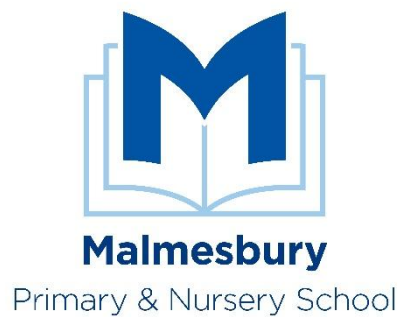


# Malmesbury Primary School



## First Aid Policy

|                             |                 |
|-----------------------------|-----------------|
| Prepared by                 | Stephen Donegan |
| Committee responsible       | Resources       |
| Date ratified by Governors  | Oct-2025        |
| Date for review             | Oct-2026        |
| Signed (Chair of Governors) |                 |
| Signed (Headteacher)        |                 |

# Malmesbury Primary School First Aid Policy

## Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

## Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.
- Recording all first aid incidents and medical treatment given in the First Aid record book

Office staff are responsible for:

- Tending to minor incidents and children who feel unwell during the school day
- Recording all first aid incidents in the First Aid record book
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.

## Procedures

The following are general first-aid related procedures to be followed by all staff:

- If a child or adult on the school premise has been taken ill, or has had an accident, they should be escorted to the office or, at lunchtime, the hall, for treatment. If the child or adult cannot be moved, another member of staff should be called for assistance as a matter of urgency. A first aider will attend for all incidents or accidents which are concerning.
- The patient's condition will be assessed by a first aider and if required an ambulance will be called. The first aider looking after the patient should phone the ambulance service on a mobile phone.
- Where a child has a bump or other injury to the head, in addition to being recorded in the First Aid record book, an orange letter will be completed and sent home with the child.
- Where a child's injury is deemed to be more serious, parents will be contacted by telephone. This will happen even if the child is well enough to remain at school. If we are unsure about the need to contact a parent, we err on the side of caution in every instance.
- Where a child or adult is involved in an accident or incident, the well-being of the individual will be paramount. If an ambulance is required, this will be called before parents or next of kin are contacted.

- If children have limited speech and may not be able to explain their injury to a parent, the class teacher will explain or the office staff will phone.
- Any loss or damage to first aid equipment must be reported to the office.
- If a first aid kit is poorly stocked, this should be reported to the office.
- All visits out of school are expected to have a first aid kit with them at all times. The staff leading the visit are responsible for informing the office when it is poorly stocked.
- All trips need to have a first aider.

## Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the first aider providing care is responsible for ensuring that an entry is made in the accident book/form.

## Children with Medical Needs

Please see our policies 'Managing Medicines in School' and 'Supporting Pupils with Medical Conditions'.

## Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements.

## Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

- Information on the current first-aider/appointed person will be provided on staff notice boards.
- First Aid boxes are kept in the Medical Room.
- Playtime - small waist bags with basic first aid equipment are worn by designated members of staff to deal with minor injuries that do not require recording in the First Aid record book, i.e. scrapes and grazes. If a child does require further medical assistance, they should be brought to the medical room for a member of office staff to take necessary action.
- Lunchtime - small waist bags with basic first aid equipment are worn by designated members of staff to deal with minor injuries that do not require recording in the First Aid record book, i.e. scrapes and grazes. If a child does require further medical assistance, they should be brought to the hall for a designated member of staff to take necessary action.
- First aid bags for taking on trips and visits can be found in the medical room. Class specific medical equipment, e.g. inhalers and care plans, should be added to the bag before it is taken on a trip or visit.