



Quinton
Church Primary School

First Aid Policy

Date	March 2025
Date for Review	March 2026

Our Christian Vision

This policy is embedded in our school's vision that in an inclusive community of love, we are working to ensure that we are all **flourishing together**.

Flourishing means becoming the best version of ourselves in body, mind and spirit (John 10:10). It means being loved and recognised for who we are, uniquely made (Psalm 139) in the image of God.

Together emphasises the strength, possibilities and encouragement that can be found in community, teamwork and family (Psalm 133:1). It highlights how everyone has a part to play, bringing value and worth to our collective endeavours. It shines a light on our desire to be a community that is inclusive of everyone, whatever their challenges, so that everyone flourishes fully.

To support our vision, we have three overarching Christian Values: **Be kind, Be fair, Be thankful** (Micah 6:8).

- At Quinton everyone matters.
- At Quinton we are ambitious for everyone, with no exceptions.
- At Quinton we are a community.
- At Quinton, our strong, positive **relationships** mean that everyone feels loved, valued, celebrated, represented and fulfilled.
- At Quinton we believe that the children should have a fresh start every day as reconciliation and forgiveness are central to the Christian gospel.

God is love and God made us to love (1 John 4:19). In our school we want to be known for the way we love. Through our values of **kindness, fairness** and **thankfulness** we aim to manage behaviours in a way that ensures the children feel supported, demonstrates justice and ensures fairness to all.

At Quinton Church Primary School we:

- Know our children and families very well.
- Show love by being kind and compassionate to each other even when we disagree with one another.
- Provide a safe, caring and purposeful environment where children can develop socially, emotionally, spiritually, physically and academically.
- Encourage and help children to be the best person they can be socially and academically.
- Highlight, reward and celebrate positive and good behaviour.
- Encourage independence and self-discipline towards the children being able to take increasing responsibility for their own behaviours.
- Continue to undertake specialised training and develop restorative approaches.

Rationale

Through our values of kindness, fairness and thankfulness, this policy enables our school to manage first aid in a way that ensures pupils feel happy, safe, loved and supported, understands justice and shows fairness to all.

First Aid Information

The school is committed to providing sufficient provision for first aid to deal with injuries that arise at work or as a consequence of school activities.

To achieve this objective, the school will:

- appoint and train a suitable number of first aid personnel
- display first aid notices with details of first aid provision
- provide and maintain suitable and sufficient first aid facilities including first aid boxes
- provide any additional first aid training that may be required to deal with specific first aid hazards

First Aiders

A First Aider is a person who has a valid certificate in either first aid at work or emergency first aid at work training.

The Paediatric First Aiders are:	Helen Cadwallader Megan Carter Claire Christian Charlotte Davis Lauren Hansard Louise Hill Lauren Hyde Maureen Hawkins Collette Keegan Linda Malin	Vikki Matthews Claire Morris Abigail Orgill Carol Parkinson Stephanie Pratt Tony Riggey Shamim Wahid Natalie Williams
First Aid at Work:	Vikki Matthews Tony Riggey	
First Aid Boxes can be found at:	Main office (including emergency kit), staff room, classrooms	
Allergy response kit:	Kept with the child, second one in school office. There is also an emergency back up one in the main office	
Defibrillator:	Main office	
Accident book is located:	Electronic - Evolve	
The person responsible for RIDDOR notification is:	Steve Miller	

First aid provision will be always available whilst people are present on school premises including out of hours' activities. The assessment of need will be reviewed at least annually.

First Aid Kits and Boxes

The class medical box should be taken out onto the playground at playtime and lunchtime as well as after school activities.

First aid kits, clearly marked, will be provided in readily accessible locations, and be made known to all staff and pupils.

First aid kits will contain a sufficient quantity of suitable first aid materials and nothing else.

First aid does not include the administration of medicines and thus first aid boxes should NOT contain drugs of any kind including aspirin, paracetamol, antiseptic creams etc.

All first aid kits will be checked regularly and maintained by a designated member of staff; items should not be used after expiry date shown on packaging. Extra stock will be kept in the school

Suitable protective clothing and equipment such as disposable gloves (e.g. vinyl or powder free, low protein latex CE marked) and aprons will be provided near the first aid materials.

Additional travel first aid kits will be provided for offsite visits and are kept in the first aid cupboard in the staffroom.

During all off-site visits, it is the responsibility of the person in charge of the visit to ensure that first aid equipment is taken. When off-site the first aider is responsible for all inhalers/medicals.

If a child requires emergency medication (e.g. epi-pens/antihistamines) these must also be taken with the class when they leave site. A child with an Epi-pen should have 2 Epi-pens with them when offsite.

Blunt-ended stainless steel scissors (minimum length 12.7 cm) will be kept where there is a possibility that clothing might have to be cut away. These should be kept along with items of protective clothing and equipment.

Small quantities of contaminated waste (soiled or used first aid dressings) can be safely disposed of via the usual refuse collection arrangements. Waste to be double bagged in plastic and sealed by knotting

Supporting Pupils with Medical Conditions

All inhalers will be stored in the class medical box with the original medicine form, the first aider that has administered the inhaler to the child will then log the inhaler on evolve.

All inhalers must have a prescription label visible. If it does not, the parent should be asked to get one as soon as possible and a label with the child's name should be put on to the inhaler.

Epi-pens are stored in separate box with the child's photograph clearly on and then in a draw string bag for easy access. They are then kept on a shelf in the classroom, these need to go out at break/lunchtimes too or if the class is working elsewhere within the school.

*Please refer to the **Supporting Pupils with Medical Conditions Policy** for more information.*

First Aid Records

The school ensures that the following records are available:

- Certification of training for all first-aiders and refresher periods;
- Any specialised instruction received by first-aiders or staff (e.g. Epi-pens);
- First aid cases treated (see accident / incident reporting).
- For minor injuries, information is entered on Evolve. This should be completed by the first-aider who delivered treatment, as soon as possible and always before 3:20pm. If this is not possible, a phone call home should be made.
- First aid treatment should be given at the closest point possible. If a child is likely to be sent home, then they can be taken to the office by the first-aider who delivered treatment.
- For more serious injuries or if an ambulance has to be called information, is recorded on Evolve and reported to RIDDOR.
- This is a legal document and needs to be kept until the child entered on Evolve reaches the age of 25 years old.
- Every entry needs to be accurate, e.g. the spelling of child's name, Class, name of person who has administered First aid.
- Accidents involving staff should be recorded on Evolve.
- Details of injury should be recorded as accurately as possible, e.g. details of what finger cut, grazed, bruised etc.
- Any medical intervention must be recorded accurately. These records are checked daily at 2pm.

Guidelines on Responding to Injuries

Minor injuries

The following injuries are considered minor and capable of being dealt with by a first aider in school: grazes, small scratches, bumps, minor bruising, minor scalding or burns resulting in slight redness to the skin.

Injuries requiring medical attention:

- deep cut
- long cuts. Long cuts are considered to be approximately 1 inch when on the hand or foot and 2 inches when elsewhere on the body
- the cut is jagged
- the injury involved a pet, especially a cat
- the injury involved a wild animal
- the injury is due to a bite, either human or animal
- the wound has debris stuck in it after cleansing
- the wound is bleeding heavily
- the wound will not stop bleeding after applying direct pressure for 10 minutes
- the injury is a puncture wound

Head injuries

Injuries to the head need to be treated with particular care. Any evidence of following symptoms may indicate serious injury and an ambulance must be called:

- unconsciousness, or lack of full consciousness (i.e. difficulty keeping eyes open);
- confusion
- strange or unusual behaviour – such as sudden aggression
- any problems with memory;
- persistent Headache;
- disorientation, double vision, slurred speech or other malfunction of the senses;
- nausea and vomiting;
- unequal pupil size;
- pale yellow fluid or watery blood coming from ears or nose;
- bleeding from scalp that cannot quickly be stopped;
- loss of balance;
- loss of feeling in any part of body;
- general weakness;
- seizure or fit

Hospital Admission

Where a pupil is required to attend hospital using an ambulance it is not necessary to accompany a pupil to hospital. If parents are unable to attend hospital promptly, a member of staff should go to the hospital. In the exceptional circumstance of parental permission being required, the Senior Teacher can act in loco parentis.

If a child is taken directly to hospital, they will be accompanied by a member of staff who will stay with the pupil until discharged or until a handover can be made to a parent or guardian.

The member of staff at the hospital must update the senior teacher on the condition of the injured pupil as and when information is made available.

The parent/guardian of a pupil attending hospital must be advised at the earliest opportunity.

Support for the injured pupil and their parents will be provided as determined by the individual circumstances of the incident.

Blood and Body Fluid Spillages

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g. Blood borne viruses and diarrhoeal and vomiting illnesses, such as norovirus.

A spillage kit is available in school to deal with blood and body fluid spillages.

The kit is located outside the office.

The person responsible for checking and replenishing the kit regularly is the First Aid Co-ordinator (L Hill).

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons.

Spillage Procedure

- Cordon off the area where the spillage has occurred.
- Cuts and abrasions on any areas of the skin should be covered with a waterproof dressing.
- Use personal protective equipment and clothing to protect body and clothes: disposable gloves and apron must be worn.

Hard surfaces e.g. floor tiles, impervious table tops

Small spills or splashes of blood: Clean with neutral detergent and hot water.

Large spills:

- Remove spillage as much as possible using absorbent paper towels
- Flush these down toilet or dispose of carefully in waste bag
- Cover remaining with paper towels soaked in diluted bleach solution (1:10 dilution with cold water)
- Leave for up to 30 minutes, and then clear away
- Alternatively, large spills may be covered with granules from the spillage kit for two minutes. Spillage and granules should be carefully removed with paper towels and disposed carefully into a waste bag. Clean area with neutral detergent and hot water.

Soft surfaces and fabrics e.g. carpets and chairs

- Remove the spillage as far as possible using absorbent paper towels.
- Then clean with a fresh solution of neutral detergent and water.
- Carpets and upholstery can then be cleaned using cleaner of choice.
- Steam cleaning may be considered.
- Contaminated gloves, aprons, paper towels, etc. should be carefully disposed of into a leak proof plastic bag, securely tied and placed immediately into the normal external school waste container.
- Large quantities of contaminated waste should be disposed of in consultation with the local waste authority.
- Wash hands after procedure.
- As with other all hazardous substances used in school, bleach and disinfectants should be stored, handled and used in accordance with COSHH (Control of Substances Hazardous to Health, 2002) Regulations and the manufacturer's instructions. Product data sheets and safe use instructions should be accessible, along with risk assessments and details of actions required in the event of
- accidental ingestion, inhalation or contact with skin or eyes.
- All chemicals must be stored in their original containers, in a cool, dry, well-ventilated place that is lockable and inaccessible to children, visitors and the public.

- Appropriate protective clothing (e.g. gloves and aprons) should be worn when handling bleach and other chemical disinfectants. Contact with skin, eyes and mouth should be avoided.
- Proper administration of first aid by a trained first aider should be seen as paramount in safeguarding children. The procedures outlined below give advice and consistency to our administration of first aid and should be read as a minimum level of administration.

If in doubt, ask for further advice, or arrange for 999 to be called. An adult should stay with the patient during this time.

Spare Supplies

If any supplies are taken, staff must inform L Hill. This ensures that new supplies are ordered on time.

Administration of plasters

Each year a medical information sheet is issued to children, and new starters. Any allergies are requested on that sheet. Allergies to plasters are recorded.

Children who do not have recorded allergy to plasters can have a plaster applied if required. It is good practice to ask the child first.

Ice Packs

If an ice pack is used on a swelling of the head, then the child injured will be monitored by an adult for the remainder of the day. Ice packs are stored in the fridge located in the staffroom and EYFS outdoor building.

Children with Injuries

If a child is in school with an injury, e.g., broken arm, a member of SLT will complete a risk assessment with the child and parent/carer to ensure that adjustments are made to keep the child safe. This risk assessment will be shared with all staff who have contact with the child.

First aid administered to staff and visitors

Should an adult require first aid, in the case of a minor injury, this can be self-administered.

In the case of a more serious injury, advice should be sought from a trained first aider who can administer the first aid. A decision will then be made by the Headteacher, or in the case of their absence, by the Deputy Headteacher, in conjunction with the staff member and the first aider, as to their fitness to continue to work. This may lead to a temporary covering of their duties to allow them time to recover, or to their releasing from duties for a period of time.

In all cases, a record of the injury and how it was sustained will be made and any actions required under Health and Safety at work 1974 will be carried out. Advice will be taken from BDMAT as to whether a RIDDOR notification would need to be made.

In the case of a serious medical emergency, a trained first aider would administer any treatment that is within their training and the emergency services would be called (as in procedure outlined above).

Kitchen

The kitchen has a first aid folder where they are able to log any minor injuries that occur during working hours e.g. burns. If they have a serious injury that may result in medical attention needed or time off work, they will contact Sodexo directly.

Sending a child home

Always follow school procedures when sending a child home and check with the Headteacher or a senior member of the leadership team (in the Headteacher's absence) in the first instance.

Monitoring

This policy will be reviewed by the SLT annually and reviews shared with the Local Academy Board.

Training

L Hill will book training required in line with policy and legislation.

Related policies

- Child Protection and Safeguarding
- Health and safety
- BDMAT supporting pupils with medical conditions policy
- BDMAT Policy for children with health needs who cannot attend school