



## Newnham Croft Primary School

# First Aid Policy

Approved June 2026

### **Purpose:**

The purpose of this policy is to set out guidelines for all staff at Newnham Croft School in the administering of first aid to children, employees or visitors. It outlines the school's responsibilities and ensures that the welfare of pupils and others on the school site are secure.

### **What is First Aid:**

In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and for the treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

### **Aims:**

- To clearly explain the systems, appointments and resourcing in place to ensure that the first aid guidelines can be delivered.
- To identify the needs of the school in line with the Health and Safety at Work Act 1974.
- To explain the guidelines for first aid in the school such that first aid provision is fit for purpose, whether in school or while pupils and staff are off the premises.

### **Objectives:**

The aim of first aid is to save lives and ensure that minor injuries and illnesses do not escalate, therefore the school will:

- ensure a first aid risk assessment is regularly carried out to ascertain the needs of the school and the level of provision required. This takes into account:
  - the number of children on site
  - the location of hazards
  - the full range of activities undertaken by staff and pupils during the normal school day
  - the full range of activities undertaken off-site and outside normal school hours e.g. the school day / at weekends / and in school holidays.
- ensure that there are a sufficient number of trained first aid staff and Appointed Persons on duty and available for the numbers and risks on the premises.
- ensure that there are suitable and sufficient facilities and equipment available to administer first aid.
- ensure that staff training meets the needs of the school.
- ensure the above provisions are clear and shared with all who may require them.
- ensure that all First Aiders are made aware of the guidance on infection control and on the provision and use of personal protective equipment.

- ensure that accident records are kept and that reports are made to the Health and Safety Executive (HSE) under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR)

### **Roles and Responsibilities:**

Overall responsibility for first aid at Newnham Croft Primary School is held by the Headteacher (Edward Ferguson). He is responsible for the implementation of the policy. He is also responsible for ensuring that the school has appointed and trained sufficient staff to manage the first aid requirements of the school. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. In selecting first aiders, he will consider peoples reliability, communication skills, and their aptitude and ability to take on new knowledge and deal with stressful situations. He is also responsible for ensuring that parents have access to this policy. Every year he will undertake a first aid risk assessment and review the needs of the school. This will be carried out in conjunction with the First Aid Leader and other Appointed Persons. Annually he will also report to the governing body on the outcome of this assessment, the number of first aid cases in the school that year and any issues or complaints arising from them.

The First Aid Leader (Sarah Blake) is responsible for the general upkeep and resourcing of first aid in the school. She is also responsible for keeping up-to-date information about first aid around the school, ensuring records are maintained and for providing information to staff.

The Appointed Persons (Edward Ferguson, Sarah Blake and Emma Laughlin) are responsible for taking charge when someone is injured or becomes ill, and for ensuring that an ambulance or other medical help is summoned when appropriate.

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

### **Provision at the school**

#### **Parental involvement:**

Parents will be informed about this policy via the school website and reminded about it in school newsletters.

Parents and pupils are informed of the procedure to follow:

- if a pupil or child is not well enough to attend school, or
- if a pupil or child becomes ill at school and needs to go home.

and:

- Parents are made aware of the school's arrangements and the procedures for informing them if their child has had an accident, sustained an injury or received first aid treatment at school.
- Parents are advised of the school's arrangements and the procedures for informing them if their child receives first aid treatment at school.

#### **Procedures for pupils/adults without first aid training to follow:**

Persons who witness an incident when the injured person is able to walk, should:

- ensure the person is taken to the Medical Room, or to a First Aider
- ensure the person is not left unattended.

Persons who witness an incident and the injured person does not seem able to move, should:

- not try to help them
- stay with them
- send another pupil to get help from a First Aider
- If a First Aider is not available, or the situation requires urgent medical assistance, get an adult to call an ambulance by dialling 999 from any mobile or telephone.

**First aid trained staff:**

At least one member of staff with current first aid training is on the premises at any one time. The range of first aid qualification includes first aid training for infants and young children. The school currently has a total of 15 first aiders (emergency, paediatric and qualified) with valid certificates. Posters displaying the names of first aiders are on display around the school. The school also has three Appointed Persons for managing first aid situations.

First aid staff will provide immediate help to casualties with common injuries or illnesses, and if necessary call an ambulance or other professional medical help.

**Emergency First Aiders:** *(Those completing the HSE approved 1-day emergency first aid course)*

At Newnham Croft Primary School there are 12 emergency first aiders who are as follows:

Mrs Burke  
 Mrs Carrington  
 Ms Mangera  
 Miss Wakelen  
 Mrs Elbourne  
 Ms Holliday  
 Mrs Cummins  
 Mr Ferguson  
 Ms Noble  
 Mrs Turner  
 Miss Harvey  
 Mrs Maio

**Paediatric First Aid Trained Staff:** *(those completing the HSE approved 2-day paediatric first aid course).* At Newnham Croft Primary School there are 3 paediatric first aid trained staff who are as follows:

Miss Blake  
 Mrs Carrington  
 Ms Mangera  
 Miss Wakelen

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

**Appointed persons:**

At Newnham Croft Primary School we have three appointed persons:

- Edward Ferguson (Headteacher)
- Sarah Blake (First Aid leader)

- Emma Laughlin (Office Manager)

#### **First Aid Training:**

The Headteacher will ensure that appropriate numbers of Appointed Persons, emergency first aiders, qualified first aiders and paediatric first aid trained staff are provided by the school, as identified by completion of the First Aid Risk Assessment, and that they are adequately trained to meet their statutory duties. All first aiders have to attend an assessed training course in Emergency First Aid at Work to be recognised as a first aider. We recommend that first aiders attend a refresher course every 3 years.

Where the First Aid Risk Assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Persons) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

**Note: Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.**

#### **First Aid Kit Provision:**

Our First Aid Risk Assessment has identified the following first aid kit requirements:

- first aid kits in classrooms (one per room)
- One in each disabled toilet (2 in total)
- A more comprehensive first aid kit is situated in the medical room (alongside another for off-site school trips)
- One kit for outside use, to be returned to the medical room when children are in class.

It is the responsibility of the First Aid Leader to undertake a regular check of the contents of all first aid kits at the beginning of each month.

#### **First Aid Kits contents:**

Our kits comply with the Health and Safety (First Aid) Regulations 1981 and British Standard – BS 8599-1:2011; Include assorted plasters, disposable sterile triangular bandages, eye pads, medium-sized dressings, large-sized dressings, sterile cleansing wipes, nitrile powder-free gloves, first aid in an emergency booklet, safety pins, resusci-aide, Tuff-Kut scissors, finger dressings, gauze swabs and microporous tape. Also includes children's epipens/inhalers etc.

The medical room kit also contains cling film (for burns), blue plasters (to be worn in the kitchen area) and child-sized gloves. The contents of this room are checked half termly by the First Aid Leader. A disposable heat retaining blanket is also held in the medical cupboard, along with an apron for blood spillages.

#### **Medical Room:**

The Medical Room (situated by the main entrance of the school) is designated as the first aid room for treatment, sickness and the administering of first aid and administration of medicines. The first aid room has the following facilities:

- Clean running water
- first aid kit/supplies
- a bench bed
- a freezer with ice packs
- easy access to the telephone.

**Information:**

All new staff are provided with information at induction on how to obtain first aid assistance and who the qualified first aiders are.

First aid notices naming the qualified first aiders are on display around the school, in the hallways, as well as the school offices.

**Updating:**

All first aid notices are regularly checked for accuracy and updated. Notices will need to be altered if a listed first aider leaves, moves location or does not renew their certificate. In these instances, a new first aider will often be appointed.

**Spillages of body fluids:**

These must be dealt with by a qualified first aider. Spillages of blood, vomit, urine and excrement should be cleaned up promptly. The area should immediately be cleared and cordoned off and the first aider should use the spillage kit found in the first aid box to clean up. The first aider should wear protective gloves and the apron from the medical room. The waste be cleared into the bag provided in the spillage kit.

The incident will be reported using the First Aid app tablets.. Spillage kits are also available on the coaches used for our excursions.

**Defibrillators:**

As a school we understand that there can be times when we do not have the appropriate equipment to save lives. In such circumstances we will always send for an ambulance. If however, we can gain access to equipment such as defibrillators to provide aid to persons who require sooner than emergency services can arrive, then we will attempt to. The location of the nearest defibrillator is inside the school office.

**Emergency Arrangements:**

Upon being summoned in the event of an accident, the first aider and/or appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- In the event of a serious asthma attack or allergic reaction
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a significant, rather than minor, injury (a minor injury would be considered a small scrape/cut/bruise/bump requiring a nothing more than a plaster)
- requires first aid treatment (other than a minor injury)
- Bump to the head
- requires attendance at a hospital
- if the child is subject to any child protection concerns

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. This is in addition to sending home a medical form.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

#### **Out of hours and Trips:**

The first aid arrangements for all school-managed and organised after school activities (parent's evenings, school fetes and sports activities) are considered in this policy. On occasions where there may be the need for additional provision the school will carry out a needs assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first aid arrangements with the hirer. This is managed by Helen Bracey who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first aid arrangements for school organised trips/visits are included in the risk assessment for each trip. These are reviewed for each trip/visit and the level of first aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

#### **Records:**

All significant injuries requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
  - Name of the qualified/emergency/school/paediatric first aider or appointed person
  - Date of the accident
  - Time of the accident
  - Type of accident (e.g. bump on head etc)
  - A comprehensive breakdown of treatment provided and action taken
  - An email will automatically be generated and sent to parents outlining first aid incidents.
- Records will be kept for 3 years.

If the injury is as a result of defective school equipment or grounds, or has resulted in either emergency services involvement or a hospital visit then the incident will be reported to LGSS via [www.reportincident.co.uk](http://www.reportincident.co.uk). This may result in a new risk assessment being carried out by appropriate persons.

**Review:** This policy will be reviewed annually.

Signed: Leng Lee

Position: Vice-Chair of Teaching and Learning Committee

Date: 12 June 2026