LEOMINSTER PRIMARY SCHOOL

Learn. Progress. Succeed

First Aid Policy and Procedures

2026

Date policy last reviewed: September 2026

Signed by:

	Headteacher	Date:	
	Chair of governors	Date:	

Next review: September 2029

Statement of intent

Our curriculum and endeavour is focused on connecting people with each other, with the school, with their community, with the world and what they are learning. When learning is connected, it is retained and can grow. It is expected that despite our risk assessments and careful management, accidents will occur as children take managed risks and play. Provision for first aid to deal with accidents should always demonstrate our central school value of compassion towards children, adults and visitors.

Our school will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. For details please refer to the following policies in conjunction with this policy:

- Health and safety policy
- Behaviour policy/curriculum
- Safeguarding Policy (including child protection)
- Supporting pupils with medical conditions policy
- Education visits and trips policy

The appointed persons to Lead first aid is: Laura Paske and Rebecca Wargen

These people:

- take charge when someone is injured or becomes ill (although other first aiders may take responsibility for this provision)
- look after the first-aid equipment eg restocking the first-aid container;
- ensure that an ambulance or other professional medical help is summoned when appropriate.
- Analyse first aid and illnesses and seek to adapt practice or facilities to prevent accidents and the spread of infection

Legal Framework

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Staff training and others with delegated responsibility

The main duties of first aiders are:

- To give immediate first aid to pupils, staff or visitors and to ensure emergency services are contacted where necessary.
- To keep first aid certificates up to date through liaison with the head teacher
- To report low supplies in the first aid kits
- To record incidents requiring first aid using Bromcom, which will notify the head teacher and parents where necessary
- To report serious/significant injuries (where a hospital visit is required or they are advised to go to hospital) or fatality to HSE through the Local Authority Portal

Qualifications are valid for three years. First Aider lists are displayed around school. See Appendix 1

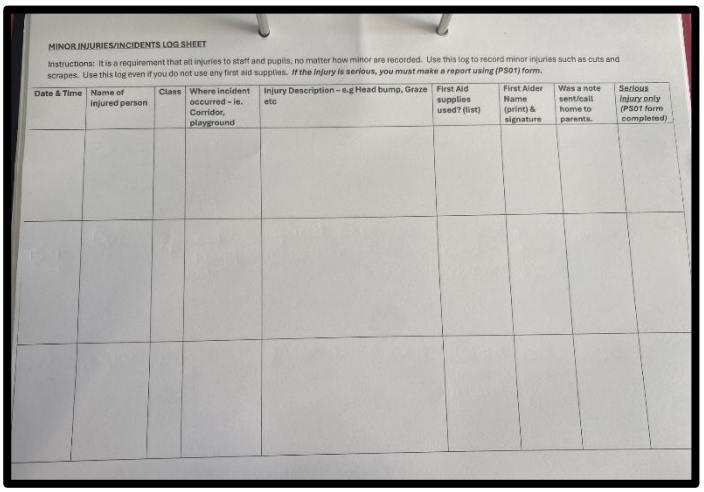
Policy statement

1. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.
2. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
3. Everyone on the school premises is expected to take reasonable care for their own and others' safety.
4. Adequate, safe and effective first aid provision should be available for every pupil, member of staff or visitor to be looked after in the event of any illness, accident or injury.
5. All staff and pupils should be aware of procedures in the event of any illness, accident or injury.
6. Medicines must only be administered at school when express permission has been granted for this.
7. All medicines should be appropriately stored.
8. Measures should be taken to promote effective infection control.
9. Nothing in this policy should deter any person from contacting the emergency services in the event of a medical emergency. If in doubt, dial 999 for the emergency services before implementing the terms of this policy.

Record keeping

Staff who administer first aid must record this using the First Aid Log Book during school hours (8.30am – 4.15pm).
Both records should include:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name of the first aider or person dealing with the incident
- What treatment they were given by the first aider.



MINOR INJURIES/INCIDENTS LOG SHEET

Instructions: It is a requirement that all injuries to staff and pupils, no matter how minor are recorded. Use this log to record minor injuries such as cuts and scrapes. Use this log even if you do not use any first aid supplies. ***If the injury is serious, you must make a report using (PS01) form.***

Date & Time	Name of injured person	Class	Where incident occurred – ie. Corridor, playground	Injury Description – e.g Head bump, Graze etc	First Aid supplies used? (list)	First Aider Name (print) & signature	Was a note sent/call home to parents.	*Serious injury only (PS01 form completed)*

Reporting to parents

- All head injuries must be identified on a paper Headbump form and added on Bromcom as a Medical Event .
    - **Fine to stay in school:** a text is also sent home via Bromcom if they are fine to stay in school. The first aider will have to notify the office of this immediately via phonecall or with a walkie talkie. Children who have experienced a Head bump during the day will wear a sticker so that all first aiders are aware around school and can monitor as necessary.
    - **Sending home:** react immediately. If a significant bump or bruising is apparent parents should be called to come and assess their child. The First Aiders must notify the office via phone or walkie talkie to call the parents to notify them of a head bump. Once notified, they then must bring the child to the First Aid room to follow up with finer details. When a child leaves school due to an injury, the time that they left school will be logged on Bromcom with the reason why. This needs to be done by the first aider and office manager.
- First Aid Area – children can wait for parents in this area monitored by the admin team.
- It is the responsibility of the First Aider to follow up their case – check in with the child if they are staying in school and check they have gone home if you've made the call to send them home.

First Aid containers

There is a first aid container kept in the office, Y3 corridor and Y3 Spare Classroom. First Aid equipment is kept in the First Room and is checked termly.

First Aid containers include as a minimum:

- A list of children with medical issues;
- Individually wrapped sterile adhesive dressings (assorted sizes);
- A sterile eye pad;
- individually wrapped triangular bandages (preferably sterile)
- Conforming bandages
- large sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressing;
- medium and large compressed dressings
- Lint dressing
- One box of disposable gloves.
- Hand sanitiser, wipes and aprons
- Plasters medium and small
- Rebreath Mouth shield
- Foil blanket
- Equivalent or additional items are acceptable.

Classroom First Aid Kits/Travelling bags

Should include as a minimum:

- a CPR shield.
- plasters;
- one large sterile unmedicated wound dressing;
- a triangular bandage;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.
- Scissors, micropore tape and safety pins
- Sterile Eye Wash
- Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

All classroom first aid kits will be kept by the fire door/exit leading out of the classroom & are taken out at breaktimes and lunchtimes.

The First Aid container must be:

- maintained in a good condition;
- suitable for the purpose of keeping the items referred to above in good condition;
- readily available for use; and
- prominently marked as a first-aid container.
- Checked every fortnight

First Aid room

First aid can be administered anywhere. However, in most cases, children should be located in the Y3 Spare Classroom or First Aid Room. There is a first aid container at this location and there is a sink close by in the hall. A First Aider will be responsible for checking the large first aid container.

Procedure in the event of an accident illness or injury

1. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
2. If called, a first aider will assess the situation and take charge of first aid administration.
3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
   I. Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
   II. Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse. See Appendix 2.
   III. Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
   IV. See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
   V. If the individual's heart has stopped there is an emergency defibrillator located in the school office. Consider if the use of this is necessary.

When the above action has been taken, the incident must be reported to:

The Head Teacher and in her absence, the Deputy Headteacher

The parents/carer of the victim(s)

Visits and events off-site

- Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the school business manager before the event is organised.
- Please see the separate Educational Visits and School Trips Policy for more information about the school's educational visit requirements.

Storage of medication (See separate Medicine in School Policy)

- Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
- All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- An emergency supply of medication should be available for pupils with medical conditions that require regular medication.
- Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

Illness

- When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible. Permission for this should be sought from the head teacher or deputy headteacher. When they leave school, this must be logged on Bromcom with their reason for being sent home.
- Pupils should wait in the First Aid Room to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

Consent

- Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.
- Staff act 'in loco parentis' in making medical decision and– staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

Mental Health

Mrs Bristow/Mrs Cresswell is our Pastoral Lead assisted by Ms Dorn and Miss Chandler our ELSAs. Please refer to the school's safeguarding policy with regards to disclosures. Any concerns relating to children's well-being should be referred to the Safeguarding Team.

Monitoring and review

- This policy is reviewed annually by the Head Teacher; any changes made to this policy will be communicated to all members of staff.
- All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Signed by all First Aiders:

Name:	Signed:	Date:

Appendix 1

Our Ref: Leominster Primary School/Minor Injury Log/Head Bumps

Child's Name..... Class.....

Date..... Time of head bump injury (approximate).....

Dear Parent,

Today at School your child received a bump to the head. One of our First Aiders looked after and assessed your chil and at the time, it was not thought necessary to refer him / her for further attention.

However, in rare circumstances, symptoms can develop up to 24 hours after the injury. Should any of the following conditions occur, please refer the child to a Doctor or at the A & E or Minor Injuries Department.

- **Severe headache, excessive sleepiness**
- **Does not like bright light**
- **Vomiting and / or fever**
- **Dizzy, double or blurred vision, weakness of any limbs**
- **Becomes disorientated or confused, cannot remember the recent time**
- **Has an apparent alteration in consciousness level**





Details of head bump:-

The diagram above shows where your child received a bump to the head

Yours sincerely

School Administrator/First Aider

Acknowledgement of Head Bump Letter

Child's Name..... Class.....

I acknowledge receipt of notification of my child's head bump.

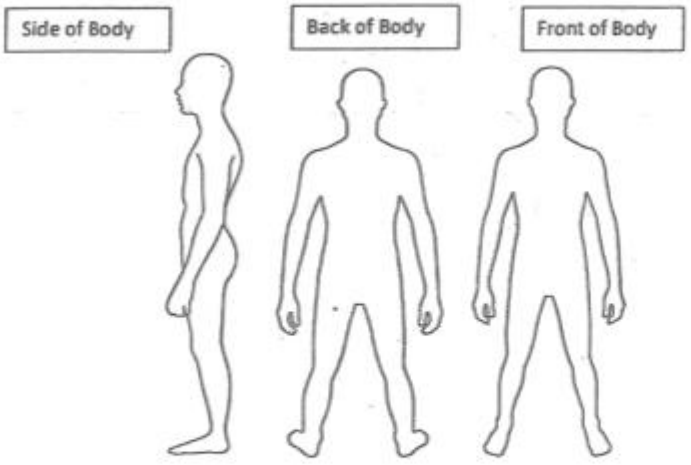
Signed.....Parent

Date.....

Pupil Name	Class	Date

Your child received First Aid today for the following:-

Bump	
Graze	
Cut	
Bruise	
Head Bump ***(see separate head bump note on reverse)***	
Other (e.g. Tummy ache, Headache, Chesty etc)	



Signed..... First Aider

PLEASE ENSURE YOU CHECK YOUR CHILD'S INJURY, FURTHER ATTENTION TO THE INJURY MAY BE REQUIRED

Appendix 2

LEOMINSTER PRIMARY SCHOOL

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Calling the Emergency Services

Request an ambulance – dial 999 or 112, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. School telephone number: **01299 832393**
2. Your name
3. Your location as follows:
   Leominster CE Primary School
   Hereford Road
   Leominster
   HR6 HJU

   What 3 Words:

   Y4-Y6 playground/MUGA **teams.princely.guarding**

   Y1-Y3 playground: **opts.sour.cadet**

   Early Years Playground: **riverboat.licks.verb**

   Forest School: **bumpy.ferrying.shed**

4. Provide the exact location of the patient within the setting
5. Provide the name of the child and a clear description of their symptoms and what first aid you have administered so far.
6. Inform Ambulance Control of the best entrance to use and state that the crew will be met by another first aider and taken to the patient.

Follow your training as well as advice from the services until their arrival.