



## First Aid Policy

Policy Leader: David Martin

Reviewed Date: July 2025

Review Date: July 2026

Ghyll Royd School and the Pre-School (Early Years Foundation Stage) is committed to safeguarding and promoting the welfare of young children and expects all staff and volunteers to share this commitment. Safeguarding at Ghyll Royd School and in the Pre-School is everyone's responsibility and everybody is able to make a referral to children's social care if needed.

### Policy Statement

It is a statutory requirement for an employer to make adequate First Aid provision for all employees. At Ghyll Royd School and Pre-School it is recognised that the provision should cover all staff, pupils and visitors. It is our aim to provide First Aid treatment where appropriate for all users of the school with particular reference to the pupils and staff in regard to treating the casualty involved with care, compassion and courtesy. The school will ensure:

- That there are sufficient qualified First Aider(s) available to provide First Aid cover during the school day.
- That First Aid information is readily available and that all users of the school are aware of the way in which to call for help.
- That First Aid kits for minor injuries are available for use throughout the school by all staff and that they are regularly maintained.
- Parental permission for medical and dental treatment, first aid and non-prescription medication is obtained through a permission slip kept on pupils files.

### Procedures

- There is always a qualified First Aider(s) on the school site and on call during the school day.
- All users of and visitors to the school will be able to contact the First Aider(s) via the School Office or a member of staff.
- Once informed of an incident the First Aider(s) will go to the casualty(ies) without delay and provide emergency care.
- Secondary aid will be sought if necessary and at the same time the Headteacher and parent/guardian (or an alternative appropriate adult) will be informed.
- The First Aider will assess the severity of the injury and then notify the office if parental contact is required.

- If the injury is severe an ambulance will be called [999] for or a parent will take their child for emergency care. Staff must not use own vehicles to transport injured pupils.
- All appropriate precautions will be taken by the staff when cleaning up after an incident involving blood, vomit, etc.
- In the event of a pupil feeling unwell during a lesson, they should be sent to the Office. The pupil will be monitored and parents will be contacted if deemed necessary. A medical room is available to accommodate the medical examination and treatment of pupils; for the short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet facility.
- The procedures for the administration of medication including pupils with specific medical conditions (e.g. asthma, diabetes, epilepsy) can be seen in the schools Administating of Medicines Policy.
- If an accident occurs an accident form must be completed and signed by a member of staff who dealt with the accident and a copy kept for school files in the accident file in the office. A copy will also be sent home for parents. (Appendix 1)
- Any pupil who has had a head injury must be sent home with a head injury letter (appendix 2) and have a head bump wristband issued so they can be monitored.
- Where an accident results in admittance to hospital, or inability to continue work, the Headteacher must be informed immediately. In cases of accidents causing very serious injuries to a member of staff the Headteacher will ensure that the Health and Safety Executive is notified of the accident/injury in accordance with the requirements of RIDDOR (2013).
- Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in serious injury that arises out of or in connection with a work activity. See HSE guidance [Incident Reporting in Schools](#).
- Blood and body fluids (eg. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect staff and others from the risk of cross infection. In order to minimise the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages. The school and pre-school procedures can be seen in the Procedures for the Safe Handling, Treatment and Disposal of Bodily Fluids Policy.

## First Aid Kits (BS 8599)

First Aid kits contain the following:

Conforming bandages - x 2  
Triangular bandages – x 4  
Burn dressing – x 2  
Eye pad dressing – x 3  
Finger dressing – x 3  
Sterile dressings: Medium x 4  
A silver foil blanket  
6 pairs of disposable plastic (Nitrile) gloves  
1 guidance leaflet  
40 plasters  
Resus face shield x 1  
Shears x 1  
Tape x 2  
Alcohol free wipes – x 20  
Blue plasters (Kitchen only)

Note: Bottles of eye wash is available from the school office.

## Defibrillator

The School has a defibrillator located in the Sports Hall on the stair landing and at the front of the school outside the school office. Defibrillator equipment can be used by anyone. All staff with first aid training also receive training in the operation of the defibrillator at least every three years. The defibrillators include pads for adults and children with instructions of how to operate the machines.

## Roles and Responsibilities

The Headteacher will ensure that staff are trained to administer first aid to anyone in need of attendance. First-Aid training is renewed at least every 3 years. The Workplace First Aiders in school are Mr Hadley Nicholson, Miss Annabel Gibson and Miss Olivia Stacey.

Teachers and Teaching support staff are First Aid qualified. All EYFS staff are Paediatric First Aid trained. It is a requirement that the training is renewed at least every 3 years by PACO First Aid [www.pacofirstaid.com](http://www.pacofirstaid.com).

**Commented [S1]:** Only include this if it is true. Does the defib have appropriate pads for children or are there instructions with the defib on placing pads on children under 8?

**Commented [S2]:** Is this list up-to-date? Doesn't seem to match training list.

**Commented [S3]:** Who provides the paediatric first-aid training is it a competent provider of a regulated qualification?

**Commented [S4]:** Is this true – doesn't appear to be so on training list

At least one person with current First Aid and/or Paediatric First Aid training will accompany children on any outings.

If required, trained First Aid staff will have specific training in Epilepsy and EpiPen training for example if there are any children who carry Adrenaline Auto-Injectors.

At least one member of staff has been trained at Level 3 Supervising First Aid for Mental Health which is renewed every three years. The current Mental Health First Aiders are Mrs Helen Hudson, Mrs Claire Neild and Mr David Martin.

The First Aid boxes are positioned in the following places around school:

1. School Office
2. Staff Room
3. Manor House first floor landing.
4. The Art Room
5. Great Explorers room
6. Little Adventurers room
7. The School kitchen
8. The Coach House - at the top of stairway and at the bottom of stairway.
9. Sports Hall entrance
10. Large Sports bag (kept in office)
11. Mini bus (small and big)
12. First Aid room

**Linked policies:**

Administering Medication policy

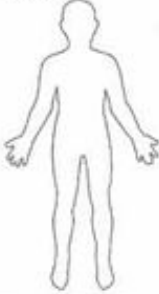
Safe Handling, Treatment and Disposal of Bodily Fluids Policy.

Health and Safety Policy

Allergen and Anaphylaxis Policy

Allergies Infection and Sickness Policy

## Appendix 1

<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px 10px;">DATE:</div> <div style="text-align: center;"><b>ACCIDENT / INCIDENT</b></div> </div>	
<div style="display: flex; justify-content: space-between;"> <div><b>I have had an <i>accident / incident</i> today</b></div> <div>NO: .....</div> </div>	
Dear Parent / Carer	
Childs Name:	Year Group:
Location of accident/incident:	
Today your child has had an accident/incident at ..... a.m. / p.m.	
We have kept an eye on him/her and he/she appears to be ok.	
<div style="border: 1px solid black; padding: 5px;">           He/she has had a:           <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Bump <input type="checkbox"/></div> <div>Cut <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Bruise <input type="checkbox"/></div> <div>Graze <input type="checkbox"/></div> </div> <div style="margin-top: 5px;">Other: (please specify)</div> </div>	<div style="border: 1px solid black; padding: 5px;">           Location of injury           <div style="text-align: center; margin-top: 10px;">  </div> </div>
<div style="border: 1px solid black; padding: 5px;">           First aid administered:           <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Antiseptic Wipe <input type="checkbox"/></div> <div>Plaster <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Ice Pack <input type="checkbox"/></div> <div>Observation <input type="checkbox"/></div> </div> <div style="margin-top: 5px;">Other: (please specify)</div> </div>	
<div style="border: 1px solid black; padding: 5px;">           Any additional information: (if relevant)           <div style="height: 40px; border: 1px solid black; margin-top: 5px;"></div> </div>	
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div>Parent / Carer informed at:</div> <div>(time), By telephone / in person</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>First aid administered by:</div> <div>teaching staff / dinner staff</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Accident book completed by:</div> <div>teaching staff /dinner staff</div> </div> <div style="margin-top: 5px;">Receiving teacher:</div> </div>	
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div>Signature of Lead First Aider:</div> <div>Time:</div> </div> </div>	
<small>GDPR COMPLIANCE: Remove ALL copies on completion and file according to your GDPR policy.</small>	

## Appendix 2

Dear Parent / Guardian

### LOOKING AFTER YOUR CHILD WITH A HEAD INJURY

Name.....

Your child has sustained a head injury at school today at approximately  
.....am/pm

Please seek medical advice if any of the following occur within the next 48 hours.

1. If your child vomits more than twice in one day.
2. If your child complains of a persistent headache.
3. If your child becomes unusually sleepy or is hard to wake up.
4. If your child has a convulsion (fit).
5. If your child has any changes in behaviour or is not his/her self.
6. Any signs of blood or watery fluid coming from the nose or ears.
7. Any complaint of 'seeing double' or 'blurred eye-sight'.