

Policy:	First Aid Policy October 2025	
Status:	Statutory	
Review Date:	3 years – Oct 2028	

First Aid Policy Statement:

Rationale

Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

Purpose

This policy;

- 1) Gives clear structures and guidelines to all staff regarding all areas of first aid;
- 2) Clearly defines the responsibilities of the staff;
- 3) Enables staff to see where their responsibilities end;
- 4) Ensures good first aid cover is available in the school and on visits.

Guidelines

New staff to the school are made aware of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority for the 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 St Botolph's. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the Health and Safety checks by Leicestershire County Council.

First Aid Policy Guidelines:

Training

All staff are offered emergency first aid training and all staff undertake a rolling program of retraining.

First aid kits

A first aid kit is available on the playground at lunchtime/breaktime.

First aid kits, as well as first aid record books, are stored in each classroom and in the Medical room, located in the admin wing. An emergency first aid kit is available for use during out-of-school visits. There is also a first aid kit, once through the school internal doors, near the main entrance, which can be used by external agencies in the evenings and weekends.

Cuts

All open cuts should be covered after they have been treated with a sterile 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.

All minor injuries should be recorded in the minor injuries accident book. More serious injuries including bumped heads should be recorded in the serious injuries accident book.

ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR GLOVES. All blood waste should be placed in a yellow clinical waste bag and disposed of in the yellow clinical waste bin in the Medical room.

Bumped heads

Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child should be given a wristband to wear indicating they have bumped their head. The child's teacher should be informed (and given a red slip with details of the accident and injury on it) and will keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book with the white slip being sent home for parents. A courtesy call should also be made to parents.

Asthma Inhalers

All children with asthma are requested to wear a bum bag, with their inhaler in it, at all times. There are spare inhalers kept in the medical room for emergencies.

AAI's

AAI's belonging to children with severe allergies are kept in a very visible location in the medical room.

Diabetes

Staff who are in close contact with diabetic children undergo thorough training by the Leicester Diabetes in School team. Children are requested to wear a bum bag, with the essential equipment for their diabetes, in it at all times.

Accident file

The accident books are located in the Medical room and should be completed for every incident where first aid is administered. Old accident books are also stored in the Medical room.

For major accidents, please complete an accident/incident form available from the school office as these need to be reported via Assessnet.

Defibrillator

There is a defibrillator located on the wall of Iveshead swimming pool. This can be used by anyone including the general public. There is an additional defibrillator located in our first aid room, in the admin wing. This can be used by members of staff within school. When opening the defibrillator clear instructions are given to follow and any equipment needed e.g. scissors/gloves are provided in the attached bag. You will need to take a mobile phone with you.

Calling the emergency services

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

1. Your telephone number: 01509 503387 or a mobile if you have one to hand
2. Give your location as follows: St Botolphs C of E Primary School, Forest Street, Shepshed
3. State that the postcode is: LE12 9DA
4. Give exact location in the setting: St Botolphs C of E Primary School on the Iveshead School campus at the top of Loughborough Road (the primary school is a pink building adjacent to the swimming pool)
5. Give your name:
6. Give name of child and a brief description of child's symptoms:
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.

It is important to:

Speak clearly and slowly and be ready to repeat information if asked and be prepared to answer if the patient is breathing prior to giving any other details.