Luston and Shobdon Community Primary Schools Federation

including Luston Nursery

First Aid Policy

Last reviewed	**24 Sept 2026**
Renewal due	**Sept 2027**

This policy was ratified by our Governors and disseminated to all staff.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that the provision is available at all times while people are on school premises and off the premises whilst on school visits.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents/carers (via the website) of the Federation's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations1995.

Duties and Responsibilities

The **Governing Body** is responsible for the health and safety of their employees and anyone else on the premises (Health and Safety (First Aid) Regulations 1981) This includes the Executive Headteacher and teachers, non-teaching staff, pupils and visitors (including contractors). The Governors are committed to the authority's procedure for reporting accidents and recognise the statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The provision of First Aid within the school will be in accordance with the Authority's guidance on First Aid in school.

The Health and Safety Lead must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid

arrangements are appropriate and in place. The Health and Safety Lead should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

The Executive Headteacher is responsible for putting the policy into practice and for developing detailed procedures. She should ensure that the policy and information on the Federation's arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme, the staff notice board has any important first aid details displayed in the staff room and staff training is given in response to need.

All staff are expected to do all that they can to secure the welfare of the pupils.

The Appointed Person need not be a First Aider but should have undertaken emergency first aid training. They will:

- Take charge when someone is injured or becomes ill
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aider must have completed a training course approved by the HSE and will be updated every three years. He/She will:

- Be contacted to give immediate help to casualties if required during lesson time or break times (not lunchtime). Any pupil complaining of illness or who has been injured is to be sent to the school office (accompanied where possible) for the Appointed Person / First Aider to inspect and, where appropriate, treat.
- During lunchtime any pupil complaining of illness or who has been injured is to be sent to a member of the Lunchtime Team who will inform the staff as soon as possible and the first aider will be contacted.
- All incidents are to be recorded on Arbor; parents of a child who has received first aid to receive a detailed email
- Where possible, constant supervision will be provided for poorly or injured children.
- Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents/carers (as stated on pupil medical record) should be contacted as soon as possible so that the pupil can be collected and taken home.
- If the situation is life threatening or of cause for concern, any member of staff can ring 999 and request ambulance help. Should a child be taken to hospital before a parent/carer arrives at the school, two members of staff will accompany the child to hospital and parents will be directed to go straight there.
- For their own protection and the protection of the patient, staff that administer first aid will follow necessary precautions.

Reporting

- The Executive Headteacher, Head of School or most senior member of school on site will be informed of any serious injury occurring in a day.
- All incidents, injuries, head injuries and treatments are recorded on Arbor. If a hospital visit is required, completion of an accident form for the Local Authority.
- Parents/carers are to be informed of a head injury with the standard “bumped head” letter information.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE.

1. Involving employees or self-employed people working on the premises.
2. Involving pupils and visitors

The Executive Headteacher is responsible for ensuring this happens.

Record Keeping

The Executive Headteacher or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- details of when, how and who contact was established with parent/carer
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident

Accident and first aid treatment records can be used to help the Leadership Team to identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigative purposes.

The Governing Body are informed of all accidents reported to HSE.

Administration of drugs and medicines

Medicines should not normally be brought into school, but if necessary, the prescribed medicine (preferably only the daily dose) can be brought to the school office by a parent/carer. It must be clearly labelled with the child’s name. A form detailing the dosage and times when the medicine should be taken, must be completed by the parent/carer and signed and dated.

The school cannot take responsibility for giving medicines which are dangerous and where timing is of vital importance. If a child has a serious condition requiring regular medication the pupil will have a medical

support/individual health care plan which clearly details medication required, dosage and storage.

First Aid Boxes

The first aid box is located in the accessible toilet/hygiene room (Luston) and the work area (Shobdon). Bumbags, complete with first aid equipment are located in each classroom. They are to be worn by staff on duty in the playground and taken on off-site visits including Forest School sessions. All emergency details for school visits will be provided and placed in this bag for outings.

First Aid Boxes should adhere to British Standard 8599 and contain:

- First Aid guidance leaflet
- Contents list
- Wrapped sterile adhesive dressings (assorted sizes)
- Triangular bandages
- Moist cleaning wipes
- Microporous tape
- Finger dressing
- Ezy mask
- Tweezers
- Foil blanket
- Eye wash
- Sterile eye pads
- Safety pins
- Burns dressing
- Universal shears
- Dry savlon
- Medium sized (approximately 12cm x 12cm) and Large sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- Disposable gloves

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

Accommodation

Pupils who are unwell will be cared for in the hygiene room (Luston) or in the Lovell room or main reception area (Shobdon).