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(John 10:10)



FIRST AID POLICY

Status	Stutory
Responsible Person	TRACY HASLAM / JOHN SHAWCROSS
Review Date	Sep 2027
Responsible Governors' Committee	Full Governing Board
Ratified Date	Sep 2026

1 Introduction

1.1 The purpose of this First Aid Policy is to enable the school to effectively meet the requirements of the Health & Safety (First Aid) Regulations 1981 and in doing so to:

- Provide for the immediate needs and requirements of staff and students who have sustained either a serious or a minor injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action which all staff are familiar with.

1.2 The school shall inform staff of the first aid-provisions

1.3 The treatment of minor illness by the administration of medicine falls outside the remit of the First Aid policy. Refer to the Supporting Pupils with Medical Conditions Policy

2 Definitions

‘First Aid’ means medical treatment for an injured person for the purpose of preserving and stabilising life and minimising the consequences of injury or illness until further medical treatment can be administered, if appropriate.

3 Roles and Responsibilities

3.1 The overall responsibility for the day-to-day management of school rests with the Headteacher.

3.2 The Headteacher will make an assessment of first-aid needs appropriate to the circumstances of the school.

- Three members of the school are designated first aiders. All designated first-aiders will requalify every 3 years.
- The school has nine staff members who have undertaken Paediatric First Aid and hold current certification
- One member of staff has undertaken AllergyWise for Healthcare Professionals accredited training.
- All staff undertake training in Basic First Aid and AllergyWise Awareness Training.

3.3 The designated first aiders will give advice to staff who are caring for children with injuries.

4 Management of First Aid Equipment

4.1 First aid boxes are sited in the Staff Room and the Medical Room.They are kept well stocked, readily available and prominently marked as a first aid container.

4.2 A portable first aid kit should be taken on every school trip irrespective of whether there is one on the coach. Refer to the “Enhancing the Curriculum through Trips and Visitors” Policy

First Aid bumbags are available from the school office for school visits and should be returned immediately after the visit.

4.3 Tracy Haslam is responsible for ensuring that all boxes and bumbags are adequately resourced and items are in date but it is expected that other members of staff accessing equipment report if stock is running low.

4.4 The Bolton Council school kitchen employees have been issued with their own First Aid box by the local authority, for which they manage their own levels of stock.

5 Categories of Incidents and Procedures

Bumped Heads

5.1 All bumps/injuries to the head should be taken to a designated First Aider who will give the necessary treatment.

5.2 “Bumped Head” stickers will be given to infants. In all cases the class teacher will be informed.

Minor Accidents and Injuries

5.3 The adult in charge initially looks after the injured party and can often be dealt with in situ.

5.4 If the injury is of a minor nature and only requires cleaning and the application of a plaster, the adult in charge can deal with it. However, if the adult is unsure of how to proceed, they should take the injured party to a designated first aider.

5.5 If the injury requires more action than at 5.4, the injured party should be taken to a designated first aider

More Serious Accidents and Injuries

5.6 If considered safe to do so, the injured party should be taken to a designated first aider. Otherwise, remain with the injured party and send another person to get the designated first aider.

5.7 In the case of more serious accidents or injuries, the Parent/Carer will be informed, as will the Headteacher. The child will be kept comfortable until a parent/carers arrives.

Very Serious Injuries

5.8 If it is considered that immediate professional help is required, an ambulance will be called and then the Parent/Carer contacted. The Headteacher will be informed.

Record Keeping

6.1 All accidents/injuries that have received treatment should be recorded using the School Minor Accident/Incident Log Book.

6.2 The person dealing with the injury should complete the Minor Accident/Incident Log Book liaising with whoever initially saw the causing accident. The pink slip should be sent home with the child or given to the parent when they collect the child

6.3 The Minor Accident/Incident Log should be completed at the time the first aid is given. Where this is not possible (ie lunchtime) then it should be completed as soon as is practical.

6.4 Accidents of a more serious nature, especially involving an injured party being taken to hospital should be recorded using the Compliance Education Accident Form and passed to the Headteacher.

6.5 Injuries involving an adult or member of staff should all be recorded on the Compliance Education Accident Form

6.6 All Compliance Education Accident Forms are used for monitoring and appropriate reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

