



Newtown C of E Primary School

First Aid Policy

Ratification Date:	September 2023	Signed:	Mrs Emma Howlett (HEADTEACHER) Mrs Glynis Wright (Co-CHAIR OF GOVERNORS)
Review date:	September 2026	Signed:	Mrs Emma Howlett (HEADTEACHER) Mrs Glynis Wright (Co-CHAIR OF GOVERNORS)
Next review date:	September 2027		

School Vision

At Newtown C of E Primary School, our motto is enriched and sustained by our Christian values of **Love, Courage and Friendship**, rooted in the teachings of the Bible. We are guided by the call to *"love one another as I have loved you"* (John 13:34), *"be strong and courageous... for the Lord your God is with you wherever you go"* (Joshua 1:9), and *"a friend loves at all times"* (Proverbs 17:17).

As a school at the heart of an evolving community, we warmly welcome children and families from a wide range of backgrounds and experiences. We are enriched by the unique qualities each child brings and value the talents and perspectives that help us grow together.

We are an aspirational school serving our community. We seek to know, understand and celebrate every child, nurturing their individual strengths and talents. We prepare our children to become confident, responsible global citizens in an ever-changing world, guided by our core values of love, courage and friendship.

Through **Love**, we show kindness, compassion and generosity, building a community where everyone feels safe, welcomed and valued. Through **Courage**, we persevere, meet challenge with confidence, and stand up for what is right with honesty and grace. Through **Friendship**, we grow together — encouraging one another, celebrating each other's gifts, and looking to the future with hope and aspiration.

We live out these values by:

- Being a caring, welcoming and inclusive Christian community where staff, pupils, parents and governors work together in a safe and supportive environment, inspired by *"Above all, love each other deeply"* (1 Peter 4:8)
- Promoting the welfare and dignity of every child, safeguarding them from harm — including physical, sexual and emotional abuse, neglect and bullying — in accordance with statutory guidance in *Keeping Children Safe in Education* (Department for Education)
- Providing a rich, engaging curriculum that equips children with the knowledge, skills and character to become lifelong learners and responsible citizens, reflecting Christian teachings and British Values
- Building strong, positive partnerships with parents, the church and the wider community, and encouraging participation in local, national and global initiatives
- Fostering our Learning Behaviours of Resilience, Focus, Independence, Self-Regulation, Respect and Boundaries, encouraging children to act with integrity, perseverance and kindness in all they do

At Newtown, we want every child to know they belong, are cherished, and are capable of great things. Through **Love, Courage and Friendship**, we grow minds, shape futures and journey together in hope.

Policy Statement

Newtown C of E Primary School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees, children and others who may also be affected by our activities. Responsibility for first aid is held by the Headteacher and provision is arranged and managed in accordance with HCC Children's Services First Aid Guidance For Schools. All staff have a statutory obligation to follow and co-operate with the requirements of this policy. This policy is to be used in conjunction with the schools Supporting children with medical needs policy.

Aims & Objectives

Our First Aid Policy requirements have been achieved by carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises and this will be reviewed periodically or following any significant changes that may affect first aid provision Using the Children's Services First Aid Needs Assessment Form (CSAF-002).

We will ensure that:

- there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises. This includes emergency first aiders, qualified first aiders and paediatric first aiders.
- there are suitable and sufficient facilities and equipment available
- provisions are clear and shared with children, staff and visitors

Trained staff

At Newtown C of E Primary School we have a variety of trained staff who can administer First Aid who include members of the office team, teachers and support staff. They are responsible for administering first aid, in accordance with their training and may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections). A list of these members of staff and their qualification can be found on the School's electronic files.

- **Qualified First Aiders**

(Those completing the HSE First Aid at Work approved 3-day first aid course)

There are four qualified First Aiders at Newtown C of E Primary School

- **Paediatric First Aiders**

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to children aged 5 years old or younger. These staff are also qualified to administer first aid to all our children at Newtown CE Primary School.

There are eleven paediatric first aid trained staff at Newtown C of E Primary School

- **Emergency Aid in Schools trained staff**

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We have a number of staff throughout the school who are trained to administer First Aid to children and who have undertaken the 1 day certified training course

- **Other First Aid Trained Staff**

We have a designated staff member who is the trained member of staff in the Management and Administration of Medicines in Schools.

We have a Designated Allergy Lead.

In addition we have other members of staff trained in specific health conditions such as Diabetes, Allergies and Epilepsy.

First Aid Provision

First Aid kits can be found on the premises in:

- Each year group
- The Office – The main first aid supplies cabinet

First Aid kits are also available to be taken on trips. These include a main travel First Aid kit, which is taken on every trip, and three alternative first aid bags, which also are taken on trips, for different coaches for example. The travel first aid kits are located in the office for collection prior to a visit/trip.

It is the responsibility of the school office team under the direction of the member of staff who is the trained member of staff in the Management and Administration of Medicines in Schools to check the contents of all first aid kits every term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003).

The School Office is designated as the first aid room for treatment, sickness and the administering of First Aid.

Emergency Arrangements for children

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

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- Whenever a pupil has a medical condition as noted on the First aid notice board in the school office

Contacting parents

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor/bump/graze) injury
- requires first aid treatment other than a plaster or antiseptic wipe
- requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents can not be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Minor injuries, bumps or grazes

Incidents, where children with a minor injury who only require a plaster/antiseptic wipe to be administered, will be logged on Medical Tracker an online Medical incident logging system accessible from every computer/Ipad. The accident forms on medical tracker will only be printed for parents for incidents where considerable first aid has been administered, head bumps with a visible trauma or for an injury that cannot be treated with just a plaster or antiseptic wipe.

Bumps to the head/Visible traumas to the head

During the school day, all **visible traumas to the head** will automatically come through to the school office, including at lunchtime, and not dealt with at the Lunchtime First Aid point. Children with visible traumas to the head will immediately receive an ice pack and a first aider will assess the child. Medical Tracker will be completed and a copy of the incident emailed home. The child will also be given a bumped head wristband to wear, which will also alert other members of staff and the parent.

If it is determined that the child will require assessment by a medical professional the school will then call the parent to inform them of the incident. If no one is able to answer the call, a message will be left and the school office will send an email which will say: *Please call the Newtown C of E Primary School office. Your child has received a bump to his/her head.*

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If there is no visible trauma, no physical bump and the first aider has completed all checks on the child e.g. to check for concussion, the incident will be logged on Medical Tracker.

Records

All accidents requiring significant first aid treatment or visible traumas to the head are to be recorded with (at least) the following information using Medical Tracker:

- Name of injured person
- Name of the qualified/emergency/school/paediatric first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

NB The entries on Medical Tracker will be printed and placed in the book bags to be sent home. The teacher will be made aware of forms that must go home.

All bumps and grazes will be recorded on Medical Tracker. The information recorded will include:

- Child's name and class
- Type of minor injury
- Location of incident
- Date of incident
- Treatment provided

Emergency/Health Arrangements for Staff

It is the individual staff members responsibility to inform a senior member of staff that they have a medical condition, which may or may not require emergency arrangements to be put in place.

It is recommended that all staff notify the Headteacher of any medical condition so that we can risk assess accordingly and that appropriate support is put in place for that member of staff.

Should emergency arrangements need to be put in place for individual staff members, the procedure that will be followed will be stated in the most recent risk assessment for that member of staff.

Once a risk assessment is completed and emergency procedures/plans are documented, the following members of staff will be sent a copy of the risk assessment so they are aware of the procedures to follow:

- All members of the SLT
- The designated trained member of the Management & Administration of Medicines in Schools
- The members of staff who are the Qualified First Aiders (those who have completed the HSE First Aid At Work 3-day course)
- Any other staff member named in the risk assessment that minimises the risk associated with health condition

All health conditions will remain private and confidential to the individual. Staff members that are privy to private and confidential health information must ensure the information remains private

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and confidential and that they abide by *Section 7 - Confidentiality and Disclosure of Information* in the staff Code of Conduct.

Accidents/injuries to staff requiring first aid

Staff will be treated for first aid by a qualified first aider. All incidents will be recorded on Medical Tracker. If a staff member requires assessment/treatment from a medical professional a copy of the Medical Tracker record will be printed and provided as a record for the staff member.
