

St Martin's Church of England Primary School First Aid Policy

Written: May 2025

Next review date: May 2026

Aims

The Federation of St Martin's and Seabrook CEP Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid to children, employees or visitors.

This policy shall be shared with all employees during their induction to ensure they are familiar with the school's first aid procedures.

The Governors are committed to the Local Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Responsibility

The governing body is responsible for the first aid policy in the school, but this implemented through the Executive Headteacher.

The qualified first aiders normally give first aid. However, any member of staff can do this voluntarily if there is an emergency where these staff members are not available. All staff are covered by the school's insurance policy and are expected to use their best endeavours in an emergency to secure the welfare of pupils.

All qualified first aiders must update their training every 3 years.

The school will make every effort to ensure that there is at least one qualified first aider in school during school hours.

Equipment and supplies

First aid boxes are located in the staffroom, office, midday supervisors shed, FLO room and Key Stage 1 and 2 corridors.

First aid equipment for playtime and lunchtime use are located in the staffroom and midday supervisors shed.

Travel first aid packs must be taken on school trips and outings.

First aid boxes must contain as a minimum:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads
- four individually wrapped triangular bandages (preferably sterile)

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- six safety pins
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- one pair of disposable gloves

Travelling first aid containers must contain as a minimum:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings (assorted sizes)
- one large (approximately 18cm x 18cm) individually wrapped non-medicated wound dressing
- two individually wrapped triangular bandages (preferably sterile)
- two safety pins
- individually wrapped moist cleansing wipes (not for open wounds)
- one pair of disposable gloves

First aid box contents will be checked by an allocated Teaching Assistant from each Key Stage and the staff member/s responsible for each area on a termly basis.

Practical Arrangements and First Aid Procedure

First aid will normally be dealt with by the qualified first aiders. Where possible, make sure another adult is informed of any action taken. Treatment will normally be given in the staffroom.

Hands must be washed before and after dealing with any cuts or grazes. Use disposable gloves if the wound is bleeding.

Use water only to clean cuts or grazes. No lotions or creams should be used.

If necessary, cover the cut with a plaster or other dressing.

Enter the child's name, injury and treatment in the accident book (this must be done for all but the very minor scratches and bumps). Please add your name and the date.

There is also a staff accident book.

Accident books are held in the reception office (These must be kept and filed until the child reaches 21).

All minor bumps to the head should be recorded and a 'Bumped Head' note sent home with the child as well as a text message sent to parents. A SLT should sign off all accident letters.

Any other head injury must be reported to parents immediately and usually by the first aider, or the Office.

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If a child is feeling unwell and needs to go home the class teacher should be consulted and the parents contacted. Children normally stay with their class until collected, or wait in the office.

Parents must be informed of any accident and/or treatment given during the day, preferably by the person who treated them.

Contact numbers, emergency contact and doctors' details are kept in the office. Details of chronic illness or allergies are on file for each child.

Guidance on dealing with spillage of body fluids

Spillages of blood, vomit, urine and excreta should be cleaned up promptly. The following general actions must be taken by the person dealing with the spill:

Clear the immediate area of people. Hazard signs and cordoning may be necessary, according to the circumstances.

Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn.

Any spilt blood or other body fluids should be cleaned up with disposable absorbent paper towels.

Ensure the area is cleansed with a suitable antiseptic solution.

Dressings should be disposed of in the sanitary waste bin after double bagging.

Training

St Martin's		First Aid at Work		Paediatric First Aiders	
Name	Date of renewal training	Name	Date of renewal training	Name	Date of renewal training
		Mrs Brunton	1/2026	Mrs Johnson	9/2024
Mr Carter	1/2026			Mr Carter	1/2026
Mrs Freer-Ash	9/2024	Mrs Lama	01/2026	Mrs Goode	9/2026
Mrs James	01/2026	Mrs Pemble	03/2028	Mrs Janser	1/2026
		Mrs Finnigan	03/2028	Mrs James	1/2026
Mrs Finnigan	9/2024	Mrs Binks	04/2028	Miss Herring	2/2026
Mr Peters	01/2028			Mrs Avery	01/2028
Mrs Hawkins	01/2028				