



## FST Primary Schools Federation

# First Aid Policy



*Love, Learn and Grow Together*

*At Foston and Terrington Church of England Schools our commitment to promoting sustainability, affirming diversity, embracing community, and inspiring creativity, is rooted in the words of St Paul who wrote, 'The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control' (Galatians 5 v 22-23). Our core Christian values, love, joy, patience, and self-control are fostered in the pupils and staff building an ethos where all can flourish.*

*At Stillington Community Primary School our commitment to promoting sustainability, affirming diversity, embracing community, and inspiring creativity, is rooted in our core values of love, joy, patience, and self-control. These core values are fostered in the pupils and staff building an ethos where all can flourish.*

Approved by FST Governing Board – May 2025

Review due – May 2026

## Rationale

FST Primary Schools Federation 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.

FST Primary Schools Federation 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.

FST Primary Schools Federation 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

Foston, Terrington and Stillington Primary Schools 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.

## Designated 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.

FST Primary Schools Federation 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 on the SharePoint

At Foston, Terrington and Stillington Primary Schools the main duties of the designated 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 Foston, Terrington and Stillington Primary Schools

- 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 each 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

- Foston, Terrington and Stillington Primary Schools comply with the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) which states that some accidents must be reported to the HSE.
- FST Primary Schools Federation 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](mailto:exec.head@foston.n-yorks.sch.uk).

## Appendix A – Guidance for Feeding Back Incidents to Parents

Low Level	Mid Level	High Level	Serious Incident Requiring Hospitalisation
<ul style="list-style-type: none"> <li>   Bruise that requires no intervention</li> <li>   Small graze that requires no intervention</li> <li>   Scratch that requires no intervention</li> <li>   Fall with no marks or impact on child</li> <li>   Replacing a plaster on existing injury</li> </ul>	<ul style="list-style-type: none"> <li>   Cuts that required cleaning and a dressing applying</li> <li>   Bruises grazes that required cleaning and a dressing applying</li> <li>   Nose bleed</li> </ul>	<ul style="list-style-type: none"> <li>   Head bump</li> <li>   Splinter / foreign object in skin</li> <li>   Acute illness</li> <li>   Back injury</li> <li>   Eye injuries/Loss of sight</li> <li>   Suspected Fractures</li> <li>   Worsening illness</li> <li>   Serious conditions</li> <li>   Concerning rashes</li> </ul>	<ul style="list-style-type: none"> <li>   Any injury requiring immediate hospitalisation</li> </ul>
<p>No reporting</p> <p><b>*HCP children record as per documentation</b></p>	<p>Record on ScholarPack.</p> <p>Speak to parents at end of day or phone if not available / children in club.</p> <p><b>*HCP children record as per documentation</b></p>	<p>Ring ambulance if required</p> <p>Phone parents to inform them.</p> <p>Send a letter home for head bump.</p> <p>Record on ScholarPack</p> <p><b>*HCP children record as per documentation</b></p>	<p>Ring ambulance depending on severity.</p> <p>Speak to parents once ambulance called.</p> <p>Please immediately alert Senior Teacher / Headteacher / HofS.</p> <p>Record on ScholarPack.</p> <p>B-safe will need completing with business manager and staff member who dealt with the incident.</p>