



Pennington C of E Primary School

**Be The Best You Can Be!**



**PENNINGTON  
C of E  
PRIMARY SCHOOL**

**FIRST AID  
POLICY**

Agreed \_\_\_\_\_.



<b>Name of School</b>	Pennington C of E Primary School
<b>Date of Policy Issue/Review</b>	September 2026
<b>Name of Responsible Manager/Headteacher</b>	Kirstie Richards
<b>Signature of Responsible Manager/Headteacher</b>	

<b>Introduction</b>	
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### Policy Statement

Pennington C of E Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at the Pennington C of E Primary School is held by [Kirstie Richards](#) who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

### Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
  - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
  - The Children's Services First Aid Needs Assessment Form (CSAF-002) will be used to produce the First Aid Needs Assessment for our site
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment
- Ensuring the above provisions are clear and shared with all who may require them



<b>First Aid Training</b>	
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The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

**Appointed Persons**

At the Pennington C of E Primary School there are no appointed persons.

**Emergency First Aiders** *(Those completing the HSE approved 1-day emergency first aid course)*

1 School First Aid trained staff:

- Susan Hotine

There are 3 paediatric first aiders

- Berni Clayton Smith
- Gemma Harris
- Susan Hotine

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

<b>First Aid Provision</b>	
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Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 2 first aid kits on the premises
  - These first aid kits will be situated in the medical room
- 2 travel first aid kits in vehicles
  - These travel first aid kits will be located in the coach or car of the responsible adult in the case of any trips

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every 3 months.

The medical area is designated as the first aid area for treatment, sickness and the administering of first aid. The medical area will have the following facilities:

- A chair
- First aid facilities



## Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- In the event of the child currently in the school who requires buccal midazolam has a 'drop attack' or a 'fit'
- If parents cannot be contacted and it is necessary to take a child to a Casualty Department, an ambulance should be called.

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- requires attendance at hospital
- the child is particularly upset and needs their parent's reassurance

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

### **Emergency Procedures**

- All staff should know how to call the emergency services. The operator will ask for your details, the address and telephone number of the school, the name and age of the child (or adult) and the nature of the injury or illness.
- A member of the Senior Leadership Team must be informed immediately of any such emergency.

### **Head injuries**

- Seek medical advice without delay if there is loss of balance, disorientation, double vision or slurred speech.
- Parents should always be informed if their child has received a bang to the head during the day.

**Less serious injuries requiring medical attention e.g. cuts requiring stitches**

- Parents or emergency contact should be contacted.
- The child's records should be taken to hospital.
- Another member of staff is responsible for continuing to telephone the parents.

**Accidents, injuries and illness requiring urgent medical attention**

- Never leave the child alone.
- Keep the child/person stable and comfortable.
- If there are suspected broken limbs, the child/person should not be moved, unless they are in danger of further injury, but kept warm and calm until the ambulance arrives.

**Once the ambulance has been called:**

- A person should be nominated to wait for the ambulance and direct it to the scene.
- A member of staff will contact the child's parents or emergency contact.
- The child's record sheet should be obtained from the red index file in the office so that it is available to the medical team to alert them to possible allergies and other medical conditions.
- A member of staff should accompany the child in the ambulance if parents have not arrived.

Once the child is in the care of the medical services, the duty of care is passed to them. When the parents have been contacted and are in the position to take over, the responsibility of the school ceases.

## First Aid Arrangements

**Appropriate precautions should be taken at all times. When giving first aid:**

- Wash your hands before and after giving treatment, disposing of any waste in the yellow bin the disabled toilet.
- If you are dealing with more than one child, wash your hands in between treating each one.
- Make sure that you are aware of medical information and allergies relating to individual children. (List displayed in Medical room and in classrooms)

**If you come into direct contact with blood or body fluids**

- Wash the area of contact with soap and water.
- If contact occurs with your lips, mouth, tongue, eyes or broken skin, clean with cold tap water and seek medical advice if necessary.

**When mopping up blood or other body fluids**

- Always wear disposable gloves.
- Use paper towels.
- Follow procedures for disposal of waste using the yellow bin in the disabled toilet.
- Wrap up soiled clothing for child to take home and put in a plastic bag.
- Disinfect the area in which any spills have occurred using blue cloths and bucket from the caretaker's cupboard and red cloths and bucket from the caretaker's cupboard (these should be disposed of as below).

**Cleaning and disposing of waste**

- Faeces and urine: Check we have permission to clean the child up or contact the parents so the child can be cleaned by their parent. If cleaning a child up – ensure there are two adults present for personal care.



- First aid waste: Place in a yellow bag and into the yellow bin in the disabled toilet.
- Vomit: Use paper towels to clean up and place in the yellow bin in the disabled toilet. Use the biohazard spillage kit with powder to mop up' the liquid, disinfectant spray and disposable gloves in the caretaker's room.
- Use the biohazard spillage kit in the red bucket in the cleaning cupboard. A powder 'Emergency Spillage Compound' is available to 'mop up' the liquid. This should be swept up quickly after use – about 1 and a half minutes (read instructions on the container). Disinfect the area in which any spills have occurred. Any cloths used should then be disposed of as above. Mops and buckets are stored in the Caretaker's Room.

### **Treatment**

- Bumps on head should be treated by applying an ice pack for 10 minutes. The child should be given a 'bumped head' sticker and be monitored for the rest of the session. Never leave a child with a bumped head alone.
- Cuts, grazes should be cleaned with a moist cleansing wipe and water.
- If the wound needs to be covered, a plaster or the appropriate bandage of gauze secured with micropore tape should be applied – best practice is not to cover unnecessarily.
- If the child has a splinter and you can see the end and it is clear that it can be removed cleanly and completely then it may be pulled out.
- Only water should be used for washing eyes.
- Minor bumps and knocks: If treatment is necessary, use an icepack which should be placed on the area of the bump for 10 minutes.
- Bites and stings: If it is still in the skin swipe it off (do not squeeze as this will inject the venom into the child). Clean area with cold water. Call for help immediately if you are worried about the child's reaction to the sting.

### **First Aid arrangements on outings**

- A First Aid kit, including a bottle of sterile water, should be carried on outings.
- In the event of a serious accident while on an outing, a member of staff should accompany the child to hospital leaving other members of staff/adults to supervise the return to school of the rest of the group. A member of staff or a responsible adult will notify the parents.
- Medical consent forms for pupils and medical details/emergency contact information for volunteers are taken on outings.

### **Children with Special Needs**

- Specialist advice may need to be sought about treatment for some children with special needs in the case of accident or illness.
- Staff will be notified of any such children. Pictures are on the wall in the medical room.

### **Sick Children**

If a child is taken ill during a session

- The parents/carers should be contacted to come and collect the child.
- The child will sit in a quiet place in reception until the parents/carers arrive.

### **Procedures for storage and administering of medicines**

- Medicine for chronic conditions or to be given four times a day will be administered in school.
- Other medicine can be administered at school but the parent must sign it into school and the children must take it themselves. Medicines will be stored in the medical room and an adult will be present when they are taken. A note is made when any medicine is taken. Parents can come in at lunch time to give medicine if they so wish.
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- Parents/carers are responsible for any medication their child has been prescribed and as such, must bring it to the school office and complete the necessary forms to enable us to administer it; medication cannot be accepted in school without complete written and signed instructions from the parent.
- It is the parent/carer's responsibility to inform the Headteacher in writing when the medication or dosage is changed or no longer needed.
- All medicine including inhalers should be in their original, labelled container.
- Parents are responsible for collecting medicines and for disposing of medicines – ensuring they are returned to a pharmacy for safe disposal.
- Epipens will be administered by members of staff who have been trained.
- Inhalers can be self-administered
- Any medication given including self-administered use of inhalers must be recorded on the appropriate sheet.
- Medicines including inhalers will be stored in classrooms. An emergency inhaler will be stored in the office for children with severe asthma to ensure they have access as soon as they need it. When children are in the playground a supervisor will have an emergency inhaler in case of emergencies

<b>Records</b>	
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All accidents requiring first aid treatment are to be recorded on the sheet provided with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

<b>CHILDREN'S SERVICES HEALTH &amp; SAFETY TEAM</b>
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**For advice and guidance when writing your local first aid policy or using this template please contact the Children's Services Health & Safety Team through their website at:**

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>