

Gillespie Primary School



**First Aid Policy
October 2025**

First Aid Policy

This policy is written following the guidelines given in the document 'Guidance on First Aid for Schools' published by the DfE.

It is Gillespie School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and to put the procedures in place to meet this responsibility. The policy will be reviewed every three years.

Aims

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1999.
- To ensure that the provision is available at all times while people are on school premises, off the premises whilst on school visits and on the journeys to and from school for those pupils travelling in school arranged transport.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents (via the website) of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations1995.

Duties and Responsibilities

The **Governing Body** is responsible for the health and safety of their employees and anyone else on the premises. This includes the Headteacher and teachers, non-teaching staff, pupils and visitors (including contractors).

The **Head** is responsible for putting the policy into practice and for developing detailed procedures. He should ensure that the policy and information on the School's arrangements for first aid are communicated to all staff and parents. New staff are to be informed of procedures as part of their induction programme. First aid information is displayed in the staff room, office and prominently on each floor. Staff training is given in response to need.

The Head in his role as The Health and Safety Co-ordinator must ensure that a risk assessment of the school is undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place. The Health and Safety Co-ordinator should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employ.

All staff are expected to do all they can to secure the welfare of pupils, other adults and themselves.

The Appointed Person need not be a First Aider but should have undertaken emergency first aid training. Anna Di Sculio is the appointed person overseeing the day to day management of first aid under the direction of the Headteacher She will:

- Liaise with the head to ensure Training for First Aiders is appropriate, up to date and that a record of qualifications is kept.
- Look after the first aid equipment e.g. restocking the first aid bags in the allocated places

The First Aider must have completed a training course approved by the Health & Safety Executive (HSE) and will be updated every three years. S/he will be contacted to give immediate help to casualties if required during lesson time or break times. Any pupil complaining of illness or who has been injured is to be sent to the school office (accompanied where possible) for the First Aider to inspect and, where appropriate, treat. During lunchtime any pupil complaining of illness or who has been injured is to be sent to the lunchtime assistants who will inform the teacher as soon as possible. The first aider will be contacted. All incidents are to be recorded in the Accident File as appropriate. Supervision will be provided for poorly or injured children. Where the injury or illness requires, or if there is any doubt over the health and welfare of a pupil, parents or carers should be contacted as soon as possible so that the pupil can be collected and taken home.

If the situation is life threatening or of cause for concern any member of staff can ring 999 and request ambulance help. The head should be informed at the earliest possible opportunity. Should a child be taken to hospital before a parent or carer arrives at the school a member of staff will accompany the child to hospital and parents will be directed to go straight there.

The school ensures a number of staff have valid 'Paediatric First Aid' certificates including a member of the Early Years team.

Photographs of the First Aiders are displayed outside the medical room and staff room.

On each floor there is a poster giving information on the names and locations of trained first aiders on the school staff.

Reporting

- The Headteacher or most senior teacher on site will be informed of any serious injury occurring in a day.

All incidents, injuries, head injuries and treatments are to be reported in the Accident Report File kept in the medical room.

Where a minor injury is recorded in the 'Accident Report File', a cut off slip will go home to parents/carers informing them of the accident.

- Parents are to be informed of a head injury with a text message and the standard bumped head letter.
- Staff should also complete the accident reporting form for employees if they sustain an injury at work.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), some accidents must be reported to the HSE using the Islington online incident app IRIS.

1. Involving employees or self employed people working on the premises.
2. Involving pupils and visitors where a visit to the hospital is required.

The Head is responsible for ensuring this happens and is also responsible for carrying out a risk assessment and report back to the HSE via IRIS.

School Visits and Journeys away from school

Before undertaking any off-site activities, the Group Leader will assess what level of first aid provision is needed. Where possible, a qualified First Aider will accompany a class on an offsite activity. A

portable first aid kit will be carried, the contents of which will conform to the Authority's guidance. All visits and journeys away from school will be risk assessed (see the policy for off site visits).

Record Keeping

The Head or their nominated representative must ensure that a record is kept of any first aid treatment given. This should include:

- the date, time and place of incident
- the name (and class) of the injured or ill person
- details of their injury/illness and what first aid was given
- what happened to the person immediately afterwards
- name and signature of the first aider or person dealing with the incident

First Aid boxes

First Aid Boxes are located in:

- The medical room
- The office
- The kitchen
- Lab_13
- 1st Floor: Blue room
- 2nd Floor: Study room.

Bum bags, complete with first aid equipment, are located in the office for off site visits. All emergency details for school visits will be provided and placed in this bag for outings.

First Aid Boxes should contain

- Wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Medium sized (approximately 12cm x 12cm) and Large sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- Disposable gloves

No medicine/tablets are to be kept in the first aid boxes