First Aid Policy

Autumn Term 2025

Introduction

Elloughton Primary School is committed to providing a safe and healthy environment for all pupils, staff, and visitors. We recognise our duty under the Health and Safety at Work Act 1974, the Health and Safety (First-Aid) Regulations 1981 (as amended 2023), the Management of Health and Safety at Work Regulations 1999, and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to make adequate and appropriate first aid provision.

This policy is consistent with the school's Health and Safety Policy and is reviewed every two years, or sooner if legislation or guidance changes.

Aims and Objectives

We aim to:

- Identify first aid needs in line with current legislation.
- Ensure first aid provision is available at all times when pupils, staff, or visitors are on school premises, and during off-site visits and activities.
- Appoint and train an appropriate number of qualified First Aiders, including paediatric-trained staff in line with the EYFS Statutory Framework (2024).
- Maintain an accurate training record of all first aid qualifications (Appendix A).
- Ensure sufficient resources and facilities are provided for administering first aid.
- Promote awareness of health and safety to minimise accidents and risks.
- Keep accurate and secure records of accidents and incidents in line with UK GDPR / Data Protection Act 2018.
- Report incidents where required under RIDDOR 2013.

First Aid Provision

First aid kits are located at:

- School Office
- EYFS Classroom
- Hall Kitchenette (Before & After School Club)
- Year 1 Area
- Two boxes in Key Stage 2 Corridor
- Teaching Kitchen / Staff Room
- School Kitchen (for catering use)
- 10 portable kits for lunchtime Playmakers
- 4 portable kits for sports/educational visits

Staff are responsible for notifying the office when items need replenishing.

- Minor playground injuries are dealt with by trained staff on duty.
- Serious injuries, sickness, and administering medication are dealt with by trained members of the admin team. All staff must familiarise themselves with this policy and the school's Administering Medicines Policy.

First Aid Training

- The Headteacher ensures adequate numbers of trained First Aiders are always on site.
- At least one **Paediatric First Aid** trained member of staff is present at all times in EYFS and whenever EYFS children are off-site and in the hall at lunchtime.
- Training is organised by Mrs Bridgitte Holmes under the direction of the Headteacher.
- Records of training are kept and reviewed annually.
- Staff are trained in use of Epipens, inhalers, and emergency medication.

Head Injuries

All head injuries must be monitored carefully.

Minor head injuries: parents informed via Reach More Parents and first aid slip sent home (Appendix B).

Significant injuries: parents contacted by telephone immediately, advised to seek hospital care, and first aid slip completed.

Staff must remain vigilant for signs of concussion and escalate concerns immediately.

Emergency Arrangements

Where the injury is an emergency, an ambulance will be called **(Appendix C)** following which the parents/carers will be contacted.

Where hospital treatment is required but it is not an emergency, then a member of the admin team will contact the parents/carers and ask them to collect their child to take them to hospital. In the event that the parents/carers cannot be contacted a member of support staff will accompany the child to hospital and remain with them until the parents/carers can be contacted.

An ambulance will be called immediately if a pupil:

- Suffers a serious injury
- Sustains a significant head injury
- Becomes unconscious (even briefly)
- Experiences anaphylaxis
- Has a suspected fracture or broken limb
- Experiences an ongoing seizure
- Has an asthma attack that cannot be controlled

Hygiene and Infection Control

In school we have the following protective clothing available:

- Blue nitrile gloves
- Disposable aprons
- Disposable shoe covers
- Disposable face masks

Hands must be washed before and after giving first aid. Single-use disposable gloves must be worn when treatment involves blood or other body fluids. Any soiled dressings etc. must be put in a yellow clinical waste bag and disposed of in the waste dustbin outside.

Cleaning of body fluids follows UKHSA guidance (2023). The procedure for cleaning any body fluids is as follows:

- Ask the Premises Manager for assistance. If not on site delegate to support staff.
- Staff should wear protective clothing (apron and blue nitrile gloves).
- Sprinkle granules on the soiled area.
- Leave for a while to soak up where possible on carpets then sweep up using designated brush and dustpan (bucket containing cleaning items is located in the school office).
- Other hard area surfaces and outside areas can be cleaned immediately.
- Place all items in a yellow waste bag and dispose of accordingly.
- Ensure the area is scrubbed and cleaned as soon as possible.

Exposed cuts and abrasions on the person administering first aid should always be covered. This is to prevent cross infection. Staff can remove splinters if exposed and accessible to avoid possible infection.

Incident Reporting

- All incidents requiring first aid are recorded on a first aid slip (Appendix B) and collated electronically to assist with monitoring.
- Accidents requiring hospital treatment, admission, or near misses are reported via the East Riding Incident Reporting Portal to Safety Services.
- Reports are investigated and retained securely.
- Parents are notified via RMP, phone, or slip depending on severity.
- Significant incidents may require reporting to HSE under RIDDOR 2013.

Educational Visits

When children are out of school taking part in an educational visit, there should be at least one accompanying qualified first aider. If the main party divides, where possible, into separate sub-groups who will be operating at some distance from each other, there should normally be a first aider available for each group.

Staff will take a large first aid kit which also includes a bodily waste cleaning kit on each coach; this is left on the coach throughout the visit. Designated first aiders (as stated on Evolve) will carry individual smaller first aid bags when away from the coach, to enable first aid to be administered when and if necessary.

Sharing of Information

A list of pupils with medical needs is maintained by the school office and circulated to relevant staff.
Medical consent forms for visits are held centrally. First aiders must be aware of pupils with care plans and emergency medication.

Mrs Cassie Dows will provide the relevant members of staff with a list of pupils who are known to have current medical conditions.

Administering Medicines

Please see the separate Administering Medicines Policy.
Appendix A: First Aid Training
Appendix B: First Aid Slip

Appendix C: How to call an ambulance

Monitoring and Review

The Headteacher is responsible for ensuring that appropriate first aid arrangements are in place and that this policy is implemented effectively in line with Department for Education (DfE) guidance.

First aid provision will be monitored regularly to ensure that:

- First aid kits are appropriately stocked and maintained.
- Accident and injury records are completed and reviewed.
- There are sufficient trained first aiders available in school.

Accident records will be reviewed periodically to identify any patterns or concerns and to support the management of health and safety risks. This policy will be reviewed every two years by the Headteacher and governing body, or sooner if there are changes to legislation, guidance, or school procedures.

Adoption, Approval, Sign Off

Signed	**Mrs Fulstow**
On behalf of	**Governing Body**
Date	**Autumn Term 2025**

Document Control

Policy	**First Aid Policy**
Revision number	**1**
Review frequency	**Every 2 years**
Next review date	**Autumn Term 2027**
Type or status	**Policy**
Statutory?	**Yes**

Appendix A

Staff First Aid Training List

Appendix B First Aid Slip

FIRST AID SLIP			
DATE	**TIME**	**CHILD'S NAME**	**CLASS TEACHER / YEAR GROUP**
Incident Information			
WHAT: DETAILS OF INJURY		**WHERE:**	**HOW:** HOW THE INCIDENT HAPPENED
TREATMENT:			
STAFF NAME:			
NB Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain, after returning home, please consult a doctor or local hospital and take this slip with you.			

Appendix C

Request for Emergency Services
(Ambulance, Fire Brigade, Police)

Press 9 (for an outside line) then Dial 999, ask for the service you require and be ready with the following information:

1. The School's telephone number:

   01482 666231

2. The address:

   Elloughton Primary School
   Stockbridge Road
   Elloughton
   Brough
   HU15 1HN

3. Give the exact location in the school.

4. Your name.

5. If necessary, the name of the child/adult and a brief description of their symptoms/injury.

6. Inform the emergency service of the best entrance and state that the crew will be met and taken to the