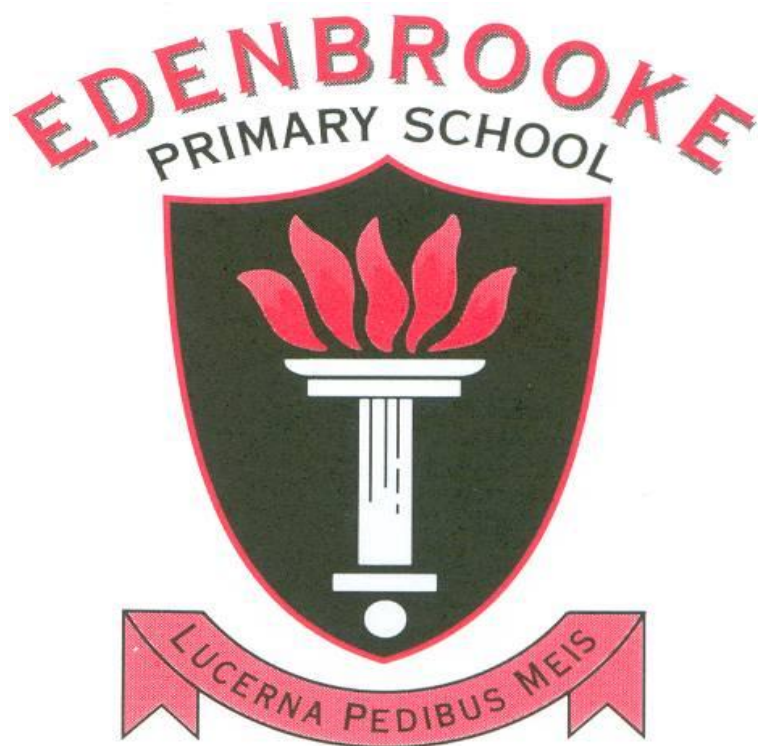




First Aid Policy

June 2025

Date ratified: _____

Review: _____

Rationale

In accordance with the Health and Safety Regulations (First Aid) 1982 and EA guidance, the staff of Edenbrooke Primary School will abide by the following policy in situations where it is considered that first aid is required.

It is the policy of Edenbrooke Primary School to provide emergency first aid to any person who is within the premises and grounds or to any pupil or member of staff on an educational visit outside school.

Aims

- To provide prompt, safe and effective first aid care for pupils, staff and visitors.
- To ensure appropriately trained staff are available to administer first aid as needed.
- To maintain suitable first aid equipment and facilities.
- To communicate clear procedures for reporting and recording accidents and incidents.

Procedures

Members of staff will be given initial training in first aid techniques from a qualified body recommended by EA ie The British Red Cross or St John's Ambulance. At least one member of staff will be recognised as a qualified first aider and will hold a first aid certificate that will be maintained on a regular three-year basis. The school will provide update training for qualified first aider/s who will brief other members of staff and update the first aid policy.

Three first aid kits will be maintained in the school. Each will contain materials recommended by the EA guidelines on first aid. It will be the responsibility of the qualified first aider to maintain these boxes. First aid kits will contain:

- waterproof adhesive dressings (smaller sizes)
- sterile eye pads
- triangular bandages (Calico)
- large sterile dressing pads (no.9)
- medium sterile dressings
- small sterile dressings
- packs of sterile gauze swabs (5 x 5cm)
- sterile non-adherent absorbent dressings (5 x 5cm)
- surgical tape (2.5cm wide)
- blunt scissors
- vinyl gloves (medium)
- alcohol-free antiseptic wipes
- safety pins
- sterile disposable plastic tweezers
- size 01 tubular finger bandage with applicator
- foil blanket

In all first aid situations, the first teacher on the scene will administer immediate first aid. All classrooms will have small adhesive dressings and alcohol-free antiseptic wipes available. Assistance from the qualified first aider will be sought as necessary. Superficial injuries, such as small bumps, scratches and grazes, occur regularly in all children as part of normal play. Where the child is cleaned up and judged to require no further attention but is fit and happy enough to remain in school, the child will be told to inform his/her parents of what happened and the treatment given (washing, small plaster, etc.) In the case of Primary One or Primary Two children the class teacher will inform parents about any first aid administered. Decisions upon the need for medical attention will be made in accordance with the Policy relating to Medical Assistance in the Case of Accident or Illness.

Parents will be consulted annually about medical conditions relating to their children's school life. Details relating to first aid will be made known to staff.

Accident and Injury Reporting

- All minor accidents or injuries that have required first aid treatment to be administered should be recorded in the Accident Log (located in front office).
- Any major accidents or injuries should be recorded through the Online Accident Reporting System (EA).
- The online accident report form should, where possible, be completed immediately after treatment being administered or at the earliest possible convenient time thereafter.
- When recording incidents, only facts should be stated and all relevant information about the accident included.
- The child's teacher should be informed of all accidents and injuries.
- Parents/ carers will be informed of serious accidents/injuries.
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Accidents involving bumps to a Pupil's head/face

The consequence of an injury from an accident involving a bump or knock to a pupil's head or face is not always evident immediately and the effects may only become noticeable after a period of time. Therefore, the incident is to be reported to the child's parent/carers by telephone without delay.

First Aid during Educational Visits

A suitably stocked first aid kit will be required. All risk assessments will include first aid arrangements.

The First Aiders are:

Lauren Magill	(Level 3 First Aid at Work 15 th – 17 th January 2025)
Hannah Collins	(Level 3 First Aid at Work 15 th – 17 th January 2025)
Lauren Thompson	(Level 3 First Aid at Work 5 th November 2024)