

## Sutton Veny CofE Primary School

### First Aid Policy

**Together**, through **friendship**, in **peace** and with **courage**, we reach for the stars.

Colossians 3:12: '**clothe yourselves** with **compassion, kindness, humility, gentleness** and **patience**.'

#### **Introduction**

At Sutton Veny CE Primary School we want the very best for every child and so we provide an environment where they will be safe, happy, thrive and succeed. First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation our school will ensure that there are adequate and appropriate equipment and facilities for providing first aid in our setting. The guidance for this policy is taken from the document- Guidance on First Aid for Schools - updated 2022

#### **Community Consultation**

The school consult on the development of the First Aid Policy with a wide-range of stakeholders identified below:

- Headteacher
- Medical Needs Coordinator
- SENCO
- School Staff
- Governors
- The Local Authority

Mrs Hazel Bell is currently the SENCO and Medical Needs Coordinator; she is responsible for coordinating the provision of children with medical needs across the school alongside First Aid in the school. Mrs Bell can be contacted via email or telephone:

Email: [admin@suttonveny.wilts.sch.uk](mailto:admin@suttonveny.wilts.sch.uk)

Tel: 01985 840428

#### **Risk Assessments**

There is a thorough risk assessment for the First Aid needs of the school - **see appendix 1**

#### **Record Keeping for children**

A record should be kept of all first aid administered, even if it is for a minor incident. The accident book is kept in the first aid room and as each class currently has their own first aid kit used by staff with the first aid qualification and/or paediatric first Aid qualification.

- All incidents resulting in injury that require first aid are reported in the accident book.
- Parents are informed of the injury with the top green copy from the accident book. It shows the date, time, place This also outlines the injury, symptoms and any treatment given alongside if the parent has needed to be informed
- Currently, due to GDPR the back slip is kept in the first aid cupboard and when the book is complete it is kept in a locked cupboard in the office.

## **Record Keeping for Staff injuries**

Staff should complete the accident book if they sustain an injury at work. An injured member of staff or other supervising adult should not continue to work if there is a possibility that further medical treatment is necessary. The adult should seek medical advice without delay and inform a senior member of staff.

In any incident that causes injury, or requires first aid to be administered, the senior member of staff will follow the 'Is an Incident Reportable?' guidance and decide whether the incident must be reported to the Health and Safety Executive by going to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) or telephoning 0845 300 9923.

## **Staff Awareness and Training**

The DfE statutory framework requires that in addition to first aid at work qualified staff, at least one person has a current paediatric first aid certificate. To be considered a First aider, staff must hold the certificate: First Aid at Work. A list of first aiders is kept in the office, first aid room and staff area.

Staff are also trained in Paediatric first aid due to the children in Early Years Foundation Stage.

The new certificate takes effect three months after expiry.

## **General Emergency Procedures**

Where necessary, two trained members of staff will support each other in the administering of First Aid. It is very important to not feel isolated in these situations. Personal protection needs to be worn: gloves and aprons to safeguard the staff member dealing with any bodily fluids. First aid, where possible takes place in the first aid room. Due to the usage of the room, there may be occasions where first aid takes place in the key stage one area.

## **Procedures**

In school:

- In the event of an injury or medical emergency, contact the appointed first aiders.
- Any pupil complaining of illness or who has been injured is seen by a qualified first aider and, where appropriate treated accordingly. Constant supervision will be provided.
- Parents are contacted if there are any doubts over the health or welfare of a pupil
- If the child sustains a head injury, a separate letter is also sent out alongside informing the parents
- All serious accidents should be reported to the Headteacher/Deputy headteacher and Medical Need's Co-ordinator
- If the situation is life-threatening, then an ambulance should immediately be called (999) or (112) without waiting for a member of the leadership team/Medical Need's Co-ordinator.
- In rare incidents, if it may be necessary to transport a pupil to hospital this will be when parents cannot be contacted and/or cannot arrive quickly or if first response advise that it is appropriate to transport a pupil to hospital without using an ambulance. (In such cases, staff should ensure that they have specific cover from their insurance cover).

An adult will need to:

- Phone hospital with child's name and doctor
- Have written details of the accident.
- Phone parent to ask to meet at hospital.
- Take child to hospital with an additional adult.
- Complete accident book details on return if not already completed.

### **First Aid Accommodation**

The first aid room is in the key stage 2 corridor.

### **First Aid Kits**

The first aid cupboard contains wound dressings, bandages, micro pore, triangular bandages, antiseptic wipes and gloves. The suggested list of required contents is checked annually. The first aid kits are correctly stocked and these are checked termly by an appointed person (Hazel Bell).

The contents are as follows located in the **first aid box in the first aid room.**

- A general first aid leaflet
- 20 individually assorted sized sterile dressings
- 2 sterile eye pads
- 4 Individually wrapped triangular bandages
- 6 Individually wrapped sterile un-medicated wound dressings
- 2 large sterile individually wrapped un-medicated wound dressings
- Pairs of disposable gloves
- Spill kits

**Automated External Defibrillators-** There are two located within the school premises- one by the entrance to the village hall (used by the school during the day) and another one in the first aid room.

### **Residential Trips and Visits**

All staff leading a trip/learning activity outside the classroom, need to complete a risk assessment and specifically identify any first aid needs and take the appropriate medication to support children with medical needs who may require first aid.

For off-site activities, first aid kits need to be taken. These are available in large rucksacks along with grab bags that are also kept in the classroom. The correct items as stated below, need to be taken on any activity outside the classroom.

- A general first aid leaflet
- 6 individually assorted sized sterile dressings
- Individually wrapped moist cleaning wipes
- 2 Individually wrapped triangular bandages
- 2 safety pins
- One large sterile individually wrapped un-medicated wound dressings
- Pairs of disposable gloves

Emergency numbers for parents are available from the office. For children with more complex medical needs, their telephone numbers will be taken with them in case of an emergency.

### **Roles and Responsibilities**

**The Headteacher of Sutton Veny C of E primary school has a responsibility to:**

- Put the Governing Body's policy into practice and for developing detailed procedures
- Ensure that parents are aware of the school's health and safety policy
- Provide the adequate training for staff members- First aid at work
- Ensure that the correct number of staff are trained in paediatric first aid
- Keep a record of any reportable injury
- Ensure that the correct cover is in place throughout the school day

### **The Medical Need's Co-ordinator at the school has a responsibility to:**

- Create and communicate clear school policy, systems and procedures with all staff
- Attend any relevant training
- Monitor staff training and identify staff training needs annually with the relevant first aid qualifications and update them three months before expiry
- Update new staff and supply staff of the first aid arrangements
- Monitor the types of injuries that occur

### **The Teaching Staff at the school has a responsibility to:**

All Teaching Staff in our school have the responsibility to:

- Follow up with parents if an injury has occurred

### **Trained First Aiders**

Trained First Aiders in our school have the responsibility to:

- Administer basic first aid
- Follow basic hygiene procedures- wear gloves if there are bodily fluids
- Take the first aid grab bag out when with the children. This includes during PE
- Use the central first aid book to write the green slips
- Due to the risk of SEPSIS, cover all open wounds that occur at school with a plaster/dressing. If a child comes to school with an open wound, this needs to be covered at school (however small) and a green slip written.
- Stay with the child if there is a head injury, inform parents and provide the letter to support aftercare.
- Give the green slip to the child notifying the time/date and injury type if a telephone call is not required. Then pass information onto class teachers so they can convey that first aid was required.
- If a child gets a splinter at school and it is easily accessible, then a trained first aider can remove it. If a splinter is embedded or deeply rooted, then a plaster must be applied and the parents/carers informed.
- Put any bodily fluids into the yellow clinical waste bags that are provided. These need to go straight into the bin outside.
- Place any tissues with blood into the sanitary bins provided and not into the class waste bin
- Oversee that first aid grab-bags are stocked regularly
- Familiarise themselves with the location of the Defibrillator kits which are in the first aid room and outside the village hall

### **Insurance**

- Wiltshire Council fully indemnifies its staff against claims for alleged negligence providing they are acting within the scope of their employment. The administration of medicines falls within this definition so staff can be reassured about the protection their employer provides. The indemnity would cover consequences that might arise where an incorrect dose is inadvertently given or where administration is overlooked. It also covers the administration of emergency medication when given according to an individual child's protocol. In practice, indemnity means that the Council and not the individual employee will meet any costs of damages arising should a claim for alleged negligence be successful. In practice, it is very rare for school staff to be sued for negligence and any action is usually between the parent and employer.

### **Consistency of Policies**

This policy should be read alongside the following other school policies:

- SEND and Disability Policy

- Intimate Care Policy
- Support Children with Medical Condition Policy

<b>Approved by:</b>	Curriculum and Pupil Welfare Committee	<b>Date:</b> 27/11/2025
<b>Last reviewed on:</b>	October 2025	
<b>Next review due by:</b>	October 2026	

<b>First Aid Risk Assessment</b>	
<b>Name of School:</b> Sutton Veny CE Primary School	
<b>Address of School:</b> High Street, Sutton Veny, Wiltshire BA12 7AP	
<b>Person(s)/Group at Risk:</b> Staff, Pupils, Contractors, Visitors	
<b>Area:</b> First Aid Needs/Provision	
<b>Type of Assessment:</b> Initial Assessment/Review/Following Incident*	
<b>Date of Assessment:</b> Written 30/10/2025	<b>Assessor:</b> Hazel Bell

Significant Hazard and possible Outcomes/injuries	Control Measures in Place	Are any additional measures or actions required? (if yes put on the Action Plan)	
		Yes	No
<p><b>Environment</b></p> <p>The school is classified as Low risk – Primary. However, it is important to note that the school is in a rural village.</p>	<ul style="list-style-type: none"> <li>The First aid room is in the KS2 corridor near the school office. Frome Hospital is the closest minor injury unit to the school (approx 10 miles)</li> <li>First Response can get to the school in approx. 8 minutes.</li> <li>The fire station is approx 3 miles away</li> </ul>		No
<p><b>People on site</b></p> <p>How many people are present on the site? Remember to include staff, pupils, visitors and contractors.</p> <p>Do they know what the first aid arrangements are for the site?</p> <p>Have they other information available to them (how to contact emergency services)?</p> <p>Are there people with special health needs on the site? Do they have health conditions or illnesses</p>	<ul style="list-style-type: none"> <li>There are a total of 185 persons (approx.) on site, including staff, children and visitors.</li> <li>First aid arrangements are covered on induction training and subsequent changes brought to their attention.</li> <li>There is a list of local external contacts (GPs, nearest hospital etc.) readily available for staff to use (on the First Aid board)</li> <li>Cleaning staff have been informed what the process for first aid provision is whilst on site.</li> <li>The first aid arrangements and other information are available to all including supply staff, work experience placements and employees</li> <li>Lists of all first aiders and appointed persons are displayed prominently throughout the site- in the first aid room, the office and staff area</li> </ul>		No

<p>that may require sudden, urgent or specialist attention?</p>	<ul style="list-style-type: none"> <li>Children with specific health needs are listed and emergency flow charts are in place for children with IHCPs. Any emergency medication (as per health care plan) is stored safely.</li> </ul>		
<p><b>General Arrangements</b>  Do employees work remotely or work alone?  Is there adequate provision for lunchtimes and breaks?  Is there first-aid provision for off-site activities i.e. school trips etc.  Are people present on site out of hours? Is there a fluctuating need for first aid at different times?  Do you have sufficient provision to cover absences of first aiders?  What kinds of activity are people using the service involved in? Are these high-risk activities if so, then first aid cover may need to be increased.</p>	<ul style="list-style-type: none"> <li>A lone working written procedure is in place for all staff working alone.</li> <li>If a first-aider is not on site, there is adequate first-aid provision available.</li> <li>Consider the need to make different levels of provision for different areas/departments within the site.</li> <li>Adequate first aid provision has been identified for the out of hours/off-site activities.</li> <li>All First Aiders are named and displayed on our First Aid board.</li> <li>First aid needs are considered on any risk assessments conducted for the activities undertaken by the establishment.</li> </ul>		No
<p><b>Record of Accidents and Ill-health</b>  What is your record of accidents and ill health, accounting for all groups?  What illnesses/accidents have occurred and where and what time did they happen?</p>	<ul style="list-style-type: none"> <li>The number and type of injuries have been adequately dealt with through the existing first aid arrangements and first aider capabilities.</li> <li>The accident book is regularly reviewed by the MENCo and Headteacher for trends in the type of accidents. Action is taken to prevent future accidents occurring.</li> </ul>		No
<p><b>First Aid Arrangements</b>  Insufficient trained personnel / insufficient supplies</p>	<p><b>In the First Aid room it displays the;</b></p> <ul style="list-style-type: none"> <li>First aiders who have attended an approved First Aid at Work (FAAW) course and are available to deal with first aid requirements and trained paediatric first aiders</li> <li>Person responsible for organising re-qualification training and retaining training records (Mrs Hazel Bell)</li> </ul> <p><b>In the First Aid Room:</b></p> <ul style="list-style-type: none"> <li>Suitable hygiene standards are followed, including the disposal of soiled materials, etc.</li> <li>First Aid kits are on the wall</li> <li>Spill kits are on the wall</li> <li>A Defibrillator kit is on the wall</li> </ul>		No

	<p><b>Our First Aid Cupboard in the First Aid Room</b></p> <ul style="list-style-type: none"> <li>• Is checked termly by staff/Medical Need's Co-ordinator to ascertain that all items are still in date and are replenished as necessary.</li> <li>• Only contains first aid supplies. (Not medication). Separate arrangements are in place for the administration of medication.</li> <li>• Contains gloves and spill kits for cleaning up bodily fluids (A specific risk assessment has been carried out for infection control – bodily fluids).</li> </ul>		
<p><b>Accident Recording &amp; Reporting</b></p> <p>e.g. accidents not reported or investigated</p>	<ul style="list-style-type: none"> <li>• All accidents and treatment provided are recorded in the school's accident book (we have a separate accident book for children (located in the KS1 area cupboard) and one for staff (this is located in the office).</li> <li>• All appropriate accidents are reported on-line to the H&amp;S Service at Wiltshire Council by the Headteacher.</li> <li>• All accidents and near misses will be investigated by the Headteacher.</li> <li>• Accident information is reviewed annually in order to identify trends and action is taken to minimise future accidents.</li> </ul>		No

**Calculating the number of First Aiders Required**

NB. Appropriate numbers of additional qualified first aiders should be established based on each schools specific staffing arrangements to cover absences.

Type of School	Number of people on site (Staff, Pupils etc)	Number of first aiders Required
Nursery/Primary	0 - 100	1 qualified first aider and 1 relief to provide cover for absences Thereafter 1 additional first aider for every 100 persons on site

**Conclusion:**

*The above assessment has highlighted:*

- *The Low risk nature of the site and activities, the number of people present (including staff, pupils, visitors and contractors) and the accident history, that at least 3 qualified first aider(s), are deemed to be adequate for the establishment's needs.*

**Assessor's Recommendations - Additional Control Measures or Actions**

List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

<b>Signed Headteacher:</b>	<b>Date:</b>	

