



First Aid Policy

Policy reviewed: *Spring 2026*
Policy valid until: *Spring 2029*
Policy owned by: *The Headteacher*

Headteacher: _____

For and on behalf of the Governing Body: _____

First Aid at Ysgol St George

- The school has two qualified first aiders who will offer initial assistance.
- The school will ensure that there are always sufficient qualified first aiders and provide regular refresher courses.
- Pupils feeling unwell must report to their class teacher. First Aid staff will offer appropriate treatment. If necessary, parents will be contacted although no pupil may go home without the consent of the Headteacher.
- If an ambulance is needed and called, the Headteacher (or named person in charge) must be informed as soon as possible.
- If an injury is the result of an accident, an incident form must be completed and forwarded to the Headteacher.

Accident Reporting & Record Keeping

Pupils

- All accidents and injuries at school are recorded in the accident book which is kept in the staff room and a slip is sent home with the child informing parents of the injury.
- Injuries are referred to a Named First-Aider.
- Where an injury requires the child to be sent home or further medical attention, the injury is recorded on the LA accident system (CAMMS).
- All accidents will be investigated and an internal record kept.
- The Headteacher will be notified of all accidents.
- Parents will be notified of any serious injury requiring further treatment.

Staff

- All accidents and injuries at work must be dealt with by a First-Aider and recorded on an accident form and passed to the Headteacher.

Health & Safety Executive

All accidents resulting in death, certain types of serious injury or more than three days incapacity for work are subject to the provisions of the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1985 (RIDDOR). Any such accident should be reported using the CAMMS system.

First Aid Procedures

In the event of an injury to a pupil, then dependent upon the severity of the injury, the following procedure will be adopted by the notified first aider.

IMMOBILE SERIOUS INJURY REQUIRING HOSPITAL TREATMENT

The First Aider will:

- call an ambulance 999
- give the necessary first aid
- inform the parents
- inform the Headteacher
- inform the class teacher

MOBILE SERIOUS INJURY REQUIRING HOSPITAL TREATMENT

The First Aider will:

- give the necessary first aid to the pupil
- call an ambulance/arrange transport to the hospital
- inform the parents
- inform the Headteacher

- inform the class teacher

INJURY NOT REQUIRING HOSPITAL TREATMENT

The First Aider will:

- give the necessary first aid
- if necessary inform the parents who may collect the pupil or arrange for other transport arrangements to be made. Consent for the pupil to go home can only be given by the Headteacher.
- the pupil will be sent back to class if he/she has had the necessary first aid and is well enough
- inform the class teacher

Named First Aiders

- All accidents requiring treatment must be reported to a First Aider and to the Headteacher or Deputy Headteacher. The First Aider will give any treatment necessary and will record the details of the accident on the accident form. Failure to report an accident is a breach of the school rules.
- Named First Aiders:
Sian Wilkinson
Emma Williams

Administration of Medication

- Pupils who are unwell are to be brought to the First Aider
- No medication will be administered unless it has been prescribed by a GP and parents have completed the necessary documentation (see Healthcare Needs Policy).
- Pupils with allergies that require the use of an epi-pen, or who have other serious conditions need to bring the appropriate medication into school.
- Controlled substances are stored in the staff room in a locked cabinet.
- Medication that requires storing in a refrigerator are stored in the medicines fridge in the staff room.
- The school nurse will support the school in providing appropriate care plans, and in the initial training of staff regarding the administration of such medicines.
- Ice packs are available for sports injuries or minor injuries. (Kept in medicines fridge in the staff room)