

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

Written: May 2026

Next review date: May 2028

List of qualified First-Aid staff (Emergency First Aid and/or Paediatric First Aid)

Emergency First Aiders (EFA)		Paediatric First Aiders (PFA)	
Name	Date of renewal training	Name	Date of renewal training
Renewal due in 2026			
		Mrs Goode	Sept 2026
Renewal due in 2027			
Renewal due in 2028			
Mrs Hawkins	Jan 2028		
Mr Peters	Jan 2028		
Mrs Finnigan	March 2028		
Mrs Pemble	March 2028		
Mrs Beech	April 2028		
Mrs Binks	April 2028		
Mr Buck	Nov 2028	Mr Buck	Nov 2028
Mrs Cassaniga	Nov 2028	Mrs Cassaniga	Nov 2028
Mrs Motayne	Nov 2028	Mrs Motayne	Nov 2028
Mrs Woodage	Nov 2028	Mrs Woodage	Nov 2028
Renewal due in 2029			
		Mrs Pegler	Jan 2029
Mrs Biddiss	Feb 2029	Mrs Biddiss	Feb 2029
Mr Carter	Feb 2029	Mr Carter	Feb 2029
Mrs Dawkins	Feb 2029	Mrs Dawkins	Feb 2029
Miss E Ewins	Feb 2029	Miss E Ewins	Feb 2029
Mrs Fitzgerald	Feb 2029	Mrs Fitzgerald	Feb 2029
Mrs Gould	Feb 2029	Mrs Gould	Feb 2029
Mrs James	Feb 2029	Mrs James	Feb 2029
Mrs Janser	Feb 2029	Mrs Janser	Feb 2029
Mrs Lama	Feb 2029	Mrs Lama	Feb 2029
Mrs Pullen	Feb 2029	Mrs Pullen	Feb 2029

Aims

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

The aim of this policy is to provide clear guidance for staff on the administration of first aid to pupils, staff, and visitors.

This policy is shared with all employees during induction to ensure familiarity with the school's first aid procedures.

The Governing Body is committed to complying with Local Authority procedures for reporting accidents and fulfils its statutory duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

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Responsibilities

The Governing Body holds overall responsibility for the school's first aid provision. Day-to-day implementation of this policy is delegated to the Executive Headteacher.

Qualified first aiders (listed above) are responsible for administering first aid in school. However, in an emergency, any member of staff may provide assistance where necessary. All staff are covered by the school's insurance and are expected to act in the best interests of pupils' welfare.

All qualified first aiders must complete appropriate training and renew their certification every three years. The school will make every effort to ensure that at least one qualified first aider is present on site at all times during the school day.

For Early Years provision, the school will ensure compliance with current EYFS requirements, including the availability of staff with current paediatric first aid (PFA) training at all times and during off-site activities.

Equipment and Supplies

First aid supplies are available in all classrooms. Additional supplies are located in:

- the school office
- the staffroom
- midday supervisors shed
- SLT office
- KS1 and KS2 corridors

Minimum contents of first aid boxes:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sterile wound dressings
- 2 large sterile wound dressings
- 1 pair of disposable gloves

A suitably stocked travel first aid kit must be taken on all school trips and off-site visits.

Minimum contents of travel first aid kits:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile wound dressing
- 2 triangular bandages
- 2 safety pins

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- Individually wrapped cleansing wipes (not for open wounds)
- 1 pair of disposable gloves

First aid supplies will be checked and replenished at least three times per year.

Practical Arrangements and First Aid Procedures

- Hands must be washed before and after treating any injury. Disposable gloves must be worn when dealing with blood or bodily fluids.
- Wounds should be cleaned using water only. Creams or lotions must not be applied.
- Cuts should be covered with an appropriate sterile dressing where necessary.

All but very minor injuries must be recorded in the school accident book, including:

- the child's name
- details of the injury
- treatment given
- date and time
- name of the person administering first aid

Accident records are stored in the school office and must be retained until the child reaches 21 years of age.

Staff accidents must be recorded using the appropriate Local Authority reporting system, using the HS157/HS160 Accident Incident Reporting Form on the KELSI website:

<https://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting>

Head injuries

- All head bumps must be recorded and a 'bumped head' notification sent home, along with a message to parents/carers.
- More serious head injuries must be reported to parents immediately, usually by a member of the school office team or by a member of the Senior Leadership Team.

Pupil illness

If a pupil becomes unwell during the school day:

- the class teacher should be informed
- parents/carers should be contacted
- the pupil must be supervised until collected

Communication with parents

Parents/carers must be informed of any significant accident or first aid treatment on the same day.

The school maintains up-to-date emergency contact details, medical information, and allergy information via its online system (Horizons), with a paper backup held within the school office.

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Medical Needs and Allergies

The school recognises the importance of supporting pupils with medical conditions, including allergies and risk of anaphylaxis.

- Individual healthcare plans must be in place where required
- Staff should be aware of pupils with medical needs and how to respond in an emergency
- Emergency medication (e.g. auto-injectors, inhalers) must be readily accessible
- A trained paediatric first aid (PFA) member of staff should be available, particularly during meal and snack times in EYFS settings

Educational Visits and Off-Site Activities

A risk assessment will determine the level of first aid provision required for trips and visits. A qualified first aider and appropriate first aid kit must be included on all visits.

For EYFS pupils, a paediatric first aid-trained member of staff must be present.

Guidance on Spillage of Body Fluids

Spillages of blood, vomit, urine, or other bodily fluids must be cleaned promptly and safely.

Spillage kits, including appropriate PPE, are located in the staff toilet (yellow biohazard box).

The following procedures must be followed:

- Clear the area and, where necessary, use hazard signage
- Wear appropriate PPE, including disposable gloves and a plastic apron
- Use absorbent materials to contain and clean the spill
- Clean the area thoroughly using an appropriate disinfectant solution
- Dispose of all waste in yellow biohazard bags. These should then be sealed and disposed of in general waste in accordance with guidance.