

William Reynolds Primary School and Nursery



First Aid Guidance

Date of policy creation:	June 2025
Date of policy review:	June 2026
Governing body signature:	

Information Page

These policies are referred to in the document
School policies and documents

- Educational Visits Policy
- Health and Safety Policy
- Asthma Policy
- Medical Needs Policy

Introduction

The Health and Safety (First-Aid) regulations 1981 (as amended 1st October 2013) require the provision of First aiders/Appointed Persons and first-aid materials for employees.

William Reynolds Primary School and Nursery is committed to providing first aid provision to employees, pupils and visitors to the school.

There are 2 types of first aid qualifications held by staff in school

- Paediatric
- First Aid at Work

All staff in EYFS and lunchtime supervisors have Paediatric first aid training.

The majority of first aiders hold the paediatric qualification. This is valid for 3 years and is then renewed. They can administer first aid to all children.

Some staff have the First Aid at Work qualification which enables them to give first aid to children and adults. This is valid for 3 years and requalification is required before the expiry date.

All certificates are displayed in a folder by the school office with Foundation Stage certificates being on display in a folder in the Nursery. A list of first-aid staff can be found on the wall in every classroom. There is also a list of first aid box locations.

First aid staff are given time to attend training and are paid for any additional hours this requires and to carry out routine responsibilities to check and restock first aid equipment.

Trained staff

Staff volunteer to take on the role of first aid.

First-aiders are expected to:

- Check and replenish first aid boxes
- Maintain confidential records of first aid treatment
- administer first aid treatment
- be available when required

Insurance

In the event of a claim alleging negligence by a member of school staff, action is likely to be taken against the employer rather than the employee.

The school's insurance arrangements provide full cover for any claims arising from actions of staff acting within the scope of their employment.

The Council's insurance policy covers claims arising from first-aid treatment given by staff acting within the scope of their employment.

Appointed Persons

Appointed persons do not need to be first aiders and should only administer first aid treatment if they have been trained to do so.

Kimberley Ray - School Business Manager is the appointed person at William Reynolds Primary School and Nursery.

An appointed person is someone who

- Takes charge when someone is injured or becomes ill.
- Ensures that an ambulance or other professional medical help is summoned when appropriate.
- Looks after first aid equipment and restocking as necessary
- Ensures that the necessary accident reporting is carried out.
- Organises training for the first aid staff and ensures they don't go out of date and orders first aid equipment and supplies.
- Leads meetings with first aiders to ensure that good practice is carried out and the correct paperwork is being completed.
- In serious incidents will co-ordinate contacting emergency services and parents or next of kin.

Kimberley is first aid at work trained and can give support to other staff.
(First Aid Guidance Appendix A)

Assessment of first aid provision

The Headteacher carries out an assessment of the first aid provision for the school taking into account the types of hazards, how many people access the building, special medical needs, etc.

The Governing body regularly reviews the school's first aid needs (at least annually) to ensure that the provision is adequate.

Communication of First Aid Arrangements

There is signage in all the classrooms, offices, and ICT room listing the first aiders and the location of the first aid boxes.

This is updated on a regular basis.

The standard white cross on a green background should be used to indicate first aid information.

Information on first aid arrangements is in the staff handbook, and new staff are advised of the arrangements at their induction.

Accident Reporting and Record Keeping

All first aiders record first aid treatment in a book noting who, when, what and how along with their signature. They also send notes home to parents stating the first aid care given. **First aiders only record what they have treated.**

They do not record the incident if there was one. This is referred to a teacher or a member of the SLT to follow up.

First Aid Equipment

There are a number of first aid points around the school which are readily accessible in an emergency. They are usually found by sink areas and should only be accessed by adults. First aid points are clearly marked and advertised.

It is essential that there are enough supplies to deal with an emergency but without having too much wastage from out of date stock.

First aiders are responsible for replenishing the first aid box and checking expiry dates.

A list of contents is fixed to the lid of each first aid box, which has been taken from the recommended contents list on the HSE and T&W policies.

No medicines, tablets or creams should be kept in the first aid box.

Eye washes should only be used where access to mains water is restricted. The eye wash should not be used if the seal has been broken and should be within the expiry date.

Portable first aid packs are available for school trips and outdoor activities and should be replenished when returned to the school.

A stock of items is kept in the Admin cupboard for replenishing the boxes.

First Aid Room

The school does not have a designated first aid room. For more serious accidents the area is secured and cleared while treatment is given. Less serious accidents are dealt with at a first aid point inside or outside on the playground. Cold compresses and icepacks are available.

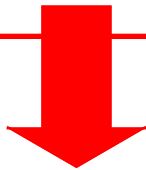
Educational Visits and Journeys

(see Educational Visits Policy) A risk assessment is carried out by the organiser. The first aiders attending the visit will take portable first aid kits, checking contents and expiry dates. Any other equipment needed such as EpiPens, insulin and inhalers should be taken, and training given or a trained person to attend. All coaches and minibuses are required by law to carry a first aid kit, and first aid kits and appointed people are usually available at the place of visit. Records should be kept, and any accidents reported on the risk assessment review.

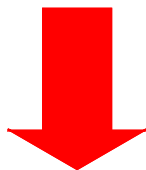
FIRST AID GUIDANCE

ASSESS - injury

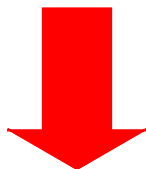
- ask lots of background questions,
when, how, what on,



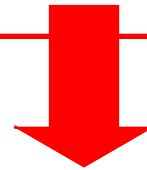
MINOR



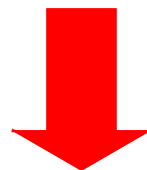
Treat injury



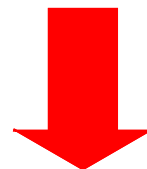
Note for child to
take to parent
Record in Accident
book



SERIOUS



Treat injury
Have support from
2nd first aider



Note for child to give
to parent
Appointed person to
ring parent
or ring ambulance₆ if
required