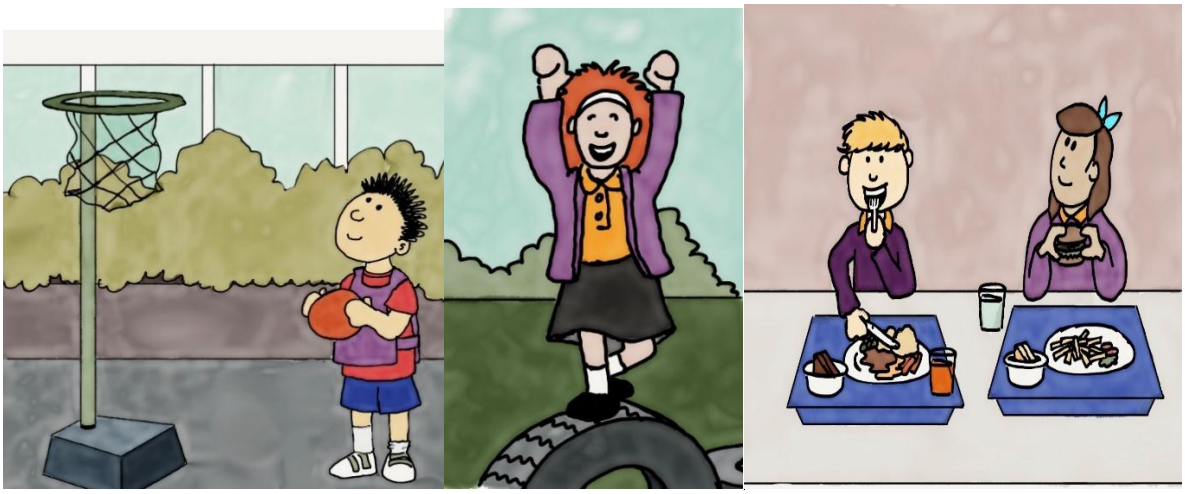
THE CHURCH OF ENGLAND

The Methodist Church

John Fletcher of Madeley

Primary School

First Aid Policy



Reviewed and Updated: April 2026

Next Review due: April 2028

Introduction

John Fletcher of Madeley Primary School is committed to providing first aid provision to employees, pupils and visitors to our school.

The governing body of John Fletcher of Madeley Primary School acknowledge and accept its responsibilities under the Health and Safety (First Aid) Regulations 1981, to provide equipment and facilities as are adequate and appropriate for enabling first-aid to employees, pupils and visitors in the school.

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

Training

Our First Aid Policy will be successfully implemented through the delivery of the following aims and objectives:

- Undertaking a First Aid Needs Assessment to determine the requirements for the provision of first-aid within the school premises.
- Ensuring that there are suitable facilities and equipment to administer first-aid, where necessary.
- Ensuring that there is a sufficient number of staff trained in first-aid on duty at all times.
- Ensuring that the requirements of this policy are clear and appropriately circulated, including the location of first-aid equipment, facilities and personnel.

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

- Paediatric
- First Aid at Work

Lunchtime staff, the majority of TA's, most teachers, some cleaning staff, the pastoral team, a member of SLT and two members of the Admin team hold a first aid qualification.

First aid staff are given time to attend training. Unless first-aid cover is part of a staff member's contract of employment, people who agree to become first-aiders should do so on a voluntary basis.

All first aiders must complete a training course approved by the Health and Safety Executive (HSE). This qualification is valid for 3 years and requalification is required before the expiry date. A list of qualified first

aiders is available in the main school office and displayed at significant points around the school building.

It is the role of all first aid staff to:

- Check and replenish their individual first aid bags.
- Maintain records of first aid treatment given.
- Administer first aid as and when required.
- Be available when needed.

The main duties of first-aiders are to:

- Complete a training course approved by the Health and Safety Executive (HSE).
- Give immediate help to casualties with common injuries.
- Ensure that an ambulance or other professional medical help is called, where appropriate.
- All school staff receive annual EpiPen and asthma training.

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 the actions of staff acting within the scope of their employment. In addition, the Council's insurance policy covers claims arising from first aid treatment given by staff acting within the scope of their employment.

Assessment of First Aid Provision

The Head Teacher 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 and special medical needs.

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

Where a minimum number of trained first-aiders is set, this will be monitored to ensure that the needs identified in the risk assessment are met.

First Aid Provision and Facilities

John Fletcher of Madeley Primary School does not have an allocated first aid room. More serious accidents should be dealt with in a cleared and secure area whilst less serious accidents can be dealt with at the incident point or at the main school office.

First aid stock is located in KS1 and KS2. Staff also have portable first aid kits that will be taken out on to the playgrounds at break times when necessary.

First aid stock is checked and replenished on a regular basis (at least once per half term).

At playtime, on both playgrounds, there will be a member of staff on duty who is first aid trained.

At lunchtimes, the lunchtime supervisors are all first aid trained.

In the classrooms, if the class teacher is not first aid trained then the TA or staff from neighbouring classrooms will be required to administer first aid.

In all cases, if a first aider is not available then a qualified member of the Admin team should be called for.

Children should be sent to a first aider for serious injuries as well as minor injuries for example:

- Head injuries (not headaches)
- Heavy bleeding- cuts, nosebleeds etc.
- Strong possibility of (or actual) vomiting
- Likelihood the child will be sent home due to temperature etc, (unless vomiting the child may return to class to await collection)
- Sprains
- Suspected fractures- if sensible to move the child
- Distinctive rashes
- Cuts, grazes and bruises.

Injuries should be treated with appropriate care:

- Bruises - cold water compress ice pack
- Grazes - wash area with cold water
- Cuts and grazes should be covered with an adequately sized plaster

Any spilt blood must be washed away or mopped up with sanitizer.

Vomit bowls are available in classrooms and at the main school office.

Injuries must be dealt with as quickly and calmly as possible and the child reassured whilst the treatment takes place.

At John Fletcher of Madeley Primary School we **do not** use:

- Creams (unless provided via parent with appropriate named label and medical form signed)
- Cotton Wool
- Tweezers

Eyewashes 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.

All first aid waste e.g. rubber gloves, tissues etc, must be placed inside a bag and placed in the usual refuse bin for disposal.

Parents must be informed of any major accident or injuries involving their child and notified to seek medical advice where appropriate.

If it becomes apparent that a child should require serious medical treatment, the first available person must call an ambulance using the **999 service,** giving school address and nature of the problem.

A staff member must stay with the child until the parent arrives. Should the parent not be available then a member of staff will attend hospital with the child. Contact should be made with the parent to explain what has been done and for the parent to meet the member of staff and child at the hospital.

Medication within school (see Medical Needs Policy)

Any prescribed medicines must be in-date, clearly labelled, provided in the original container to include dosage instructions. Inhalers and EpiPen's will be kept in a named box in the child's classroom. Antibiotics or medicated drops will be stored, as required, in the fridge located in the Business Managers office. All other supplied medication is locked away near the main school office. The parent is required to complete the necessary paperwork to allow the school to administer any medication. Once administered, this will be recorded appropriately.

During the summer months parents are reminded to take extra precautions for their children against sunshine. They are asked to provide their children with a sunhat and adequate sun cream or sun block should be applied prior to arriving at school and **not** to be bought into school for use throughout the day.

Any lip balms must be handed into the school office at the start of the day. Ulcer or cold-sore creams should not be bought into school for the children to keep in their bags or drawers; if this is required the relevant paperwork should be completed at the school office where the medicine will then be stored.

Educational Visits and Journeys (see Educational Visits Policy)

A risk assessment will have been carried out by the visit organiser. Appropriate number of named first aiders will be joining the visit and it will have been their responsibility prior to departure that the portable first aid kits are adequately stocked and expiry dates checked. Vomit bowls and a first aid book will also be taken. As well as any other medical equipment such as EpiPen's, insulin and inhalers.

Any stock used during the visit should be replenished upon return to school.

First Aid Supply Checklist

Item:	Suggested Stock:
Individually Wrapped Plasters (assorted sizes).	50
Sterile Wipes	At least 50
Sterile Eye Pads	2
Eye Wash	5
Individually Wrapped Triangular Bandages (preferably sterile).	2
Blunt Bandage Cutting Scissors	1 pair
Safety Pins.	1 packet
Medical Tape	1
Individually Wrapped Bandages (assorted sizes).	6
Pairs of Disposable Gloves	At least 6
Hand gel	1 bottle
Box of Tissues	1
A leaflet giving general advice on first aid.	1

Portable First-aid box (including for Educational Visits), Supply checklist

Item:	Suggested Stock:

Individually Wrapped Plasters (assorted sizes).	20
Sterile Wipes	10
Sterile Eye Pads	1
Eye Wash	2
Individually Wrapped Triangular Bandages (preferably sterile).	1
Blunt Bandage Cutting Scissors	1 pair
Medical Tape	1
Individually Wrapped Bandages (assorted sizes).	3
Pairs of Disposable Gloves	4 pairs
Handgel	1 bottle
Vomit Bowls with Paper Towels	5
A leaflet giving general advice on first aid.	1

Small ice packs are available in the freezers in both staff rooms (KS1 and KS2). Large compresses are kept in the freezer in the staff room. Ice packs should **always** be applied using a barrier/cover – **never directly on to skin.**

Treatment of Asthma (see Asthma Policy)

The children that are identified on our Asthma register will have at least one asthma inhaler and a spacer that it kept in school. These are clearly labelled in an individual box for the specific child and kept in their classroom.

We have three emergency inhalers kept at John Fletcher of Madeley Primary School and these are located in the main school office and the caretaker's office.

Accident Reporting and Record Keeping

All first aiders are required to record any treatment they administer using the school first aid books. This record will include name of child, first aider, date and time, where and what happened for injury to occur, as well what first aid care was given. Each first aider has their own book. Spare books are located in the school office.

A copy of the first aid treatment is taken from the books and sent home to parents at the end of the school day on which the incident occurred. Any accident notes involving a head injury must be handed to the parent by a member of staff.

Records are also made of all occupational injuries to staff and visitors on site.