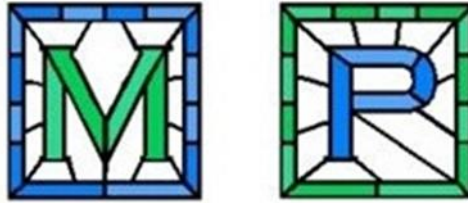


Monkfield Park



**Primary School and
Care & Learning Centre**

First Aid Policy

Autumn 2025

Aims

- To identify the first aid needs of Monkfield Park in line with the Health and Safety at Work etc. Act 1974.
- To ensure that first aid provision is available at all times while people are on Monkfield Park's premises, and also off the premises whilst on educational visits and trips.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons (3 day trained) and First Aiders (1 day trained) to meet the needs of Monkfield Park.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of Monkfield Park's first aid arrangements.
- To keep accident records and to report to the Health and Safety Executive (HSE) under the Diseases and Dangerous Occurrences Regulations (RIDDOR).

Who was consulted?

Staff and Governors have been consulted in the development of this policy.

Relationship to other policies

This policy should be read in conjunction with Monkfield Park's policy on health and safety and the local authority policy relating to educational visits.

Roles and Responsibilities

The Headteacher is responsible for implementing the policy, identifying responsible staff members for managing first aid and the administration of medicines, and ensuring that appropriate resources and staff training are available in line with current health and safety legislation. They should ensure that the policy and information on Monkfield Park's arrangements for first aid are made available to parents and carers.

The staff member/s responsible must draw up procedures in consultation with health specialists, to ensure that they are kept up to date and that records are maintained, and provide information to staff.

First Aid trained staff are responsible for keeping themselves up to date with basic first aid, and all staff are responsible for understanding the importance of risk assessment, and recognising the health needs of children for whom they have responsibility.

Children are responsible for caring for their own welfare and that of other children and understanding the importance of risk assessment.

The Appointed Person will:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

The First Aider: first aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE) and attend refresher courses every 3 years.

He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting first aiders, the Headteacher should consider the person's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Normal duties. A first aider must be able to leave to go immediately to an emergency.

Arrangements for monitoring and evaluation

The governing body will receive a termly report on the number of pupils treated for first aid by year group, the programme of staff training, and the nature of any complaints received.

Re-assessment of first-aid provision

As part of Monkfield Park's annual monitoring:

- The Headteacher reviews the first aid needs following any changes to staff, building/site, activities, off-site facilities etc.
- The School Business Manager monitors the number of trained first aiders, alerts them to the need for refresher courses and organises their training sessions.
- A nominated first aider checks the contents of the first aid boxes and bags termly.

Providing Information

The Head teacher will ensure that all staff are informed about Monkfield Park's first aid arrangements and will:

- Provide information for new staff as part of their induction programme.

- Give all staff information on the location of equipment, facilities and first aid personnel. This will appear in the staff handbook and in the Health and Safety Policy.

PROVISION

How many first aid personnel are required?

The Headteacher will consider the findings of the risk assessment in deciding on the number of first aid personnel required. Monkfield Park is a low risk environment, but the Headteacher will consider the needs of specific times, places and activities in deciding on their provision.

In particular they should consider:

- Off-site PE
- School trips
- DT Room
- Adequate provision in case of absence, including trips
- Out of hour's provision, e.g. events. Where third party providers use the school, first aid arrangements should be approved by the Headteacher.

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when people are on Monkfield Park's premises. For those who are lone working, the Lone Working Policy and risk assessment should be followed.

Qualifications and Training

Finding the right first aid training for Monkfield Park

Monkfield Park is responsible for making sure whoever trains their staff is competent.

There are four types of provider to choose from. They offer:

- regulated qualifications from an awarding organisation (AO) – these are recognised and regulated by Ofqual, the Scottish Qualifications Authority (SQA) or the Welsh Government.
- voluntary approval schemes, such as a trade body accredited by a third party – the United Kingdom Accreditation Service (UKAS) is the national accreditation body recognised by government.
- independent training where the provider can prove their competence
- training from one of the three Voluntary Aid Societies recognised by the government:
 - St John Ambulance
 - British Red Cross
 - St Andrew's First Aid

First Aid materials, equipment and facilities

The Head teacher must ensure that the appropriate number of first aid kits according to the risk assessment of the site are available.

All first aid kits must be marked with a white cross on a green or red background

- Each school trip must have provision for a first aid kit
- First aid kits must accompany staff off-site

Spare stock should be kept at school.

Responsibility for checking and restocking of the first aid kits:

- At Monkfield Park, a designated member of first aid staff
- On educational visits, the appointed first aider identified in the risk assessment.
- For off-site, the lead teacher/member of staff appointed as the first aider for the visit/event.

Accommodation

The Headteacher must provide a suitable room for medical treatment and care of children during school hours. This needs not be a dedicated area but should be close to a lavatory and contain a washbasin.

Hygiene/Infection control

Staff must follow basic hygiene procedures.

Single use disposable gloves must be worn when treatment involves blood or other body fluids.

Care should be taken when disposing of dressings or equipment.

Reporting accidents

The first aider must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting, the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records.

The following accidents must be reported to the health & safety team:

- Accidents resulting in death or major injury (including as a result of physical violence);
- Accidents which prevent the injured person from doing their normal work for more than three days;
- Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with work i.e. if it relates to
 - Any activity, both on or off the premises
 - The way in which an activity has been organised or managed
 - Equipment, machinery or substances
 - The design or condition of the premises

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The Headteacher is responsible for ensuring these accidents are reported to the health and safety team within 5 calendar days.

The Appointed Person or first aider must complete incident report form on-line available at www.reportincident.co.uk/cambridgeshire

Record keeping

Statutory accident records: readily accessible accident records, written or electronic, should be kept for a **minimum of three years**.

The Headteacher must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. 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 first aider or person dealing with the incident.

The Headteacher must have in place procedures for ensuring that parents are informed of significant incidents.

Monitoring

Accident records can be used to help Monkfield Park identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes.

The Headteacher should establish a regular review and analysis of accident records.

Appendix A

FIRST AID PROCEDURES

Only members of staff who have received First Aid training through Everett Training Services can carry out First Aid at Monkfield Park. First Aid for minor injuries should be administered in the classrooms or by staff on the playgrounds from the First Aid kits available at break and lunchtimes. All details should be recorded immediately in the class first aid book and the class teacher informed.

Head injuries or anything other than a minor injury must be referred to the Main Office.

When carrying out First Aid and it is necessary for a child to expose areas of their body usually covered by clothing, please ensure for safeguarding reasons that two members of staff are present and that the child's dignity is protected.

If you require support in a situation, please accompany the child to the Main Office and consult with the three day trained First Aid staff.

HEAD or NECK INJURIES:

Children with injuries to the head, face or neck must be immediately taken to the main medical room. If staff administer first aid for head injuries, they must immediately inform the office so that parents can be notified by email. The child must be given a bumped head sticker for injuries to the head. A record of any first aid carried out must be completed immediately with the child present.

ASTHMA:

When a child uses an asthma inhaler, the number of puffs administered must be recorded in the medical book and whether the child self-administered (SA) or was given adult assistance (AA).

MEDICATION:

Only nominated members of staff will administer medicines to children following completion of the correct paperwork by the parent/carer which has been counter signed by the head teacher (refer to medicines policy).

RECORDING:

The following information must be recorded in the book where the first aid is administered:

- Date, time, place of incident
- Name of injured person
- Details of the injury
- Details of first aid given
- Full signature of person administering the first aid.

ABBREVIATIONS:

For a head injury = ISE (Ice, Sticker, Email). Ensure the office is informed immediately to email parents.

Where ice packs are administered = record ICE

If a wound is cleaned and dressed = C+C (Cleaned & Covered).

Any other treatment should be listed in detail.