

# First Aid Policy



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DOCUMENT AUTHORITY		
Prepared by:	Alex Pickerden and Laura Howard	Senior First Aiders
Approved by:	<i>Lo A Bantock</i>	Chair of Trustees

DOCUMENT HISTORY			
Issue No	Reason for Change	Page(s) affected	Date
2	Update of personnel	6-7	March 2024

## Context:

First Aid can save lives and prevent minor injuries becoming major ones. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school (including during off-site activities). In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

## Aims:

To provide effective First Aid support for all pupils, staff and visitors.

To ensure that all pupils, staff and visitors are aware of their roles and responsibilities in relation to First Aid and the First Aid systems in place across the academy.

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To support awareness of Health & Safety issues within school and during off-site activities, in order to reduce the risk of illness or injury.

**The Governing Body will:**

Ensure adequate First Aid provision as outlined in the Health & Safety [First Aid] Regulations 1981, having regard to 'Guidance on First Aid for Schools (DfE, 2022).

Monitor and respond to all matters relating to the health and safety of all persons on school premises, having regard to 'School Premises (England) Regulations 2012.

Ensure all new staff are made aware of First Aid procedures in school including understanding who the responsible First Aid providers are and the location of the designated medical rooms.

Review this policy and any associated risk assessments and practices bi-annually.

**The Headteacher will:**

Ensure that a First Aid provision assessment is conducted prior to review of this policy or following any significant change.

Ensure that families are aware of the schools' First Aid Policy.

Implement suitable induction procedures to ensure that all new staff are made aware of First Aid procedures in school, in reference to the academies 'Induction Policy' for new employees.

**All school staff will:**

Familiarise themselves with the First Aid procedures by viewing this policy and ensure that they know who the current First Aiders are in school.

Be aware of specific medical details of individual pupils as detailed within the individual class profiles and as documented on the schools internal systems (Scholar pack).

Ensure that the children in their care have an awareness of the procedures in operation as appropriate to their age and development.

Undertake relevant training as directed by the Headteacher and other Senior Leaders.

**In the event of a minor injury:**

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Staff in possession of a valid Emergency Aid in Schools Certificate (Paediatric First Aid or Basic Life Support First Aid) may treat minor injuries e.g. grazed knees, bruised shin etc. This must be recorded in the accident book (adults) and on the First Aid slips (children).

**A Nominated Person and Nominated First Aider MUST\* be called for:**

Any **potential** head or facial injury.

Any deep cut, or one which continues bleeding for more than a few seconds.

Any **potential** joint injury e.g. ankle, elbow etc. Any potential break of the bone.

Any injury caused by the deliberate actions of another pupil that is deemed serious by the attending staff member.

Any vomiting or possible poisoning.

Severe breathing difficulties.

Any accident which may warrant the involvement of the emergency services or one which a staff member feels they are not confident to deal without support.

**\*Early Years Foundation Stage:**

The active nature of 'learning through play' which forms a large part of the work of the EYFS, coupled with young children's developing spatial awareness and balance, can lead to frequent minor collisions, trips or falls which may include bumps to the head. The decision whether to involve a Nominated Person and Nominated First Aider will be made by a member of the teaching staff holding a valid Paediatric First Aid Qualification.

**\*Relax Kids and other learning opportunities**

Due to the nature of our curriculum we provide a range of different types of provision (e.g. Relax Kids) sessions away from the main building of the academy. As such, those members of staff facilitating these activities and learning opportunities will be equipped with First Aid kits and will have access to their mobile phones in the event of an emergency. Additionally, for any specialist components of the Curriculum, provision of extra adults to support the facilitation of these activities is accounted for to support pupil's health and safety.

## **IN THE EVENT OF AN EMERGENCY:**

**If you believe an ambulance is required, dial 999 from the nearest telephone.**

**Send for help to the school office as soon as possible, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.**

**Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.**

### **Nominated Persons will:**

Take charge when someone is injured or becomes ill.

Support the First Aiders in calling for an ambulance or contacting relatives as appropriate.

Direct the emergency services and manage the area surrounding the incident.

Liaise with the Senior Leadership Team with regard to pupils who are not feeling well.

Ensure that they always obtain the history relating to a child not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell. In the event that an injury has caused a problem, the child must be referred to a First Aider for examination.

Hold up to date medical consent forms (located on Scholar Pack) for every child in each year and ensure that these are readily available for staff responsible for school trips/outings.

Hold up to date emergency contact details for all staff, pupils, students (on placement) and regular visitors. This information can be accessed on Scholar Pack or through the school office (if you are a regular visitor or on placement).

Monitor the implementation of the First Aid Policy.

Support the Nominated First Aider in the completion of the relevant paperwork when appropriate.

### **Nominated First Aiders will:**

Ensure that their First Aid Qualification is always up to date.

Work flexibly as part of the First Aid team to ensure that First Aid cover is available throughout the working hours of the school week and at all other times when First Aid provision is required.

Always attend a casualty when requested to do so, having regard for other children in their care.

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Treat the casualty to the best of their ability, having regard for their own and others safety. This includes wearing gloves where any loss of blood or body fluid is evident and seeking help from other First Aiders or Emergency Services as necessary.

Ensure that Special Grown-ups are made aware of all head injuries promptly via a nominated person.

Through a nominated person, insist that any casualty who has sustained a significant head injury is seen by professionals at hospital, either by sending them directly to hospital or by asking Special Grown-ups to pick up a child to take them to hospital.

Where possible, ensure that a child who is sent to hospital by ambulance is accompanied by an adult relative. If this is not possible due to time restraints or a difficulty in contacting relatives ensure that the child is accompanied in the ambulance at the request of paramedics or followed to a hospital by a member of staff to act in loco-parentis if a relative cannot be contacted. (The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.) Arrangements should be made for the child to be met at hospital by a relative.

With the support of the Nominated Person, keep a record of each pupil attended to, the nature of the injury and any treatment given, on the slips provided in the school office. In the case of an accident/injury involving an adult, the Accident Book must be completed by the appropriate person. This information will be stored securely alongside each medical kit.

Ensure that the parent copy of the First Aid slip is given to the Special Grown-up collecting that day (or placed in their book bag for younger children) to take home.

Using gloves, ensure that everything is cleared away and that all dressings etc. are put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a medical waste bin (located in the disabled toilet near reception). Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

Support the work of the Headteacher / Senior Leadership Team / Governing Body in reviewing policy, risk assessments and practice in response to changing circumstances and guidance.

Nominated First Aiders	Nominated Persons	Health & Safety Governors
Mrs L Burnett (Renewal due 10.11.25) Mrs S Kiss (Renewal due 10.11.25) Mrs H Mellin (Renewal due 10.11.25) Miss L Howard (Paediatric First Aid) (Renewal due 16.03.26) Mrs J Capes (Paediatric First Aid) (Renewal due 21.11.24) Mrs M Stead (Paediatric First Aid) (Renewal due 21.09.24) Mrs S Miller (Paediatric First Aid) (Renewal due 15.10.24) Miss A Johnson (Paediatric First Aid) (Renewal due 15.10.24) Mr A Pickerden (Paediatric First Aid) (Renewal due 19.11.24)	Liz Cox  Nikki Waters  Amanda Hipwell  Lou Camponeschi  Kate Margaron  Laura Walton  Lauren Bale  Rachel Moss  Claire Welborne	Hannah Albery  Carol Bantock

Location of First Aid Kits	Location of Additional Materials & Off-site Kits
School Office FS1 Classroom FS2 Classroom FS2 Classroom KS1 Classrooms KS2 Classrooms KS1 Photocopier Room Meeting Room	School office  Filing Cabinet in the staffroom cupboard (Back up stock)  Nominated members of staff - L Bale

Mrs. Welborne, Mrs. Hipwell and Miss. Camponeschi will monitor and maintain stocks of first aid equipment and consumables within the main store. Please report any damage, loss or low stock to them.

In relation to classroom First Aid kits these will be the responsibility of the designated year group TA as outlined below:

FS1 Classroom – S Kiss

FS2 Classroom – S Kiss

FS2 Classroom – S Kiss

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Year 1 – A Johnson

Year 2 – A Johnson

Year 3 – J Capes

Year 4 – H Mellin

Year 5 – L Burnett

Year 6 – L Burnett

Meeting Room – H Mellin

KS1 Photocopier Room – J Capes

Office – A Hipwell

Outdoor Pack – A Hipwell

Relax Kids Pack – Lauren Bale