



**Jacksdale Primary School & Nursery**

# **FIRST AID POLICY**

Reviewed: November 2025

Next review due: November 2027

**Jacksdale Primary & Nursery School** is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors.

We will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Medical Policy

Marie Copeland and Joanne Kirk have overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed. This includes which other adults are directed to support with any incidents should additional support be required.

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.

- All staff will use their best judgement, at all times, to ensure the safety of the pupils.
- Anyone on the school premises is expected to take reasonable care for their own and others' safety.

**Jacksdale Primary & Nursery School aims to:**

- Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this (see medical policy).
- Ensure that all medicines are appropriately stored (see medical policy).
- Promote effective infection control.
- Meet all statutory requirements linked to EYFS and the DFE guidance 2025.

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy, and make clear arrangements for liaison with ambulance services on the school site.

The school will have suitably stocked first aid boxes. Where there is no special risk identified, the provision of first aid items would be:

- Individually wrapped sterile adhesive dressings (assorted sizes);
- Sterile eye pads;
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins;
- Medium sized (approximately 12cm x 12cm) individually wrapped sterile dressings
- Unmedicated wound dressings;
- Large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
- Disposable gloves.
- Anaesthetic wipes
- Plasters

Marie Copeland is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed. A sign out sheet is used in the central store to maintain an overview of stock.

First aid boxes are located in the following areas:

- All classrooms
- Kitchen
- Main corridor
- Staff room

### **First aiders**

The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.

First aiders are to ensure that their first aid certificates are kept up-to-date (Paediatric & First Aid at Work). The Head Teacher is responsible for ensuring that whole staff training is undertaken in line with Nottinghamshire County Policy.

Each classroom's staff have a responsibility to ensure all first aid kits are properly stocked and maintained

### **Emergency procedure in the event of an accident, illness or injury**

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a higher trained first aider (Marie Copeland, Karen Davis, Tracey Hawtin, Julie Brockerton, Sirpa Fallstrom-Tracey, Angela Lewis, Lydia White, Emma Blacknell).

If lower level incidents are presented, then the first aider (or staff member) must first make an initial check on the pupil and give first aid if appropriate. A note shall be given to the pupil (or their teacher) in order to be sent home to notify parents that first aid has been given. These incidents shall also be recorded formally and passed to the office manager (Joanne Kirk).

If called, a first aider will assess the situation and take charge of first aid administration. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay. This may be by passing information and guidance to parents or to other staff to support the first aid until a parent or medic is present.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims. At this point a second first aider must be called to advise and support the initial responder.
- Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
- Make sure that no further injury can result from the accident, either by making the scene of the accident safe (by directing other adults to support), or (if they are fit to be moved) by removing injured persons from the scene.

- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved (this may be directed to another member of staff). They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.

When the above action has been taken, the incident must be reported to:

- The Head Teacher or Senior Leader onsite. (Julie Brockerton / Leon Barber)
- The office Manager (Joanne Kirk)
- The parents/carer of the victim(s)

### **Reporting to parents**

In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable. Parents must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop. In the event of serious injury or an incident requiring emergency medical treatment, the first aider's will request that the school office contact the pupil's parents as soon as possible. A list of emergency contact details is accessible via Scholarpack / Arbor.

### **Visits and events off-site**

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the education visits co-ordinator (Julie Brockerton) before the event is organised.

### **Illness**

When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible. Pupils will be directed to a quiet area outside the classroom to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.