

St Oswald's C of E Primary School

First Aid Policy



Policy Approved: **November 2025**

Next reviewed: **November 2026**

Introduction

The purpose of this policy is to ensure that all staff are aware of the procedures to be followed in the event that a child is injured or becomes ill at school. The school takes its responsibility to administer first aid very seriously. The majority of lunchtime staff, teaching assistants and office staff undertake Paediatric First Aid/Emergency at Work First aid training or a First Aid Awareness course, but there may be some practical delay in the provision of this training for new starters.

All staff, when dealing with first aid, should only work within the limitations of their training and competency and, when faced with issues beyond this, should refer to a trained first aider. It is the responsibility of all staff to ensure they follow the guidance in this policy; complete accident forms as required and alert the School Office if they become aware that First Aid supplies are running low. Staff who deal with any incidents requiring First aid should ensure that the supervision of other children is not compromised whilst they administer any necessary treatment.

Minor injuries

During lessons, where possible, minor injuries should be dealt with by the first aid trained member of classroom staff. If there is only one member of staff supervising the class or a first aid trained member of staff is required and there is no-one available, the child should be sent to the office, accompanied by another child if required.

During break time, minor injuries should be dealt with by the first aid trained member of supervising staff. If there is no-one available, the child should be sent to the office, accompanied by another child if required.

During lunchtime, all minor injuries should be dealt with by the first aid trained lunchtime staff.

If an injury requires cooling (bumped heads, swelling or bruises), care should be taken to ensure that cool packs are not too cold. These should be wrapped in a paper towel if necessary and not left on for any length of time. Cool packs should be wiped before and after use.

Information on children who are allergic to plasters is held on Arbor. This information should be shared with relevant staff, including lunchtime staff. Children should be asked if they are allergic to plasters if these are required to treat an injury.

Hygiene/Infection Control

All staff are advised to take precautions to avoid infection and must follow basic hygiene procedures. Single-use disposable gloves are kept in all first aid kits and hand-washing facilities are available in all classrooms, in addition to toilet areas.

Clearing up of bodily fluids

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges must be cleaned up immediately. The person cleaning the fluids must wear appropriate PPE (e.g. apron, gloves, overshoes). When spillages occur, the area will be cleaned using a product that combines both a detergent and a disinfectant, used in accordance with the manufacturer's instructions. The fluids should be cleaned up

with disposable material and not mops, the clinical waste will then be discarded of appropriately in sealed bags.

Emergency Services

The decision to call an ambulance will vary from case to case, but staff are strongly advised to administer First Aid and call an ambulance if:

- a child appears not to be breathing, is having chest pain, or is struggling for breath, possibly breathing in a strange way appearing to 'suck in' below their rib cage and using other muscles to help them to breathe; • If they have a severe injury that is bleeding profusely and you are unable to stop with direct pressure on the wound;
- a child is unconscious or unaware of what is going on around them or experiencing weakness, numbness or difficulty speaking;
- a child has a fit for the first time, even if they seem to recover from it later. It is important to phone an ambulance if someone is having a seizure and the fit last longer than 3 minutes;
- a child has a severe allergic reaction it is important to administer their Epipen (if they have one) and then phone an ambulance immediately;
- a child is burnt and the burn is severe enough that you think it will need dressing – treat the burn under cool running water and call an ambulance. Keep cooling the burn until the paramedics arrive – look out for signs of shock;
- a child has fallen from a height, been hit by something travelling at speed (like a car) or been hit with force whilst doing combat or contact sport and there is a possibility of a spinal injury – if they are conscious keep them completely still and get an ambulance on the way. If they are on their back, unconscious and breathing – very carefully roll them into the recovery position and then phone an ambulance – if they are unconscious and not breathing start CPR – and do one minute before phoning for an ambulance.

Serious injuries

In the event of a serious injury, parents/carers must be contacted by telephone. A form CF50 or CF50A should be completed, including details of any investigation into the accident. Completed CF50 and CF50A forms should be completed and passed to the Business Manager to send onto Leeds City Council and file,

Recording and Communication

An accident form needs to be completed for all minor injuries by the person witnessing the incident or providing the First Aid. The forms should be given to the office who will contact the parent/carer appropriate.

In the case of Pre-School children, an accident form is completed and given to the Pre-School staff to upload to Tapestry and then either send home in the child's bag or discuss with the parents. A copy is to be sent to the office to record on Arbor.

In the case of Reception children, an accident form is completed and given to the Reception staff to either send home in the child's bag or discuss with the parents. A copy is to be sent to the office to record on Arbor.

First aid forms will be scanned to Arbor and therefore retained for future reference if required.

Where a child has bumped their head or had any injury to or near the eye at break time or lunchtime, this information should be passed on to the classroom staff so that they can monitor the child for the rest of the day. Classroom staff should then communicate this directly with a parent or carer at the end of the day. Where a child is walking home from school on their own or attends Ozzie's, staff should contact a parent or carer by telephone to inform them of the incident.

Reporting Safeguarding concerns

When dealing with first aid, all staff should be alert to injury or other indicators of abuse as set out in Appendix 1 of the school's Safeguarding and Child Protection Policy or repeated injuries or patterns of injury over time which may be signs of bullying or self-harm. Any concerns should be reported as soon as possible using a cause for concern form or CPOMs as appropriate. Serious concerns should be reported immediately to the Designated Safeguarding Lead or one of the school's designated Safeguarding officers.

Illness

Where a child becomes ill during school and needs to be sent home, the class teacher should advise the office staff to make the required contact.

Where there are attendance or other issues, staff should liaise with the Family Support Worker before a decision on sending a child home is taken.

When a child has been sick or has had an episode of diarrhoea in school, parents/carers should be advised that the child is not able to return to school until 48 hours from the last episode of sickness or diarrhoea, unless another cause for this is known.

First aid equipment

The main stock of First aid equipment, including stock for Ozzie's (and small First Aid kits for trips) is kept in the cupboards outside the main school office and available to all staff. Other First aid kits are located in:

- Nursery
- Link corridor outside the Reception classroom
- Aspen classroom (for Forest school)
- Kitchen

As guidance, the following items should be included in the First aids kits:

- Assorted plasters/larger adhesive dressings
- Blue plasters (kitchen only)
- Non-Adhesive Dressing & Microporous Tape
- Antiseptic Wipes
- Disposable Gloves
- Waste Bags
- Eye Pad
- Finger dressing
- Eye wash
- Heat Blanket

- Triangular Bandage

It is the responsibility of the office staff to monitor the overall levels of the First aid equipment in the stock cupboard and replenish as required but all staff should be vigilant and advise the Office if they notice an item is in short supply.

There is a ***defibrillator*** in the medical cupboard with full instructions for use.