



First Aid Policy

Health and Safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In schools, this includes responsibility for the head teachers and teachers, non-teaching staff, pupils and visitors (including contractors). The academy committee for Swineshead St Mary's CE Primary School and Sutterton Fourfields CE Primary School has a general responsibility for this policy and the Executive Head has responsibility for putting this policy into practice, this includes ensuring that there are enough trained staff to meet statutory requirements, assessed needs and the needs of children with long-term medical conditions or allergies.

The Governors recognise that as part of their duty of care to its staff and pupils it is required to provide adequate and appropriate first aid provision.

This includes:-

- trained, competent and confident staff
- resources and equipment appropriate for the task
- efficient recording and reporting practices

All staff who have been trained in first aid have passed the 12-hour paediatric first aid course which is approved by the Health and Safety Executive.

In school

In our schools, the main duties of the first aiders are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- when necessary, ensure that an ambulance or other professional medical help is called

Where available, first aid is administered under the guidance of a qualified first aider. Where this is not possible the nearest available responsible adult will take control of the situation and provide appropriate care. When a trained first aider enters the scene a verbal summary of what actions have been taken will be made and responsibility of care will be passed over.

LINCOLN ANGLICAN ACADEMY TRUST

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The priority for all first aid intervention will be:

- to ensure the safety and well-being of the first aider
- to ensure the safety and well-being of the surrounding children
- to ensure the safety and well-being of the injured party
- to limit the progression of the injury
- to assess the need and to take appropriate action.

Low level first aid may involve:

- washing or bathing the affected area with water
- applying microporous dressings
- applying cold compress
- providing sympathy and comfort

Advanced first aid may involve any of the above plus:

- the application of pressure to a wound
- the immobilization of a limb in the event of a fracture
- the administration of CPR

In all emergency cases the emergency services will be contacted as a priority and the parents contacted.

Record keeping and reporting

In all cases where treatment has been administered by a first aider or appointed person, the incident will be recorded in the accident book and the parent informed in writing of the injury and the action taken.

This record should include:

- date, time and place of incident
- name and class of the injured or ill person
- details of the injury/illness and what first aid was given
- what happened to the person immediately afterwards (eg went back to class, went home, went to hospital)
- Name and signature of the first aider or person dealing with the incident.

In the case of a major injury or resulting in a child, member of staff or visitor having to be removed to hospital, or in the case of a fatality, the incident must be reported as soon as possible to BOON using the reporting portal.

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Out of school (school trips, residential)

When children are out of school on school trips and residential, the same principles for the administering and recording of first aid and treatment will apply.

The lead teacher for each trip will ensure that the trip venue/destination has adequate first aid facilities and that a ratio of 1 trained first aider to 50 children plus 1 additional trained first aider accompanies the trip.

Each school has travel first aid kits specifically for trips which must be taken and returned at the end of each trip. Staff must complete accident forms and provide a copy to parents if first aid treatment has been administered to a child on a trip or residential.

The lead teacher must ensure that an up to date emergency contact list for all children is taken and that all group leaders have a copy. In the event of an emergency or serious incident/injury the lead teacher must also make the Executive Head aware as soon as possible.

The lead teacher must ensure that any child with a medical need or allergy (eg asthma, diabetes, nut allergy) has their medication taken and that all staff are aware of the needs of these children.

If any child requires medicine while out on the trip, this will be administered and witnessed by two adults who must sign the "Administration of medication" form. This form must then be retained in school. Children must not be allowed to carry or store their own medication. Please also read the Administration of Medicine Policy in conjunction with this policy.

First aid kits and containers

Each classroom has its own fully stocked first aid kit. In each school, there are further first aid kits available for use by lunchtime staff and to be used on school trips. The School Finance Officer is responsible for ensuring that these kits are adequately stocked and that all materials are in date. Each school office has a burns kit and an eyewash kit. Staff must ensure that a first aid kit is close by when sporting activities are taking place on the sports fields.

Hygiene and infection control

All staff must take precautions to avoid infection and must follow basic hygiene procedures. All first aid kits contain single use disposable gloves and there is adequate access to hand washing facilities. Care must be taken when disposing of gloves and/or dressings that could contain blood or other bodily fluids.

Mrs CV Collett
Executive Headteacher

Mrs J Powell
Chair of Governors

Date of Review: February 2025

Date of the Next Review: February 2025

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