

Sir John Offley CE (VC) Primary School

First Aid policy

'With God all things are possible.'



Key Details

Date written/updated: Jan, 2026

Date of next review: Jan, 2027

This policy will be reviewed at least annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

Signature

Headteacher

Date:

21/1/26

Signature

Chair of Governors

Date:

21/1/26

Sir John Offley CE (VC) Primary school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

Aims and objectives.

At Sir John Offley we endeavour to provide the very best possible care to our children.

First Aid is care given to an injured person (in order to minimise injury, future disability, to preserve life and to promote recovery) before professional medical care is available. Teachers and other staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of all pupils.

Staff with First Aid Training

Paediatric First Aid
Katrina Hough
Zoe Richards
Amy Edwards
Kelly Groves
Claire Broad
Heather McClew

First Aid at Work
Kelly Groves

Mental Health First Aid
Kylie Poxon

Location of First Aid Equipment

First Aid boxes and accident recording forms are kept in the following:

- Every classroom has their own green labelled first aid box.
- Every class has access to their own copy of an accident recording book.
- Every classroom has their own set of stickers for bumped heads.
- Ice Packs are stored in the freezer located in the staff room.
- First Aid pack for school visits is located in the photocopier room.

First aid boxes are identified by a white cross on a green background and are easily accessible within classrooms. Each box contains appropriate first aid material. When the contents are used, the box is refilled as soon as possible afterwards. Staff are responsible for their box and contents when refilling.

Procedures

Bloods/soiled dressing and used gloves should be disposed of in the correct coloured bag.

Wounds should be cleaned with water and antiseptic wipes and the wound dressed with an appropriate sterile dressing and pressure pad, if needed, to prevent infection.

Accidents to be recorded using the accident recording book and a copy sent home to parents/carers.

Head injuries

A cold compress should be applied to the bump. The accident should be recorded using an accident form and the child given a copy for parents/carers. Children should be asked to wear a head bump sticker to ensure staff around school are aware of the incident. Parents should be contacted and made aware of the incident and given the choice to come in and check their child. In severe cases parents/carers are asked to collect their child from school. The class teacher should always be informed so they can be alert to any concussion symptoms.

Major accident/incidents

More serious accidents should be recorded on the accident form and also on a statutory Health and Safety Incident Reporting Form which is submitted to Staffordshire County Council. Parents are to be informed immediately. Major injuries, incapacity for work, dangerous occurrences, specified diseases, gas incidents and death will also be reported under the Health and Safety regulations (RIDDOR 95)

Educational visits and Offsite Activities

Classes leaving the school premises take a First Aid box, and sick bags in a drawstring bag containing essential cleaning aids. These are found in the photocopier room.

Children with an inhaler will take their inhaler.

Dealing with Emergencies

In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parent will then be contacted. If a child needs hospital treatment in a non-urgent situation, the parent will be contacted to accompany the child to hospital. Every attempt to contact the parents will be made by the school.

Hygiene Control Guidelines

The following Hygiene Control Guidelines should be followed:

- Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.
- Seek medical advice in the event of splashes of blood from one person to another.
- Splashes of blood on the skin, eyes or mouth should be washed immediately with soap and water.
- After accidents resulting in bleeding, contaminated surfaces, e.g., tables, or furniture should be disinfected.
- If staff giving care to infected children have cuts and abrasions, these should be covered with waterproof plasters or other suitable dressings.

Waste Disposal

- Urine and faeces should be eliminated or discarded into the toilet in the normal manner.
- Soiled Waste and Bloods should be disposed of in the correct coloured bag and bins. These are collected regularly and the contents disposed of by an outside contractor.

Administration of Medicines

Refer to the school's policy on Administration of medication.

Health and Safety Responsibilities

The Health and Safety Executive take the view that provided the school management and staff act in accordance with the health and safety policy and guidelines issued by the LEA, asking advice when in doubt, then there should be no difficulty in meeting Health and Safety obligations. This

approach will also ensure that Head teachers, Governors and staff remain within the protection of insurance policies.

Children with Medical Conditions

An up-to-date list of children's medical conditions, asthma etc is kept in a yellow folder within each class.

Children with inhalers should have their inhaler and spacer in school every day. This should be clearly labelled and in date.

An individual health care plan will be drawn up with the relevant agencies for any individual needs. Any specific training required by staff on the administration of medication (e.g., epi-pen, diabetes) will be provided by or through the relevant nursing agencies. Staff will not administer such medicines until they have been trained to do so. The school will keep records of all staff trained to administer medicines and carry out other medical procedures. Training will be updated as appropriate. There is a policy regarding supporting pupils at school with medical conditions.

