

Elworth C of E Primary School



'Love God, Love Learning, Love One Another.' Matt 22:36-39

First Aid Procedures

Date:	October 2025
Review Cycle:	2 Yearly
Reviewed By:	Mr N Garratt
Approved By:	Mr N Garratt
Next review date:	October 2027
Nominated Governor:	Mr B Pitt

'Love God, Love Learning, Love One Another.' Matt 22:36-39

At Elworth we embrace The Church of England's vision for education which is 'Deeply Christian, Serving the Common Good.' When Jesus was asked which was the greatest commandment, he responded with *'Love the Lord your God with all your heart, all your soul and all your mind' and 'Love your neighbour as yourself'* (Matt 22:36-39). These timeless words are at the heart of our vision, nurturing our community and shaping the ethos of our flourishing school.

School's theologically rooted Christian mission

At Elworth we create a stimulating and caring environment, grounded in Christian belief and practice, so that all members of our school community can flourish. We therefore aim to provide an education that provides pupils with opportunities to explore and develop their own values and beliefs, spiritual awareness, high standards of personal behaviour, a positive caring attitude towards other people, an understanding of their social and cultural traditions and an appreciation of diversity within modern Britain. We maintain that learning should be a rewarding experience for everyone; it should be enjoyable. Through our teaching we equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. Our six Christian values underpin all that we teach : Courage, Community, Perseverance, Generosity, Compassion, Friendship. Our school rules are: To be Ready, To be Responsible and To be Respectful. These are embedded in each child's mind so that they are fully prepared for living each day successfully. We aspire that all our children are a blessing beyond the school walls, beyond their families, beyond their local community, as global citizens. To achieve this the children and adults at Elworth embark on an exciting and adventurous journey together joining in with God's redemptive work in our lives and throughout the world and learn to be advocates for change.

Policy statement

The governing body is responsible for ensuring adequate and appropriate first aid arrangements are in place for all school activities on site and off site. This policy sets out roles, responsibilities, training, recordkeeping, equipment, and emergency procedures to ensure prompt, effective care for pupils, staff, visitors, and contractors.

Scope

This policy applies to all staff, pupils, governors, visitors, volunteers and contractors during school-led activities on the school premises and off site, including trips, sports fixtures, before and after school provision, and wraparound care.

Roles and responsibilities

- **Governing body** ensures the school has sufficient first-aid provision, resources and insurance cover.
- **Headteacher** oversees implementation, holds the written first-aid needs assessment, reviews provision termly and after significant changes, ensures training and equipment are maintained, and ensures emergency contact information is current.
- **Appointed First Aiders** provide first aid within the scope of their training, complete records for incidents they treat, and inform parents where required.
- **All staff** provide immediate basic care where safe to do so, call trained first aiders for assistance, and follow reporting procedures.
- **Office staff** ensure emergency calls are made, guardians are notified, and that ambulance directions and incident details are available to responders.

First Aid Needs Assessment

A written first-aid needs assessment is held by the Headteacher and reviewed at least annually or after significant changes to premises, pupil numbers, curriculum activities or staffing. The assessment determines:

- required number and placement of trained first aiders;
- contents and location of first aid kits;
- arrangements for EYFS and off-site activities;
- procedures for recordkeeping and reporting.

Training and competence

- The school maintains a list of appointed first aiders with course type and expiry dates. This list is reviewed termly and is available in the SLT office and an electronic SLT central file.
- First aid training includes First Aid at Work and Paediatric First Aid as appropriate. First aiders attend refresher training before certificates expire.
- A training log records course name, provider, date, expiry and staff competency checks.
- EYFS Paediatric First Aid (PFA)
- To meet statutory EYFS requirements, at least one member of staff with a full, current Paediatric First Aid certificate will be on site and available whenever EYFS children are present, including during outings and visits. The needs assessment ensures adequate PFA cover for EYFS sessions.

First aid cover arrangements

- First aid cover is provided during curriculum time, lunchtimes, break times, before and after school clubs, PE lessons, and off-site activities.
- Classroom staff deal with minor injuries where reasonable and safe; only appointed first aiders administer first aid beyond basic care.
- A named senior member of the midday team provides cover at lunchtimes; if further treatment is required, the child will be brought to the nurture room or other designated area.
- Trip leaders must check first-aid cover before departure, carry an appropriate mobile first-aid kit, and ensure at least one trained first aider accompanies off-site visits when required by the risk assessment.

Equipment and facilities

- First aid kits are stocked in each classroom; there is a larger kit for PE and a mobile kit for trips. Kits include sterile dressings, bandages, disposable gloves, wound dressings, plasters, foil blanket and dressings for burns. PPE is included where relevant.
- Defibrillator and instructions for use are stored at the designated on-site location (Outside Headteacher's office and Key Stage 2 bootroom) and staff are aware of its location.
- First aid supplies are checked monthly and after each use by a nominated staff member.

Recording incidents and informing parents

- All incidents requiring first aid are recorded in the classroom and central first aid books. Serious incidents will also be recorded on CPOMS. Records include date, time, location, nature of injury, treatment given, name of first aider and whether parents were informed.
- Accident slips are completed and copies sent home with pupils for parental information.
- Head injuries are treated with heightened vigilance. Staff use an observation checklist and follow prescribed escalation steps for symptoms including vomiting, persistent headache, drowsiness, seizure, visual changes or loss of consciousness. Parents are informed by telephone for any head injury beyond minor bumps.
- Serious incidents will be escalated to the Headteacher and reported on PRIME forms to the Local Authority where necessary.

Emergency arrangements and ambulance call procedure

- To call an ambulance:
 1. Dial 999 and state the condition and location of the casualty.
 2. Provide the school postcode CW11 3HU and explain that Middlewich Road is the A533.
 3. Give the school telephone number 01270 698914 and the caller's name and contact.
 4. Send a staff member to meet and direct the ambulance and another to take casualty details and guardian contact information to the entrance.
 5. Office staff must notify legal guardians immediately after the ambulance is called and log actions taken.
- Emergency contact details for pupils and staff are reviewed at least termly.

Medication and emergency medication

- Medication will only be administered in line with the school's separate Administration of Medicines policy. Parents must supply written consent and clear dosage instructions.
- Emergency medicines such as adrenaline auto-injectors and inhalers are stored and made available as required; named pupils keep inhalers accessible and labels are checked regularly. Staff receive training in the use of emergency medication and relevant records are kept.

Head injury checklist and escalation

- Immediate actions for suspected serious head injury: assess airway, breathing and circulation; immobilise if spinal injury suspected; call 999 if loss of consciousness, seizure, vomiting repeatedly, difficulty breathing or unequal pupils.

- Observe for 24 hours for symptoms worsening; document observations and contact parents if concern persists.
- Inform the class teacher and record incident; telephone contact should be made for any head injury considered more than minor.

Off site activities and trips

- A trip risk assessment includes first-aid needs. Trip leader carries: mobile first-aid kit, list of trained staff on the trip, pupil medical and emergency contact details, and mobile phone.
- If activities involve greater risk, the trip will include an appropriately qualified first aider. Post-trip incident records must be completed on return.

Monitoring, review and audit

- The Headteacher reviews first-aid provision termly and after significant incidents. The governing body reviews this policy every two years or sooner if required.
- The next scheduled policy review date is October 2027.

Appointed First Aiders

- A current list of appointed first aiders, training type and expiry dates is maintained by SLT in an electronic central file and displayed in the SLT office, PPA Room, Nurture Room and staff common area.

First Aid Kit Contents Recommended Minimum

- Sterile dressings; assorted plasters; triangular bandages; conforming bandages; disposable gloves; foil blanket; eye dressing; scissors; tweezers; wound cleansing wipes; PPE.