



**Nine Acres**  
Primary School

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# First Aid Policy

## Nine Acres Primary School

Approved By:	
Approval Date:	2nd March 2026
Review Frequency:	3 Years.
Next Review Due:	March 2029



Nine Acres Primary School is conscious of its obligation under the Health and Safety (First Aid) Regulations, 1981 and guidance from the Department for Education and Skills, to provide adequate and appropriate First Aid facilities and personnel for members of staff, pupils and visitors.

### **Purpose and aims**

The purpose of this policy is to set out the details of the First Aid arrangements made in the school.

#### **Aims:**

- To provide clear guidance on how First Aid is managed and administered in our schools.
- To have the appropriate number of suitably trained people as First Aiders to meet the needs of the schools.
- To ensure sufficient and appropriate resources and facilities are available at all times while pupils, staff and visitors are on the school premises and also off the school premises whilst on visits.
- To maintain training records and provide reports to the HSE as required.

### **Responsible Personnel**

The Governors are responsible for the Health and Safety of their employees and anyone else on the premises. This includes the Headteacher and teaching staff, support staff, pupils and visitors (including contractors).

The Governors ensure that a risk assessment of the school is undertaken at least annually and that the appropriate training and resources for First Aid arrangements are in place. The Governors will ensure that appropriate insurance arrangements are in place.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures. They will ensure the policy is available for parents and visitors on request; will review the School's First Aid needs on a regular basis and following any changes to staff, building/site, activities, off-site facilities, etc.

Teachers and other staff are expected to do all they can to secure the welfare and safety of their colleagues, the pupils, visitors and themselves.

See Appendix for all named roles and responsibilities.

## **First Aid Staff**

The school will maintain a list of staff who hold an Emergency First Aid Certificate especially designed for schools in order to ensure that effective and appropriate First Aid can be administered as and when required. This certificate is valid for 3 years and is renewed as necessary. The school will also have an appointed First Aider who monitors first aid supplies and practice, as well as Paediatric First Aid trained staff.

### **The duties of all First Aid trained staff are:**

- To assess the situation where there is an injured or ill person and ensure the area is safe.
- Deal with the First Aid needs of the person if considered within their remit.
- Call for additional First Aid support from other staff or paramedics, if required.
- To give immediate, appropriate help to casualties with common injuries or illnesses and those arising from specific hazards at school that they feel is within their remit.
- Casualties with suspected fractures or back or neck injuries must not be moved unless ambulance personnel or other appropriately trained persons are present.
- When necessary to ensure that an ambulance or other professional medical help is called. A First Aider's responsibility ends when the casualty is handed over to the care of the doctor, a nurse, other appropriate person or the parent/carer.
- Complete the Accident Report Form as appropriate and hand to the Appointed Person to sign and present to the Headteacher for counter-signing

### **The duties of the Appointed Person are to:**

- Ensure that there is an adequate supply of all the prescribed materials in the First Aid boxes and kits and that the content of First Aid boxes and kits are replenished after use as well as discarding items after their expiry date.
- Ensure all accidents are recorded and liaise with the school's Health and Safety Consultants, Good Skills Training for advice where necessary
- Maintain an up to date training log to ensure all relevant personnel hold valid first aid certificates

### **The hospital on the Isle of Wight is:**

St Mary's Hospital, Newport

Tel: 01983 524081

### **If an ambulance is required Dial 999**

The administration of Medicine falls outside the definition of First Aid and is covered in a separate policy. The school office maintains an up to date record of all children with known allergies or who may require access to an inhaler; class teachers also have this information.

## **First Aid boxes, travelling First Aid kits and other equipment**

The Headteacher will ensure that the appropriate number of First Aid kits are available according to the risk assessment of the site. A risk assessment will be carried out at least annually and recommendations on measures to prevent identified risks will be implemented where possible and brought to the Governors' attention as appropriate.

First Aid bags, travelling first aid kits and other supplementary equipment are available across the school and further supplies from the school's medical room. The medical room is available for the rare times when privacy and space is needed.

### **A typical first aid kit in our school will include the following:**

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Dressing of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits.

## **Hygiene/Infection Control**

Basic Hygiene procedures must be followed by all staff. Single-use disposable gloves must be worn when treatment involves blood or other bodily fluids. Care should be taken when disposing of dressings or equipment and all tissues and wipes used in dealing with cuts, etc. will be disposed of appropriately. The clinical waste disposal bin is situated in the Medical Room.

## **Reporting Accidents and Record Keeping**

Under the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) all schools have a duty to report accidents which injure either school employees during an activity connected with work, or self-employed people while working on the premises to the HSE without delay. This is done via our Health and Safety consultants, Good Skills Training, who will advise appropriately:

- Accidents resulting in death or major injury (including as a result of physical violence).
- Accidents which prevent the injured person from doing their normal work for more than seven (7) days (including acts of physical violence).

- Accidents involving pupils and/or visitors where the person is killed or is taken from the site of the accident to hospital with a major injury AND the accident arises out of or in connection with work.

The reporting of such an occurrence will be carried out by the Health and safety consultants employed by the schools, Good Skills Training. In addition, a record will be kept of all accidents that occur either at the school or on an off-site trip or visit.

For Adults (whether employees or contractors) the appropriate Accident form will be completed by the First Aider attending the casualty. For pupils, this will be done by the completion of an accident slip by the First Aider.

The information is checked periodically by the Appointed Person, to identify trends or patterns in accidents and take appropriate action if necessary. Advice may be sought from Good Skills Training, where required.

Texts may be sent home/telephone calls made to ensure that the Parent/Carer is aware of the injury.

### **School Visits, After School Clubs and School Hire**

School visits are risk assessed and will highlight the number of First Aiders required on the trip as well as the First Aid arrangements for each event. This will include the need for Inhalers or Epipens depending on the pupils attending the trip.

The school has a separate Educational Visits Policy which is reviewed separately and covers emergency procedures. After School Clubs run by the school are covered under the standard procedures outlined in this policy.

Clubs run by external parties will be verified for First Aid qualifications by the school. Sports coaches will be required to have a valid First Aid certificate in order to teach at the school.

Hire of school facilities and First Aid requirements is covered under the School Lettings Policy.

### **School procedures**

The first person to attend to the casualty must assess the situation to ensure the area is safe and then attend to the casualty's needs. Bumps, bruises and grazes can be addressed by all First Aid trained staff. The casualty can be treated on the spot with the First Aid kit or be taken to the designated room for treatment. If the person first on the scene assesses a more serious injury, they should call for one of the other First Aiders to come and assist. This can be done either via sending another adult or responsible child to the school. The Appointed First Aider decides whether to treat or call for medical assistance.

If the First Aider is concerned, the parent/carers may be called to inform them of the incident. The parent/carers may then decide to seek further medical advice. For emergencies, the school office staff will call the Ambulance and parents/carers. Minor cuts or grazes can be cleaned with water or a medical wipe. All cases of head injury must be taken seriously, and the Appointed First Aider and teacher informed. Texts are sent to parents/carers at the time of the incident and teachers are given the first aid slip for the child to take home. In case of serious accident, illness or emergency, an ambulance will be called where necessary by any

responsible adult and arrange for someone to meet and guide the ambulance. In the case of a pupil, if the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital.

The School's Health and Safety consultants, Good Skills Training, will be informed by the Appointed Person.

### **Children or adults who become ill during the school day**

First Aid may need to be extended to children or adults in school or on trips, not because of an accident or an emergency but because they have started to feel unwell.

#### **For pupils:**

In the first instance, the pupil will be sent to a first aider if in school, or to a central First Aid point if out on a trip.

Their temperature will be taken and if this shows to be over 37.8C, the parent/carer will be called and asked to collect their child, **once authorisation has been obtained by the Headteacher, or Assistant Headteacher.**

Should the trip be on the mainland, local medical support will be sought to support the Trip Party Leader with their Health and Safety management. Parents/Carers will be kept informed by phone of any developments as appropriate.

If no raised temperature is recorded with no obvious signs of distress, the pupil will be returned to class (or the activity).

#### **For adults:**

Visitors and contractors may make use of the designated room to try and recuperate before deciding upon returning to work, going home or seeking further medical attention.

## Appendix 1

### Specific responsibilities and current first aid qualifications (March 2026)

Name	Job Title	Responsibility
Rosie McDonald	Headteacher	Implementation and monitoring of policy, ensuring the process of recording and follow-up
Rachel Paddon	SENCO	Writing, agreeing, updating and disseminating individual Health Care Plans
Lesley Smith	LSA	Appointed Person role  First Aid in School qualification  Managing medication in school, ensuring first aid boxes are kept fully stocked and items are within date  Support with risk assessments as Educational Visits Co-Ordinator  Accident reporting
Sara' Brame	School Business Manager	Identifying staff training needs
Paul Worrell	Site Manager	Managing contractors on site
Charley Buckett	Office Manager	Managing contractors on site (support)  Accident reporting (support)
First Aiders	Rob Carr Laura Chandler Mollee Chandler Ruth Frampton Kayleigh Gardiner Charlotte Gould Katie Guy Zoe Jervis Rebecca Johnson Charlotte Moseley Aimee Shaw Rachel Sibbick Lesley Smith Jake Toulson Leiana Wiltshire Sarah Winter Michelle Wood	Emergency First Aid at Work (1 day) Paediatric First Aid (2 day) Paediatric First Aid (2 day) Emergency First Aid at Work (1 day) Emergency First Aid at Work (1 day) Paediatric First Aid (2 day) Paediatric First Aid (2 day) First Aid at Work Qualification Emergency First Aid at Work (1 day) Emergency First Aid at Work (1 day) Paediatric First Aid (2 day) Emergency First Aid at Work (1 day) First Aid at Work Qualification Paediatric First Aid (2 day) Paediatric First Aid (2 day) Emergency First Aid at Work (1 day) Emergency First Aid at Work (1 day)

