hold a valid certificate of competence issued by an organisation approved by the HSE. Refresher training will be offered on a regular basis. At least two members of staff will hold a paediatric first aid qualification at all times and Forest School First Aid will be held by those staff members who lead Forest School.

First Aid Co-ordinator will:

- Ensure the maintenance of first aid boxes and facilities;

Emergency First Aiders at Work will:

- Act safely, promptly and effectively when an emergency occurs at work; for an employee, pupil, volunteer, parent or external visitor / contractor.
- Promptly and effectively administer cardio-pulmonary resuscitation, care for an unconscious casualty and to the wounded and bleeding;
- Administer first aid to a casualty who has suffered a scald or burn, suffered an injury to bones, muscles or joints, suffering from shock, eye injury, poisoning, or has been overcome with gas or fumes;
- Maintain simple, factual records and provide written information to a doctor or hospital as required;
- Not give first aid for which they have not received training.
- Attend re-qualifying course every 3 years.

Managers with First Aid responsibility will:

- Assess the first aid requirements in terms of equipment, facilities and personnel required, considering the risks to employees and non-employees;
- Ensure the outcomes of the assessment are implemented;
- Ensure suitable persons are selected to undertake first aid duties;
- Ensure suitable first aid cover at all times ie trips, out of hours activities;
- Arrange and keep records of training and refresher training for first aid personnel;
- Ensure there is appropriate signage to ensure employees are aware who and where first aiders and equipment are located;
- Ensure that employees report the use of equipment from the first aid box and that first aid boxes are periodically inspected;
- Provide information to employees on first aid arrangements.
- For major incidents involving a child being sent to A&E or Minor injury unit, the child will be sent home with a Medical Follow-Up form for completion on return to school and an incident report will be completed on EEC safety suite.

Paediatric First Aiders will:

- In addition to the above list will attend incidents involving children in Reception or younger

Forest School First Aiders will:

- In addition to the above list will attend incident that occur during Forest School.

Medication

Only medication that has been prescribed by a doctor can be administered by school staff and all medication must have a named prescription label attached. A medicine permission form should be completed by the parent/carer for each medication, stating dosage needed and time to be administered. The chart at the bottom of the medication form should be dated, signed and witnessed for each dose of medication to ensure that no duplicate dose will be administered in error.

First aid kits

There is a first aid kit in each classroom. One member of staff has responsibility for topping them up as necessary. First aid kits are also kept in the Willow room for use at Lunch and Play times.

First aid treatment in school

. All staff involved in first aid should follow the basic hygiene procedures and take necessary precautions to avoid infection. Single use disposable gloves must always be worn. Care should always be taken with body fluids.

In the event of an accident resulting in injury

Assessment and Treatment

The member of staff who becomes aware of the accident or injury will assess the seriousness of the injury and, using their discretion, will decide if:

- * No further action is required
- * There is need to seek the assistance of a qualified first aider who, if appropriate, will provide the required treatment according to their training.

The first aider, if called, will assess the injury and if severity requires will decide, in conjunction with a member of SLT, if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.

The first aider will also decide whether the injured person should be removed or placed in the recovery position.

Communication with Parents

Parents may be contacted at the discretion of the staff/or the first aider and /or a member of the SLT. If there is doubt, the adult will err on the side of caution.

If the first aider (in conjunction with the SLT) judges that a pupil is too unwell to be in school, parents will be contacted and asked to collect their child. Upon their arrival, a member of staff will recommend next steps to the parents.

If the emergency services are called, the office administrator will contact parents immediately.

Parents will be called when there are injuries to head, face and genital area. In the case of such injuries a record of the accident/injury will be completed as soon as possible and a copy given or sent to the parents/carers.

In the case of a head injury the child will be given a wrist band to alert the adults in the classroom and to signal to the parents/carers that the injury has occurred. This is in addition to any telephone message, verbal explanation or written report. The wrist bands are kept in the first aid room.

First aid treatment in school continued

Monitoring

If parents have been called the child will be monitored until parents arrive. Children with head injury wrist bands will be monitored by adults in the classroom. Class teachers will be made aware of children with minor injuries.

Record Keeping

If treatment has been given a slip explaining the nature of the injury will be sent home to parents, time of injury noted for significant injuries.

Accident Books are kept in all classrooms and in the First Aid room.

Reports are written for incidents when more serious First Aid treatment has been given. Mr. Carpenter or Mr Sales will generate the report.

Witnesses are sought for serious incidents which require hospital visits and their names and accounts of the incident leading to the injury are logged on the IT system. The data from this system is automatically forwarded to County Hall but a record remains on the school computer files.

If the parents of a child with a more serious injury take the child to the surgery or hospital themselves, they report back to the office so that any diagnoses and treatment can be logged on the IT system.

Injuries are noted on the school IT system by office staff. The first aider, in conjunction with a member of the SLT, will make the assessment of the severity of the injury and whether a phone call home is necessary. A message will always be sent home in the event of a head injury.

First aid treatment out of school

Teachers on trips must take a mobile phone. Mobile first aid kits and personal medication must also be taken (eg inhalers).