



ST. ANNE'S COPP CE PRIMARY  
SCHOOL, GREAT ECCLESTON



# FIRST AID POLICY



*"Let us love, not in word, but in truth and action." (1 John 3:18)*

DATE SEPTEMBER 2025

Approved by GB: September 2025  
Next review due: September 2026

**In building solid foundations for every unique individual and putting God's love at the centre of all we do, our children learn to embrace our diverse world. We encourage our children to learn universally in order to understand our heritage and roots as a village, town, region and nation. Through strong community links, our children grow in **compassion** and **understanding**, promote **justice** and possess **aspirations** to make a positive difference. We offer an ambitious curriculum that ignites **curiosity** along with high personal expectations that fosters **resilience** and which enables them to flourish. Our children are easily distinguished by the **courage** they show when making brave choices and understand the importance of becoming the very best versions of themselves.**

### **Introduction**

The Governors acknowledge their responsibility for Health and Safety within the school, not only as a legal requirement but accept the responsibilities laid upon them as employers in Section 2 of the Health and Safety at Work (1974) Act; and also for the promotion of a better environment for the staff and pupils.

### **Roles and Responsibilities**

The governing body is responsible for:-

- ensuring that the appropriate documentation is in place;
- monitoring its implementation;
- reviewing it on an annual basis;
- carrying out risk assessment.

The Headteacher will present termly reports to the Resources Committee Meeting on any health and safety issues. The general daily management of Health and Safety is delegated by the governors to the Headteacher and then to the Bursar who may delegate specific areas of responsibility to individual members of staff. The Bursar will be responsible for:-

- day to day management of Health and Safety (including risk assessment);
- implementation of this policy;
- ensuring that staff are aware of the information contained in this document;
- ensuring compliance with procedures laid down in the document;
- reporting to the Resources Committee as appropriate;
- liaising with contractors to ensure adequate exchange of health and safety information;
- ensuring that all defects in the building and grounds are dealt with promptly.

All Staff should be familiar with the health and safety arrangements in place and should comply with them. All staff have the authority to temporarily disable or forbid the use of facilities they consider to be unsafe prior to consultation with the Headteacher and her decision. All staff have a responsibility towards themselves and others for health and safety and should report any problems promptly. Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment and materials. All staff will be involved in carrying out risk assessments in their classrooms and in communal areas such as hall, cloakrooms or playground on a daily basis and report any concerns to the Headteacher.

## **Practical Arrangements**

### **First Aid**

There should always be at least one member of staff on the premises who is a trained first aider. First aid training is offered to all staff on a regular basis or when certificates are up for renewal. Each adult needs to be able to deal with minor injuries but if in doubt about the seriousness of an accident, additional adult assistance should be requested and the incident reported to a senior member of staff. Several members of staff across school have Paediatric First Aid training in line with Keeping Children Safe in Education (2025).

### **Location of First Aid Equipment / Boxes**

The main first aid box is situated outside the main office. Subsidiary/mobile first aid boxes are also kept at a designated station for easy access to staff on duty. The contents of the first aid kits boxes are decided on completion of the first aid needs risk assessment as necessary. EACH class has its own First Aid box.

### **Guidelines for dealing with accidents minor bumps and scrapes**

Any member of staff can effectively look at a child who has fallen or bumped themselves. Usual treatment would incur washing the area and making sure that the area is clean, dry and not requiring first aid treatment. Wounds that are bleeding, and/or have grit in should be sent to a first aider who would wash the wound and dress appropriately. If the grit is lodged under the skin and cannot be removed then parents will be informed to take their child for necessary treatment.

### **Cuts**

Trained first aiders will deal with all open cuts. They should be covered after they have been treated with water and cotton wool or an antiseptic wipe. Children should always be asked if they can wear plasters BEFORE one is applied but parents should indicate on the medical form if their child is allergic to plasters. Children who are allergic to plasters will be given an alternative dressing. All cuts should be recorded in the accident file and parents informed. ANYONE TREATING AN OPEN CUT SHOULD USE RUBBER GLOVES. All blood waste is disposed of in the green box, located in the front meeting room/office.

### **Bumped Heads**

Any bump to the head, no matter how minor, is treated as serious. All bumped heads should be treated with a cold compress or ice pack. The child's teacher will be informed if the child remains in school and kept a close eye on the progress of the child. ALL bumped head incidents should be recorded in the Accident Book and the tear off copy sent home to parents, along with an orange bumped head letter. The letter includes details of the accident and advice on what symptoms and signs should be looked for in children who have hit their head whilst at school and when medical advice should be sought. A phone call or email is sent home to notify parents of the accident and ensure they look out for the bumped head letter being sent home. If a child sustains a serious head injury whilst at school, the following information should be recorded from any witness.

- Was the child behaving in an unusual way before the injury?
- What happened to cause the injury?
- If they fell, how far did they fall? What did they hit their head against?
- Did the child lose consciousness? If so, for how long?
- How did they appear afterwards?
- Did they vomit afterwards?
- Was the child observed to have any other problem after the injury?

Regardless of whether the school seeks medical advice about the child, this information is given to parents afterwards, where possible. It may be that the child becomes unwell after school and the information will be helpful to parents if they need to see a doctor. If after a head injury a child is unconscious or fits, an ambulance should be called immediately and the parents contacted. If a child

suffers from any of the following symptoms, medical advice must be sought and, if advised, the child should be taken to see either their GP or to A&E by the parents or by school staff.

- Loss of consciousness
  - Vomiting
  - Sleepiness
  - Fits or abnormal limb movements
  - Persisting dizziness or difficulty walking
  - Strange behaviour or confused speech
- If a parent cannot be contacted, the 'in loco parentis' rule must be adopted and a decision made by the Headteacher, deputy or senior teacher if a child is in pain or danger. Contact details for parents are updated on an annual basis. School staff must remain vigilant and take the appropriate action if the child develops a problem.

### **Accident Book**

When completing a record in the Accident Book, it is important that the exact and detailed information is filled in. For major accidents, an accident reporting form needs to be completed. Please see a member of Senior Leadership (The Headteacher or Deputy Headteacher) who will complete and submit the necessary paperwork to the Governing Body and RIDDOR where applicable.

### **Calling the emergency services**

In the case of major accidents, it is the decision of the fully trained first aider if the emergency services are to be called. Staff are expected to support and assist the trained first aider in their decision. If a member of staff is asked to call the emergency services, they must state:-

- what has happened;
- the child's name;
- the age of the child;
- whether the casualty is breathing and/or conscious;
- the location of the school.

In the event of the emergency services being called, a member of staff should wait by the school gate on Copp Lane and guide the emergency vehicle into the school. If the casualty is a child, their parents should be contacted immediately and be given all the information required. If the casualty is an adult, their next of kin should be called immediately. All contact numbers for children are clearly located in the main school office in the Red Pupil File.

### **Control of Substances Hazardous to Health (COSHH)**

The responsibility for carrying out COSHH assessments will rest with the Headteacher, the Site Supervisor or the School Admin Officer, depending on the substance concerned. COSHH data sheets are kept in the office in the blue COSHH file on the office cupboard by the door.

### **Smoking/Vaping**

No smoking/vaping is allowed on the school premises whether inside or outside the building – it is against the law. This regulation extends to the hiring and use of the school after school hours as well as during the school day.

### **School Visits**

See Educational Visits Policy – The EVC (educational Visits Co-ordinator) is Mrs Jenny Macdonald. New staff to the school are given a copy of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety at its priority.