

First Aid Policy

Person responsible for policy:	**Matthew Wynne**		
Approved by:	**LGB**	**On:**	**September 2026**
Next Review:	**September 2027**		
Version Number:	**2**		

Rationale

At Christ Church CofE Primary, the health, safety and wellbeing of our children, staff and visitors is at the heart of our school community. Rooted in our Christian values and guided by the words of Matthew 5:16, *"Let your light shine before others,"* we are committed to creating a safe, caring and supportive environment where everyone can flourish.

The aim of this policy is to provide clear guidance for all staff on the appropriate administration of First Aid to children, employees and visitors. Through effective first aid procedures, we aim to respond promptly and confidently to illness, accidents and injuries, ensuring that appropriate care and support is provided when it is needed.

Our SHINE values: Successful, Happy, Included, Nurtured and Enriched underpin our approach to health and safety. We recognise that providing effective First Aid is an important part of nurturing and protecting every member of our school community. First Aid can save lives, reduce the severity of injuries and help prevent minor injuries from becoming more serious.

All employees will be made familiar with the school's First Aid procedures as part of their induction and will be expected to follow this policy and any relevant health and safety guidance. The Governing Body is committed to ensuring that appropriate First Aid arrangements, equipment and facilities are in place and that the school fulfils its statutory responsibilities, including the reporting of accidents and compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where applicable.

Through clear procedures, appropriate training and a caring approach, Christ Church CofE Primary seeks to ensure that everyone is treated with dignity, compassion and respect, and that our school remains a safe and nurturing place for all.

First Aid and Medical equipment

Christ Church CofE Primary is committed to ensuring that appropriate First Aid provision is always available for pupils, staff and visitors. At least one member of staff with current First Aid training will always be present on the school premises.

Appropriate paediatric First Aid provision is also maintained to ensure that the specific needs of infants and young children can be met.

First Aid Kits

The school maintains an appropriate number of First Aid kits to ensure that equipment is readily available throughout the school and during educational visits. First Aid kits are:

- maintained in accordance with the Health and Safety (First Aid) Regulations 1981 and relevant British Standards;
- appropriately stocked with equipment suitable for treating common injuries and providing immediate First Aid;
- regularly checked to ensure that equipment is within its expiry date and remains fit for use;
- replenished promptly when items have been used or stocks are low;
- easily accessible to authorised adults; and
- stored securely and out of the reach of children.

The school's main First Aid kits contain: appropriate supplies, including assorted plasters, sterile triangular bandages, eye pads, medium and large sterile dressings, sterile cleansing wipes, latex-free gloves, safety pins, resuscitation aids, scissors, burn dressings or cling film, finger dressings, conforming bandages, disposable heat-retaining blankets, microporous tape and disposable tweezers.

Classrooms First Aid waist bags contain essential supplies for dealing with minor injuries. These include sterile cleansing wipes, latex-free gloves, assorted plasters, resuscitation aids and tissues for dealing with minor nosebleeds.

These bags are located across the school to provide immediate access to First Aid equipment where required. These are distributed across the year groups and specialist provisions, including Nursery, Reception, Luca Class and Moana Class. Classroom First Aid bags are checked and restocked regularly by the designated member of staff, with additional supplies requested when necessary.

Off-site First Aid kits: These kits contain supplies required for minor and emergency incidents, including disposable ice packs and a resuscitation mask, these must be taken by staff when pupils are attending educational visits or activities away from the school premises.

Burns Kit: The burns kit is provided to enable staff to give prompt and appropriate first aid treatment to a child, staff member or visitor who has sustained a burn or scald. The equipment helps to cool the affected area, relieve pain and minimise further tissue damage while appropriate medical advice or emergency assistance is sought.

Bleed Kit: The bleed kit is provided to enable staff to respond promptly and appropriately to serious bleeding. It contains equipment to help control and manage significant blood loss, including appropriate dressings and protective equipment, while emergency medical assistance is sought. Staff should contact the emergency services where bleeding is severe, cannot be controlled, or the injury requires further medical attention.

Defibrillator

The school has one automated external defibrillator (AED) located in the Family Room next to the reception area.

If the defibrillator is required, 999 must be called immediately and the emergency services' instructions followed. The AED provides clear verbal and/or visual instructions to guide the user through the process. It should be used as soon as possible where indicated, alongside CPR, and in accordance with the instructions provided by the emergency services and the device.

The defibrillator is regularly inspected and maintained, with the pads and other consumable items checked to ensure that they remain within their expiry dates and are ready for use.

In an emergency, staff should always call 999 and follow the instructions provided by the emergency services. The defibrillator should be used in accordance with the

AED's instructions. Staff should not delay contacting the emergency services while attempting to access or use the equipment.

Roles and Responsibilities

Headteacher

The Headteacher has overall responsibility for the implementation of this First Aid Policy and for ensuring that suitable First Aid arrangements are maintained across the school. The Headteacher will ensure that an appropriate number of staff have current First Aid qualifications and that staff are aware of their responsibilities and the procedures to be followed.

Designated First Aiders

Christ Church currently has Paediatric first aid trained staff and First Aid at Work trained staff.

Designated First Aiders are responsible for providing appropriate First Aid within the limits of their training, responding promptly to accidents and injuries, completing all relevant records on Meditracker and seeking further medical assistance where necessary.

First Aiders should ensure that First Aid equipment is used appropriately and report any concerns regarding equipment, procedures or incidents to the designated member of staff or Headteacher.

Learning Support Practitioners (LSPs)

All Learning Support Practitioners have completed Schools First Aid training. LSPs may provide appropriate First Aid for minor injuries and incidents within the limits of their training, such as applying a plaster, providing an ice pack or supporting a child with a minor nosebleed.

LSPs are responsible for following the school's First Aid procedures, recording incidents appropriately and seeking assistance from a qualified First Aider where an injury is more serious, requires further assessment or falls outside the limits of their training.

Mental Health First Aider

The school has a designated Mental Health First Aider who has received accredited training to provide initial support, signposting and guidance in relation to mental health and emotional wellbeing.

The Mental Health First Aider provides an initial point of contact and is not intended to replace ongoing pastoral, managerial, occupational health, counselling or professional mental health support.

Staff are encouraged to access the most appropriate support route for their needs, including their line manager, senior leaders, the Employee Assistance Programme (where available), occupational health services or external professional support.

The Mental Health First Aider will work within the limits of their training and professional role and may signpost individuals to more appropriate support where required.

Allergy Safety Lead

In accordance with the Fioretti Trust Supporting Pupils with Medical Conditions and Allergies Policy, the school has a designated Allergy Safety Lead.

The Allergy Safety Lead is responsible for overseeing allergy management arrangements, ensuring medical information is maintained accurately on Meditracker, coordinating staff training and supporting the implementation of Individual Healthcare Plans (IHPs).

First Aid Training

The school will maintain appropriate records of staff First Aid qualifications and monitor expiry dates to ensure that qualifications remain current. Staff will undertake refresher or renewal training as required and appropriate to their role and the needs of the school.

Training records are maintained by the school and reviewed regularly to ensure qualifications remain current.

First Aid Personnel and Equipment Locations

The school maintains an appropriate number of staff with current First Aid qualifications in order to meet operational requirements.

Current qualifications held by staff include:

• Paediatric First Aid

• First Aid at Work

• Emergency First Aid at Work

• Mental Health First Aid

• Anaphylaxis and Adrenaline Auto-Injector Training

A current list of qualified staff is maintained by the school and reviewed regularly.

Key First Aid equipment is located as follows:

• Automated External Defibrillator (AED) – Family Room

• Main First Aid Kit – Reception

• Burns Kit – Medical Cupboard (Luca corridor)

• Bleed Kit – Medical Cupboard (Luca corridor)

• Educational Visit First Aid Kits – Medical Cupboard (Luca corridor)

• Spill Kits – Site Manager's office

Treatment of Injuries

Following an accident or injury, an appropriately trained First Aider should assess the individual and provide First Aid within the limits of their training. The First Aider should take appropriate action to protect the individual's health and wellbeing and determine whether further medical assistance is required.

Where necessary, the First Aider should contact the emergency services by calling 999 and provide clear information regarding the nature and severity of the injury. The First Aider should remain with the injured person until further assistance arrives, where it is safe and appropriate to do so.

An ambulance should be requested where:

- there is a serious or significant injury, including a serious head injury;

- severe bleeding cannot be controlled;
- the individual has been unconscious, or their level of consciousness is significantly affected;
- a serious fracture or break is suspected;
- the individual is having trouble breathing or other symptoms indicating a medical emergency; or
- the First Aider is concerned about the severity of the injury or is unsure whether further medical assistance is required.

Where there is any doubt about the seriousness of an injury, advice should be sought from the emergency services.

Treatment of Head Injuries in Children

Minor bumps and knocks to the head are common among children. However, all head injuries should be taken seriously and assessed appropriately.

Following a minor head injury, the supervising adult should seek assistance from an appropriately trained First Aider. The First Aider should assess the child and provide appropriate First Aid within the limits of their training. A cold compress or wrapped ice pack may be used to provide comfort where appropriate.

Parents/carers will be informed of all head injuries in accordance with the school's reporting procedures. The incident must be recorded on Meditracker and parents/carers should be provided with appropriate information regarding symptoms to monitor following a head injury.

The First Aider responsible for treating the child should ensure that the class teacher is informed and that the appropriate record is completed.

The child should be monitored for any deterioration or concerning symptoms. These may include:

- loss of consciousness;
- repeated vomiting;
- increasing drowsiness or difficulty waking;
- a persistent or worsening headache;
- confusion or unusual behaviour;
- blurred or double vision;
- difficulty with balance, movement or coordination;

- bleeding or clear fluid coming from the nose or ears; or
- any other significant change in the child's condition.

If a child develops concerning symptoms following a head injury, the First Aider should seek urgent medical advice and contact the emergency services where appropriate. Parents/carers should be informed as soon as possible.

If a head injury appears serious or the child requires emergency medical attention, 999 should be called immediately, followed by contact with the child's parent/carer.

Accidents Where a Child Cannot Stand or Move Independently

If, following an accident, a child is unable to stand or move independently, staff should not attempt to move the child unless remaining in their current position presents an immediate danger.

The child should be left in the position in which they were found, where it is safe to do so, and an appropriately trained First Aider should be called immediately to assess the situation. Emergency medical assistance should be requested where necessary.

Suspected Fractures and Breaks

A fracture may be suspected where there is one or more of the following signs:

1. swelling;
2. difficulty or inability to move the affected area;
3. movement in an unusual or unnatural direction;
4. a limb appearing shorter, twisted or bent;
5. a grating noise or sensation;
6. significant loss of strength or function; or
7. signs of shock.

Where a fracture is suspected, the First Aider should:

- keep the injured person as still and comfortable as possible;
- support the injured area and prevent unnecessary movement;
- where there is an open fracture, cover the wound with a sterile dressing without applying unnecessary pressure directly to the exposed bone;
- seek urgent medical assistance and call 999 where the injury is severe or emergency treatment is required;
- monitor the individual for signs of shock; and

- avoid moving the injured person unless they are in immediate danger.

Staff should follow the advice of the emergency services while waiting for medical assistance.

Removal of Clothing During First Aid

First Aid treatment should be provided with due regard to the child's dignity, privacy and safeguarding needs. Clothing should only be removed where this is necessary to assess or treat an injury.

Where removal of clothing is necessary and there may be safeguarding or dignity concerns, wherever practicable two members of staff should be present, with at least one being appropriately First Aid trained.

Emergency treatment must not be unnecessarily delayed where doing so could place the child's life or health at risk. In an emergency, staff should use their professional judgement and follow the instructions of the emergency services.

Disposal of Blood and Contaminated Materials

Staff should take appropriate precautions when dealing with blood or bodily fluids and use suitable personal protective equipment, including disposable gloves.

Blood-contaminated dressings, tissues and other disposable materials should be placed in the school's designated clinical or healthcare waste receptacle and disposed of in accordance with the school's waste disposal arrangements.

Any reusable equipment or surfaces contaminated with blood should be cleaned and disinfected appropriately.

Splinters

Where a splinter is small, superficial and easily accessible, an appropriately trained member of staff may remove it using clean or sterile disposable tweezers.

The area should then be cleaned and monitored for signs of infection.

If a splinter is deeply embedded, difficult to remove, or removal may cause further injury, it should not be forcibly removed. Parents/carers should be informed and appropriate medical advice sought.

Bee and Wasp Stings

Where a bee sting is visible and can be safely removed, an appropriately trained member of staff may remove it carefully using a suitable method, such as scraping it away from the skin.

The affected area should then be treated in accordance with First Aid guidance and the child monitored for any signs of an allergic reaction.

If the child develops signs of a serious allergic reaction or anaphylaxis, the school's emergency allergy procedures must be followed and 999 called immediately.

Ice Packs

Ice packs are available in designated areas and should be wrapped in a suitable protective covering, such as a clean cloth or paper towel, before being applied to the skin. They should never be placed directly onto the skin. The affected area should be checked regularly and the ice pack removed if the skin becomes excessively cold, painful, numb or discoloured.

Ice packs should only be used where appropriate and in accordance with the individual's medical needs and relevant First Aid guidance.

Caution should be exercised where an individual has:

- diabetes or a condition affecting circulation;
- reduced sensation or nerve damage;
- damaged or broken skin;
- poor circulation;
- an infection affecting the area; or
- another medical condition where cold treatment may be unsuitable.

Where staff are unsure whether an ice pack is appropriate, advice should be sought from an appropriately trained First Aider.

Relationship with Trust Policies

This policy should be read in conjunction with the Fioretti Trust Supporting Pupils with Medical Conditions and Allergies Policy.

Where matters relate to ongoing medical conditions, allergies, Individual Healthcare Plans, medication administration, asthma management or anaphylaxis procedures, the Trust policy takes precedence.

Asthma

The school will support pupils with asthma in accordance with the Fioretti Trust Supporting Pupils with Medical Conditions and Allergies Policy and the pupil's Individual Healthcare Plan (IHP).

Asthma-related information and Individual Healthcare Plans are maintained through Meditracker and shared with relevant staff as appropriate.

In an emergency, staff should follow the pupil's medical plan and seek immediate assistance from a trained first aider and emergency services where required.

Anaphylaxis, Allergies and Adrenaline Auto-Injectors

The management of allergies, anaphylaxis, prescribed and spare adrenaline auto-injectors (AAIs), risk assessments and Individual Healthcare Plans is governed by the Fioretti Trust Supporting Pupils with Medical Conditions and Allergies Policy.

At Christ Church CofE Primary School:

• Allergy information, parental consent and Individual Healthcare Plans are maintained through Meditracker.

• The school currently has three members of staff trained in anaphylaxis awareness and the administration of adrenaline auto-injectors.

• Relevant staff will be made aware of pupils at risk of anaphylaxis and how to access emergency medication.

• Adrenaline auto-injectors accompany pupils on educational visits and off-site activities in accordance with the pupil’s Individual Healthcare Plan and risk assessment.

• Any allergic reaction, administration of an adrenaline auto-injector, allergy-related near miss or significant concern will be recorded on Meditracker.

Where anaphylaxis is suspected, staff must administer an adrenaline auto-injector without delay, call 999 and follow the pupil's emergency plan.

Diabetes

Pupils with diabetes will be supported in accordance with their Individual Healthcare Plan and the Fioretti Trust Supporting Pupils with Medical Conditions and Allergies Policy.

Medical information, care plans and support arrangements are maintained through Meditracker and shared with relevant staff as appropriate.

Any diabetes-related incidents requiring first aid intervention or emergency support will be recorded on Meditracker and communicated to parents/carers.

Administration of Medication

The administration of medication is governed by the Fioretti Trust Supporting Pupils with Medical Conditions and Allergies Policy and associated procedures.

This First Aid Policy does not duplicate those arrangements. Staff must follow Trust procedures relating to medication administration, Individual Healthcare Plans, parental consent, record keeping and emergency medication.

All medication administered within school will be recorded on Meditracker in accordance with Trust requirements.

First Aid on Educational Visits

Appropriate First Aid arrangements will be made for all educational visits in accordance with the visit risk assessment.

Where required, a suitably trained First Aider will accompany the visit and appropriate First Aid supplies, emergency medication and healthcare plans will be taken.

Any First Aid treatment administered during an educational visit will be recorded on Meditracker upon return to school and parents/carers will be informed where appropriate.

Recording and Reporting

All First Aid treatments, accidents and medical incidents will be recorded using Meditracker.

Records may include:

- First Aid treatment provided to pupils, staff or visitors;
- Head injuries;
- Significant accidents and injuries;
- Administration of medication;
- Asthma incidents;
- Allergic reactions and anaphylaxis incidents;
- Near misses relating to medical conditions or allergies;
- Communication with parents/carers; and
- Incidents requiring emergency services or hospital treatment.

Parents/carers will be informed of significant accidents, injuries or medical incidents in accordance with school procedures.

Meditracker records will be maintained and retained in line with Trust data protection and records management requirements.

Serious accidents, incidents requiring emergency services attendance and any RIDDOR-reportable incidents will be reported in accordance with Trust procedures and statutory requirements.

The Role of Staff

All staff have a responsibility to contribute to the health, safety and wellbeing of pupils, colleagues and visitors. Staff must familiarise themselves with the school's First Aid procedures during induction and follow this policy when responding to accidents, injuries or illness.

Staff should seek assistance from an appropriately qualified First Aider when required, ensure that incidents are reported and recorded in accordance with school procedures, and maintain confidentiality when dealing with personal or medical information.

The Role of Families

Families play an important role in supporting the school to provide safe and appropriate care for their child. They should provide the school with accurate and up-to-date information about their child's medical needs, allergies, existing conditions, medication and any specific First Aid requirements.

Families should inform the school promptly of any changes that may affect their child's health or the care they may require while in school.

Families will be informed of significant accidents, injuries or incidents involving their child in accordance with the school's procedures. Where further medical assessment or emergency treatment is required, the school will contact the parent/carer as soon as practicable, while prioritising the child's immediate health and safety.

The Role of Governors

The Governing Body has overall responsibility for ensuring that appropriate First Aid arrangements are in place and that the school complies with relevant health and safety legislation and guidance. Governors will ensure that sufficient resources are available to provide appropriate First Aid equipment, facilities and staff training.