

FIRST AID POLICY



LANGTON PRIMARY SCHOOL

Approved by Langton Governing Board – May 2025

Review due – May 2026

Rationale

Langton Primary School places students' safety, health, and welfare as its highest priority. We recognise that competent administration of First Aid can save lives and prevent minor injuries becoming more serious incidents.

Langton Primary School is committed to ensuring that all staff are well- trained and skilled at administering First Aid and follow school policy and procedures at all times.

Langton Primary School have written this policy to ensure that best practice and procedures are carried out at our schools. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Aim

To provide highly qualified and competent staff to administer First Aid.

Implementation of Policy

Langton Primary School will adhere to current Health and Safety Regulations by ensuring that it has well trained staff and adequate equipment and resources to enable high quality first aid to be administered at the school.

First Aiders

The Headteacher is responsible for ensuring adequate numbers of staff and adults are qualified to administer First Aid. The names and photographs of the qualified First Aiders will be displayed around the schools.

Langton Primary School will ensure the following:

- One member of staff with a current Paediatric First Aid qualification will be always on duty at each premises when children and adults are present.
- Training will be given by accredited organisations which have been approved by the Headteacher and are consistent with the Early Years Foundation Stage guidance.
- A list of current first aiders is kept up to date by the Business Manager.

At Langton Primary School the main duties of the First Aiders are to:

- Provide immediate support for children and adults with common injuries or illnesses and people with more serious injuries or conditions.
- Support the emergency services in the event of a more serious illness or injury requiring the emergency services.

First Aid Boxes and Resources

First Aid boxes will be checked at the beginning of every half term by the school administrator to ensure the contents are up to date, in good condition. Staff members to inform school admin if supplies are running low.

Contents of First Aid Box at Langton Primary School

- 20 individually wrapped sterile adhesive dressings (assorted sizes) •
- Information leaflet outlining basic First Aid procedures.
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized bandages
- Individually wrapped sterile wound dressings
- Two large (approximately 18cm x 18cm) sterile Individually wrapped wound dressings

- One pair of disposable gloves.
- Adhesive plasters
- A sterile eye pad with attachment
- Cotton wool
- Crepe bandages
- Micro pore tape
- A disposable bag for soiled material

Infection Control

- Staff members at the school will be trained on how to avoid and limit the possibility of infections by following basic hygiene procedures.
- Staff must wear disposable gloves every time they administer first aid, and these must be disposed of after every use.
- Staff must wash their hands after every First Aid intervention.
- Medical waste must be disposed of in the clearly labelled Medical Waste Bins which will be disposed of in accordance with current legislation.

Recording and Reporting Incidents

- Langton Primary School complies with the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) which states that some accidents must be reported to the HSE.
- Langton Primary School will keep detailed and thorough records of injuries, incidents and First Aid which has been administered. Staff members must record the date, time, and place in the event of an accident. A brief description of the incident must be recorded and any action which has been taken. Incident Report forms and the Accident Book will be retained by the Head of School.

Disability Equality Impact Assessment

This policy has been written with reference to, and in consideration of, the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff, and parents.

Any questions or concerns regarding this policy should be made to Mrs Sarah Moore (Executive Headteacher) on exec.head@foston.n-yorks.sch.uk.

Appendix A- Incident Actions

Low Level	Mid Level	High Level	Serious Incident Requiring Hospitalisation
Bruise that requires no intervention Small graze that requires no intervention Scratch that requires no intervention Fall with no marks or impact on child Replacing a plaster on existing injury	Cuts that required cleaning and a dressing applying Bruises grazes that required cleaning and a dressing applying Nosebleed HCP children record as per documentation	Head bump Splinter / foreign object in skin Acute illness Back injury Eye injuries/Loss of sight Suspected Fractures Worsening illness Serious conditions Concerning rashes	Any injury requiring immediate hospitalisation
No reporting	Record in first aid file Speak to parents at end of day or phone if you are not available and the children are in club.	Ring ambulance if required Phone parents to inform them. Send a letter home for head bump. Record on in first aid file.	Ring ambulance depending on severity. Speak to parents once ambulance called. Please immediately alert senior teacher / Headteacher / HofS. Record in first aid file. B-safe will need completing with business manager and staff member who dealt with the incident.

