



# First Aid Policy



1	Summary	First aid			
2	Responsible person	Margaret Dennis			
3	Accountable SLT member	Caroline Knight			
4	Applies to	<input checked="" type="checkbox"/> All practitioners <input type="checkbox"/> Support practitioners <input type="checkbox"/> Teaching practitioners			
5	Who has overseen development of this policy	Caroline Knight			
6	Who has been consulted and recommended policy for approval	Senior leaders			
7	Approved by and date	September 2024			
8	Version number	4			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website <input type="checkbox"/> Y <input checked="" type="checkbox"/> N Academy website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N SharePoint <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
10	Related documents (if applicable)	Thorpepark first aid policy Thorpepark supporting children with medical needs Thorpepark administrating medicines			
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All practitioners <input checked="" type="checkbox"/> Support practitioners <input checked="" type="checkbox"/> Teaching practitioners			
12	Date of implementation (when shared)	September 2024			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



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## 1. Introduction

- 1.1. This policy sets out what provision we have for dealing with injuries within the nursery/school environment. All setting practitioners are able to take action to apply first aid treatment in the event of an accident involving a child or adult. All practitioners are trained in paediatric first aid and new practitioners will complete paediatric first aid course as soon as it is possible to book them onto an available course.

## 2. Aim of the policy

- 2.1. To ensure procedures are followed to ensure all children, parents/carers, visitors and practitioners receive first aid as needed by qualified practitioners.

## 3. Implementation of the policy

- 3.1. Our main first aid kits are checked regularly by Mandy Jessop.
- 3.2. In addition to the first aid equipment, we provide in the pre-nursery disposable plastic aprons, disposable gloves, children's forehead "strip" thermometers and an ear thermometer (Digital thermometer).
- 3.3. The first aid box is easily accessible to adults and is kept out of the reach of children in the nappy changing area.
- 3.4. Parents will be informed if their child is injured during the play session, practitioners will decide if this is at the end of the play session or depending on the injury may contact the parent as soon as possible.
- 3.5. All school pupil incident report forms are recorded on Every. Each incident is given an individual log number.
- 3.6. All first aid incidents are recorded on an incident form and then recorded on Every.
- 3.7. The travelling first aid box is kept in the school office.
- 3.8. Disposable gloves must be worn when practitioners are dealing with blood, vomit or any other bodily fluids. Yellow medical waste bags must be used to collect any items used or contaminated.

### Head injuries

- 3.9. Head injuries must be referred to a three day first aider in all cases.
- 3.10. All reasonable efforts are made to contact the parents of those children with head injuries.
- 3.11. In all cases parents are asked to come and check their child. It is then the decision of the parent to seek further medical advice.

**Emergency treatment**

- 3.12. At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval, this is included in their child's registration form.
- 3.13. Parents sign a consent form at registration allowing practitioners to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.
- 3.14. All major accidents, an HS1 and RIDDOR form must be completed as soon as possible after the incident. These are logged on Every by the admin practitioners.

**Medicines in school**

The school has a separate policies on administrating medicines and supporting children with medical needs, please read this in conjunction with this policy.

**Legal framework**

Health and Safety (First Aid) Regulations (1981)

EYFS

**Further guidance**

First Aid at Work: Your questions answered (HSE Revised 2009)

Basic Advice on First Aid at Work (HSE Revised 2008)

Guidance on First Aid for Schools (DfEE)