Original Date Written	Latest Date Reviewed	Date for Review
May 2022	September 2026	September 2027

Marlborough St Mary's CE Primary School

MARLBOROUGH ST MARY'S PRIMARY SCHOOL

First Aid Policy

Together we believe, learn and achieve

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First Aid Policy

Rationale

Everyone on site, including children, staff, contractors and volunteers need good quality first aid provision. Clear and agreed systems should ensure that everyone is given the same care and understanding in our school. This care should extend to emergency first aid provision on-site and during off-site visits.

This policy has safety as its highest priority. All new staff will be given a copy of this policy as part of their induction and shown the medical board in the staffroom with details of all pupils (including photos where applicable) with medical conditions in case this impacts on any first aid treatments. There will also be a copy of details of all pupils with medical conditions in the front of the First Aid Folder.

Purpose

This policy:

- Gives clear structures and guidelines to all staff regarding all areas of first aid
- Clearly defines their responsibilities
- Ensures good first aid cover is available both in school and on external visits.

Conclusion

The storage, organisation and administration of first aid is taken very seriously at Marlborough St Mary's and we review and check on the safety and systems that are in place in this policy, and, where appropriate, update procedures. Our school takes part in the Health and Safety Audit Checks by Wiltshire LA.

First Aid Guidelines

It is important to note that there is no legal requirement for staff to hold First Aid Certificates, and therefore should a child require help the principle of acting "in loco parentis" applies. However, if it is felt that an incident is serious then the child should be treated by a trained First Aider.

First Aid Training

The school adheres to the Local Authority recommendation as follows: "*Primary schools with 0-100 people: 1 first aid at work qualified First Aider and 1 relief to provide cover for absences. Thereafter 1 additional first aid at work qualified for every 100 persons on site.* ***Plus*** *1 qualified paediatric first aider and 1 relief to provide cover for absences where children under five years of age are present"*

As a result, we will adopt the following principles: -

- There will be at least **eight** First Aid at Work trained members of staff who will have completed the 3-day First Aid at Work training and who will lead on First Aid provision. They will be distributed as a minimum across the following areas: 2 KS1, 2 KS2, 1 Office, 1 Kitchen, 1 sports leader and will include coverage of Breakfast & After School Clubs. The 3-day First Aid at Work training is sufficient to cover Kitchen & Sports environments.
- We will strive to ensure a minimum of **five** First Aid at Work trained staff are on site during the school day and at least one First Aid at Work trained individual is on site during Breakfast and After school club.
- All Reception staff will hold a Full Paediatric First Aid certificate (12-hr course).
- In addition, there will be 2 Mental Health First Aiders.
- There will be Emergency First Aid trained (one day course) staff across each Key Stage.
- Any Forest School leader will also complete the Outside Learning First Aid course before undertaking such activities.

Refresher training or re-qualification will take place within the appropriate timescale for all courses.

It is noted that completion of the '**Emergency First Aid'** course (1 day) or similar, whilst useful, does not allow someone to be included in the numbers of trained first aiders.

First Aid Co-Ordinators

There will be an appointed First aid Co-Ordinator and deputy First aid Co-Ordinator who will take charge of first-aid arrangements. The role of the appointed persons includes looking after and maintaining first-aid equipment and facilities; maintaining First Aider lists around the school; liaising with the Local Authority on any reportable incidents; and calling the emergency services when required. In addition, a member of the office team co-ordinates training and ensures timely re-qualification and minimum numbers of First Aid trained staff are on site as per policy.

Signage

The names of the nominated first aiders will be displayed throughout the school, including the school office, staff room, KS1 & KS2 corridors. The names of the First Aid Co-ordinator and deputy First Aid Co-ordinator will be displayed in the school office.

First Aid Kits

There are First Aid Kits located outside the office, in the kitchen, in each classroom plus 2 mobile kits which are used for lunchtime playground provision. Minor first aid incidents should be dealt with in situ and recorded on a First Aid form. If this is not possible, children should be taken to the school office or a first aider should be sent for.

In each play area, a member of staff will collect a mobile First Aid kit and First Aid form pack; and will deal with minor first aid incidents in the playground.

Completed First Aid Forms will be placed in the First Aid Folder located at the school office, on completion of the playground shift/by the end of the school day.

First aid items are stored in the First Aid cupboard outside the office. The School Business Manager should be informed of low stock so that subsequent orders can be made. All First Aid

equipment/consumables are reviewed annually for Best Before dates and stock levels. There is a mandatory list of items to be included in the school's first aid kit.

Travelling first aid kits **will be** available on all coaches, minibuses and vehicles used to transport pupils and staff.

Anaphylaxis kit, Defibrillator and Emergency Asthma Inhaler

These items are located in the First Aid area by the School Office.

Administering First Aid

This will take place either at the place of incident/the office or where the first aid equipment/resources are based. In general, we will deal with incidents as per below, however the First Aider will make the final assessment of appropriate treatment.

CUTS

- The nearest adult deals with small cuts. Some cuts should be left uncovered to heal after they have been treated with water/antiseptic wipes where appropriate
- Where appropriate (for an open cut) a plaster can be applied, once checks have been made to ensure children are not allergic to them.
- For more severe cuts a 'First Aid at Work' trained first aider must attend to the patient to give advice. (Steri strips SHOULD NOT be used).
- All cuts should be recorded on a First Aid Form and placed in the First Aid Folder and parents informed in more serious cases.

ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES.

HEAD BUMPS

- All bumps to the head must be attended to by a First Aider (Emergency First Aid or First Aid at Work trained member of staff) and the incident recorded in the First Aid folder. All staff will know the procedure for dealing with a bump to the head.
- If a child suffers a head bump, they are given an "I bumped my head today" wristband and a "red letter" which they should show to their class teacher and the child should be monitored throughout the day for signs of drowsiness and/or distress.
- The member of staff dealing with the head bump should also inform the teacher of the incident in a timely manner.
- The child should take the "red letter" home to their parent/carer.
- Where possible, teachers will alert parents to the head bump at school pick up.
- Where it is deemed a serious case, the head bump should be assessed by a First Aid at Work trained first aider, parents notified immediately and asked to pick up the child, to take them for treatment. In some circumstances, the school may also seek professional medical attention.

INFECTION CONTROL/BODILY FLUIDS

- Appropriate personal protective equipment (e.g. non-sterile disposable gloves/apron) should be worn when dealing with blood and body fluid spillages. If the spillage is extensive, or

splashing is likely to occur while cleaning up, additional PPE should be worn (e.g. eye and face protection).

- Please place any blood or bodily fluids in a hazard waste bag and place in the hazardous waste bin
- Wash surface area with disposable paper towels and a solution of general-purpose detergent and warm water.
- Dry surface area or allow to air dry.
- Discard paper towels and disposable PPE into hazard waste bag and place in the hazardous waste bin.
- Perform hand hygiene.

School Trips/Residential Visits

All off-site activities, as a minimum, will have access to a First Aid kit and any incident recorded in the First Aid folder on return. Depending upon the activity, a Risk Assessment may be completed prior to the activity/trip and the requirement for a First Aider will be reviewed.

In the case of a residential visit, school staff, school first aiders and/or residential staff first aiders will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre. Any significant incidents will be reported and reviewed on return from the visit.

First Aid folder / Accident Book

All First aid incidents which require treatment should be recorded on a First Aid Form and placed in the First Aid folder located by the office. More serious incidents will also be recorded in the Accident book which is kept at the school office and the First Aid Co-Ordinator and Headteacher should be informed as soon as possible after the incident.

For major accidents, a further Accident form (in the Accident book) must be completed within 24 hours of the accident. These forms are located in the office. These forms need to be signed by the Headteacher and the incident should also be reported by completing the online form on the Wiltshire Council Right Choice portal. Where appropriate/necessary, completing this form with automatically submit a form to RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), which in turn submits a form to the HSE (Health & Safety Executive).

Calling and dealing with the Emergency Services

If a First Aider deems that emergency professional medical attention is required, they should firstly remain with the casualty. Depending upon the patient's location, the nearest phone should be sought and the emergency call made. In cases where the patient is not near a desk phone, then the nearest mobile phone should be sought and used.

The following procedure will be adopted when requesting an **ambulance - dial 999, ask for an ambulance and be ready with the information below.**

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number (mobile if appropriate)
2. your name
3. your location

4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code (school – SN8 4BX). What3Words may also be quoted – Switched.Winemaker.Barn.
5. provide the exact location of the patient within the school setting
6. provide the name of the child, their date of birth, and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. A copy of this Emergency Call procedure should be kept in all First Aid Kits

In the event of the emergency services being called, a member of the admin staff OR another member of staff should wait by the school gate and guide the emergency vehicle into the school or to the appropriate location. Additional keys may be required from the Key Safe in the SBM office, or gate codes communicated, to enable emergency vehicle access from the nearest access point to the patient.

If the casualty is a child, their parents should be contacted immediately and given all the information required so their parents can either go to hospital with them or if not practicable to meet them at the hospital. If the casualty is an adult, their next of kin should be called immediately and arrangements made. All contact numbers for children and staff are clearly located in the school office and/or can be found on Arbor.

In the case of non-urgent hospital treatment, parents/next of kin will be informed and arrangements made for the parents to collect their child to seek medical attention.

It is vital therefore, that parents and staff provide the school with up-to-date emergency contact names and telephone numbers. A reminder to update any changes to emergency contact details will be sent out to all parents/carers at the beginning of each academic year.

Policy Review

A review of this policy will be conducted annually or when there is a relevant change or after a more significant incident, to enable lessons to be learnt.

Factors to be considered as part of the annual review include:

- history of incidents – accident stats can indicate the most common types of injuries, times and locations
- the nature, year group and number of pupils
- the size of the school and that it is split over a large area
- the remoteness of the site from emergency medical services
- other groups of people on a shared site
- school trips
- leave and other absences of first aiders
- number of first aiders and expiration of First Aid certificates
- the consequences of teaching staff having to leave classes to administer first aid
- the risks involved in a specific activity, e.g. PE, science, D&T, pirate ship
- Out of hours activities i.e. sports activities, clubs, Breakfast and After school club

Related documents/policies: -

- Health & Safety Policy
- Medical Conditions Policy

Appendix: School Based Nursery Update August 2026 – First Aid

1. Context & Scope This addendum updates the Marlborough St Mary's CE Primary School First Aid Policy (reviewed June 2026) to reflect specific statutory requirements and operational procedures for the school-based Nursery setting. It applies to all Nursery children (aged 2, 3, and 4), Early Years staff, and visitors.

2. Paediatric First Aid (PFA) Staffing Requirements

- **Statutory Compliance:** In accordance with Early Years Foundation Stage (EYFS) statutory framework requirements, at least one person who has a current full Paediatric First Aid (PFA) certificate (12-hour course) will be on the premises and available at all times when Nursery children are present.
- **Ratio & Cover:** To ensure continuous cover, all core Nursery lead practitioners will hold a valid 12-hour PFA qualification. PFA coverage extends to cover staff absences, lunchtimes, and wrap-around provision.
- **Outings:** At least one member of staff with a current full PFA certificate will accompany Nursery children on any off-site trips or local outings.

3. First Aid Kits & Equipment for Early Years

- **Location:** A dedicated Nursery First Aid Kit, specifically stocked for 2–4 year olds, is situated in the main Nursery setting and re-stocked regularly by the First Aid Co-Ordinator.
- **Mobile Kits:** Portable travel first aid kits are carried by staff during outdoor play, garden sessions, and off-site visits.
- **Emergency Medication:** Paediatric emergency equipment, including individual auto-injectors (EpiPens) and asthma inhalers, is stored in a secure, clearly labelled location accessible to staff but out of reach of children.

4. Incident Reporting & Parent Notification

- **Early Years First Aid Records:** All minor injuries, bumps, cuts, and scrapes occurring in the Nursery must be recorded on a First Aid Form and logged in the First Aid folder.
- **Head Bumps & Serious Injuries:** Parents/carers are notified promptly of any head injury or significant bump via phone or direct message on the day. Children receiving treatment for a head bump will wear an "I bumped my head today" wristband and be issued a red letter for home.
- **Parental Acknowledgment:** Parents/carers are required to sign/acknowledge the First Aid record at pick-up time for any treatment administered during the Nursery session.

Appendix 1

Frequently Asked Questions

Q. Can a first aider be held liable in some way after administering treatment?

First Aid Policy (HS010s) February 2021

A. No, any claim against an employee would be covered by Risk Protection Assurance, provided the member of staff was acting in good faith and without malice.

Q. Can someone who is not a trained first aider administer first aid?

A. Yes, if no qualified first aider is available, or there is a delay in first aid treatment, then a non-trained person can provide assistance if they do so reasonably and in good faith.

Q. Can a first aider provide pain killers or other medicines?

A. No, medicines should not be kept in a first aid kit, this includes tablets, lotions, potions and other items.