

Lainesmead Primary School and Nursery



FIRST AID POLICY

Approved by Governors

DATE: October 2025

Review date

DATE: October 2026

Signatures

Subject Co-ordinator

Mrs S Ellison

Headteacher

Mrs A Mepstead

Chair of Governors

Mr A Mulrooney

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Resilience	Cooperation	Compassion	Responsibility	Respect	Curiosity
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Lainesmead Primary School and Nursery

First Aid Policy

Purpose

This policy;

1. Gives clear guidelines to all staff regarding all areas of first aid;
2. Clearly defines the responsibilities of the staff;
3. Ensures good first aid cover is available in the school and on visits.

Guidelines

New staff to the school will be made aware of this policy when they commence their employment. This policy is reviewed and updated annually. This policy has safety as its priority for children and adults receiving first aid and safety for the adults who administer first aid.

Conclusion

The administration and organisation of first aid provision is taken very seriously at Lainesmead Primary School and Nursery. First Aid falls under the wider “umbrella” of Health and Safety within the school and as such consideration to this policy is reflected in the schools overarching Health and Safety Policy.

First Aid Policy Guidelines

Training

All support staff undertake paediatric first aid training. The Annual Certificate in First Aid awareness for Primary School's training is undertaken with The National College. Training takes place on a TD Day to ensure all support staff are available to attend.

The School Nurse service conduct an annual face-to-face training session in school at the beginning of every academic year. They provide training to instruct staff on how to administer appropriate drugs to children who are epileptic, suffer from allergies and who could have an anaphylactic shock response or asthma.

First aid kits

Teaching Assistants and Midday Assistants are issued with a small first aid bag. These are worn by the staff covering the playgrounds every playtime, lunchtime and are accessible for use in classrooms during lesson times.

First aid kits are taken on educational trips.

All supplies and resources are stored in the First Aid Room next to the school office. Staff are responsible for replenishing their first aid resources from the First Aid Room. They must inform the office staff or the School Business Manager if stocks are running low to enable reordering.

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Cuts

All open cuts are covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. Children who are allergic to plasters will be given an alternative dressing.

ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY MUST WEAR GLOVES. All blood waste should be placed in a yellow bag and disposed of in the hazardous waste bin located in the bin store at the rear of the car park. Children must never be given waste to dispose of.

Minor cuts and grazes should be attended to by staff on the playground.

Bumps to heads

Any bump to the head, no matter how minor should be treated as potentially serious. The child's teacher should be informed and a close eye kept on the progress of the child.

ALL bumped head incidents should be sent to the office for assessment and a call will be made home to advise parents to monitor their child/ren.

Contact to Parents from school regarding accidents and injuries

It is the responsibility of attending staff to inform the office of accidents or injuries that parents need to be made aware of.

It is recognised that for parents it can be very distressing to collect their child from school without having been warned prior to pick up that their child has had an accident or injury.

To avoid distress to parents the school office will telephone parents to advise of any accidents or injuries (other than minor cuts or grazes) even if the child is well enough to stay in school.

The school office will call multiple times and use all numbers available on the child's contact details directory. Calls will be made even when it is near to the end of the school day. **If a parent does not answer the telephone then an email will be sent.**

Asthmatic children and children with allergies

Inhalers are kept with children in class, teachers and support staff must be aware of children with asthma and how to help them should they have an attack. Staff are given annual training regarding the management of children with allergies. Specifically, children in this category are covered by the school's Children with Medical Needs Policy.

If attending an educational trip inhaler must be taken, it is the class teachers responsibly to identify which children this affects. They must be recorded on the educational visits risk assessment form as requiring specific medical care and a staff member must be nominated to ensure that children have access to their inhalers on the trips if required.

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Accident Books and Recording

Accident books are located throughout the school with the first aid kits. Incidents are recorded. Accident reports are retained by the school as follows:

- Adults - Date of accident + 7 year, then destroyed
- Children - Until they are 23years old or in the case of a Special Needs child, until 26 years old, then destroyed

For major accidents as listed by the Health and Safety Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). A HS1 and RIDDOR form must be completed by the School Business Manager online as soon as possible after the accident.

Accidents involving staff or visitors to the school will be recorded in the Staff and Visitors Accident Report Book. The report will be taken by the School Business Manager.

Incidents of staff experiencing harm by a child will record this as part of their completion of a CPoms incident report.

Defibrillator

The school has a defibrillator located in the first aid room. This can be used by anyone including the public (if the school is open). When operating the defibrillator clear instructions are given to follow and any equipment needed e.g. scissors/gloves are provided in the attached bag.

Calling the emergency services

An ambulance MUST be called without delay if a person is unresponsive, having difficulty breathing, has obvious signs of trauma i.e. a broken limb or is immobilised and can't move.

Dial 999, ask for ambulance and be ready with the following information:

If the ambulance is called using a mobile phone that number should be provided to the operator and the number of the main school phone line: 01793 529106

1. The location to be given is Lainesmead Primary School, South View Avenue, Swindon, SN3 1EA
2. The staff member calling must give their name
3. The name of the person needing assistance and a brief description of the symptoms they are exhibiting should be given
4. Access to the school will be given as the main school gate on South View Avenue

If a pupil is taken to hospital without their parent/carer being in attendance a member of staff will accompany them and remain with them until the parent/carer arrives.

The Health and Safety of every child and member of staff is of paramount importance and the responsibility of every member of the school community. First Aid must be attended to promptly and thoroughly with the best possible help being given. However, if in doubt professional support must always be called.

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