



First Aid Policy

Motivate • Educate • Achieve

Date of Policy: October 2022

Reviewed: January 2026

Ratified by the Full Governing Body: 27 January 2026

Date of Next Review: January 2027

First Aid Information

The correct administration of first aid by a trained first aider should be seen as paramount in safeguarding children. The procedures outlined below give advice and consistency to our administration of first aid and should be read as a minimum level of administration.

If in doubt, ask for further advice, or arrange for 999 to be called. An adult should stay with the patient during this time.

Children with specific medical needs are recorded confidentially in the staffroom, centrally in the school office and in class registers. Extra care should be afforded to these children.

Choking Procedures

- Send for help/support at the same time as dealing with a choking incident.
- Encourage the child to cough in the first instance. If this is unsuccessful, lean the child forward and using the palm of the hand, deliver five back slaps to the middle of the back. Check whether the obstruction has dislodged before continuing. *(In the case of a small child, the child should be laid across the lap of the adult to allow gravity to support the abdominal thrust).*
- If the blockage is still there, then try abdominal thrusts (these should be done by a trained First Aider if possible).
- An ambulance should be called after this 'treatment', as there could be some internal damage.
- Always contact the parents/carers after treatment.

Blood Spillage – (gloves to be worn)

- Stop the bleeding, then clean and cover.
- Only plaster if it is necessary – most cuts are better left exposed to the air.
- Blood spillage on the floor: In the first instance please call the caretaker if they are on shift. Failing that put the area out of action, use the cleaning bucket kit (labelled) located in the activities room, which is next to the medical area. Any paper towels, gloves etc. put in a yellow plastic bag, tie up the bag and dispose of straight away into the outside bins.
- Remember to lean a child forward if they have a nose bleed, and ask them to pinch their nose to stop the blood flow. (Lean the child over a sink or bucket if available.)

Administration of Plasters

- Each year a data information collection sheet is issued to children, and new starters. Any allergies are requested on that sheet. Allergies to plasters are recorded.
- Children who do not have recorded allergy to plasters can have a plaster applied if required. It is good practice to ask the child first.
- This should be recorded in the accident book and the parent informed at the end of the day.

Splinters

- If possible, splinters may be removed from the affected area as soon as possible.
- If it is too painful for the child for this to be removed, please cover with a loose plaster if possible.
- This should be recorded in the accident book and the parent informed at the end of the day.

Head Injuries and Injuries Requiring Medical Attention

Where:

- The skin has been broken.
- An injury has occurred to their head, - particular care should be taken when administering first aid. Any swelling or bruising should be noted and advice taken from our trained first aiders. They may take further advice from a member of the SLT.

This may lead to a number of actions:

- A medical intervention note will be issued to
 - EYFS/KS1 the class teacher to give to the parent at the end of the day.
 - KS2 the child to take with them.
- Parents can be informed directly by the school if there are further concerns.
- If the child is staying in school, the teacher will be asked to monitor the child's health and to report any changes or concerns to a first aider.
 - *In the case of a bump to the head, the medical monitoring record should be used. (see appendix 1)*
- Should the School have more serious concerns, further medical intervention would be sought as a matter of urgency.
- The Head Teacher, Assistant Head Teachers
- or Business Manager would phone 999 asking for an ambulance- Information about our number and address would be needed.
- Information regarding the age, gender, condition of the child will be passed to the emergency services.
- They will then call the child's parents.
- A member of staff will be sent to the school gate to direct the emergency services to the main entrance.
- All other children are to be kept away from the area where the child is being kept for their privacy.
- A member of School staff is to stay with the child during this time, and if the parents are not available, will accompany if they need to travel to hospital.
- This sequence of events can also be applied to any injury which in the opinion of the school needs further medical advice and support.
- If in doubt – **seek advice**.

Personal Protection

- When dealing with any bodily fluid spillage always wear gloves and apron (available in First Aid trays).
- Use disinfectant spray if necessary.
- Have a second adult there if looking at any part of a child that is 'sensitive' or of an intimate nature. This is for the safeguarding of both the child and the adult and should be recorded.
- Yellow bags are stored in the First Aid trays and the school office – these can be used for disposal of bodily fluids.

First Aid Book

- This is a legal document and needs to be kept until the child entered in the book reaches the age of 25 years old.
- Every entry needs to be accurate, e.g. the spelling of child's name, class, name of person who has administered First Aid (not signature).

Our School Values: *We are respectful, ambitious, creative, inclusive, independent and we persevere.*

- Any medical intervention for a child must be recorded in the First Aid Book.
- No accident to staff should ever be recorded in First Aid Book – this is a breach of confidentiality. Accidents involving staff should be recorded on a Birmingham City Council accident form stored in the Business Manager's office. This will then be forwarded on to Birmingham City Council.
- Details of the injury should be recorded as accurately as possible, e.g. details of what finger cut, grazed, bruised etc.

First Aid Administered to Staff and Visitors

- Should an adult require first aid, in the case of a minor injury, this can be self-administered.
- In the case of a more serious injury, advice should be sought from a trained first aider who can administer the first aid.
- A decision will then be made by the Head Teacher, or in the case of their absence, by the Assistant Head Teachers, in conjunction with the staff member and the first aider, as to their fitness to continue to work. This may lead to a temporary covering of their duties to allow them time to recover, or to their releasing from duties for a period of time.
- In all cases, a record of the injury and how it was sustained will be made and any actions required under Health and Safety at Work Act 1974 will be carried out.
- Birmingham City Council will be notified once the individual completes the online 'accident form'.
- In the case of a serious medical emergency, a trained first aider would administer any treatment that is within their training and the emergency services would be called (as in procedure outlined above)

Defibrillator

The School has a defibrillator which is located in the staffroom. This can be operated by any adult in the event of an emergency. It is fully automated and will take the operator through the emergency procedure. It cannot harm the patient through its use. The emergency services will be called by another adult whilst the defibrillator is being administered.

First Aid Kit

Emergency first aid equipment is located in the first aid trays and in the main school office during the school day. Small first aid kits are available from the staffroom and will be taken out during lunch times, so that basic first aid can be administered by lunchtime staff. More serious injuries must be sent in to the first aid station. During break times pupils are sent into school to the designated person on first aid duty. During all off-site visits, it is the responsibility of the person in charge of the visit to ensure that first aid equipment is taken.

Spare Supplies

If any supplies are running low, then please inform the office. This ensures that new supplies are ordered on time.

Ice Packs

- Ice packs are disposable.
- If an ice pack is used on a swelling, then the injured child needs constant supervision.
- A text message is sent home to inform parents.

Sending a Child Home

Always follow school procedures when sending a child home and check with the Head Teacher or a senior member of the leadership team (in the Head Teacher's absence) in the first instance.

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Monitoring

This policy will be reviewed annually and reviews shared with the Full Governing Body.

Staff First Aider List as of January 2026

NAME	POSITION	COURSE TITLE / QUALIFICATION	START DATE	EXPIRY DATE
Gilly Harris	Teacher	First aid outdoors – inc Paediatrics	25/09/24	25/09/27
Derek Higgins	Head Teacher			
Poppy Mills	Reception TA	Level 3 Paediatric First Aid	22/9/25 23/9/25	23/9/28
Julie Silvester	Class TA and Lunchtime Supervisor			
Suzanne Beranová	Teacher	Paediatric First Aid	27/01/2022	27/01/2025
Wendy Shannon	Teacher			
Kath Bates	Lunchtime supervisor	Emergency First Aid	06/09/2022	06/09/2025
Caroline Benzie				

NB All staff will receive Basic First Aider Training on our next teacher training day: 22/05/26