



Branston Church of England Infant Academy

First Aid in School Policy

*Travelling together to be **the best we can be** within the love of God*

Policy Co-ordinator: Mrs L Cook

Original Policy Dated: May 2018

Reviewed Policy Date: January 2026

Presented to Local Council: January 2026

Date to be Reviewed: January 2027

Cycle Review: Annually

Statement

At Branston Church of England Infant Academy we will undertake checks to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for First Aid at Branston Church of England Infant Academy is held by the Headteacher who is the responsible manager.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Please note this is to be read in conjunction with the LAAT Supporting Pupils with Medical Conditions Policy.

Aims and Objectives

Our First Aid Policy requirements will be achieved by:

- Ensuring that there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid.
- Ensuring the above provisions are clear and shared with all who may require them.

First Aid Training

The Headteacher will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric trained staff are nominated and that they are adequately trained to meet their statutory duties.

Qualified First Aider

At Branston Church of England Infant Academy **all staff receive Emergency First Aid at Work Training.**

Staff are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to a specific first aider (e.g., first aid kit inspections).

Paediatric First Aider

At Branston Church of England Infant Academy there are multiple Paediatric First Aid trained staff , who's names can be given on request.

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations, and a higher level of training to ensure children across the whole school are well cared for.

First Aid Provision

The following first aid provisions are available on site:

- A first aid kit in every classroom.
- Additional first aid kits in the hall and playground entrance and the school office.

- A portable emergency first aid kit in the staff room, to be used for excursions and trips.
- Two portable first aid kits for use by the Midday Supervisors out on the playground.
- Ice packs with protective sleeves, frozen and readily available.

It is the responsibility of the clerical assistant to check the contents of all first aid kits every periodically to ensure they remain adequately stocked and that additional supplies are ordered as needed.

EYFS

Any accident or injury sustained by EYFS children will be treated by a Paediatric first aider. EYFS staff will keep a record of these injuries, they are recorded and kept on CPOMS. For children in the EYFS, it is the school's duty to inform parents of **any** accident or injury sustained by the child on the same day, and any accident or injury whether it has required first aid treatment or not. Where first aid treatment has been given, parents will be made aware of the treatment their child has received, via MCAS or telephone. Telephone calls are made to parents if further medical intervention is required or if the child is particularly distressed and cannot be calmed by school staff.

Emergency Arrangements

Upon being summoned in the event of an accident, a first aider will arrive on the scene to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

An ambulance will ALWAYS be called on the following occasions:

- In the event of a serious injury.
- In the event of any significant head injury.
- In the event of a period of unconsciousness.
- Whenever there is the possibility of a fracture or where this is suspected.
- Whenever the first aider is unsure of the severity of the injuries.
- If a child is going into anaphylactic shock following an allergic reaction.
- If the child's medical notes state that an ambulance is required for that specific situation.

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- It involves an injury to the head or genitals.
- Is considered to be a serious (or more than minor) injury.
- Requires significant first aid treatment.
- Requires attendance at hospital.

Our procedure for notifying parents will be to send a text message via MCAS for minor injuries involving the head. For anything more significant all telephone numbers available to contact parents will be used and a message will be left should the parents not be contactable.

For any injury to the genitals a parent will be contacted by phone and asked to come and check their child if the injury is severe or causing any pain. An ice pack will be provided to the child to use over the top of their clothing.

In the event that parents cannot be contacted, and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour and any additional emergency contacts. In the interim, we will ensure that a qualified first aider and another member of staff remain with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment, and the parents cannot be contacted prior to attendance, the qualified first aider and another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Records

All accidents requiring first aid treatment are to be recorded on CPOMS with (at least) the following information:

- Name of injured person.
- Name of the person recording the accident.
- Date and time of the accident.
- Type of accident (e.g. bump on head etc.).
- Treatment provided and action taken.
- Any follow up requirements.
- Details of any parent notification.

First Aid Policy – Amendments

Date Actioned	Changes
April 2019	Emergency Arrangements Section: Bullet pointed section insertion of ‘and genitals’ following injury to the head. Insertion of the following paragraph: For any injury to the genitals a parent will be contacted by phone and asked to come and check their child if the injury is severe or causing any pain. An ice pack will be provided to the child to use over the top of their clothing.
January 2023	Insertion of Paediatric First Aid trained staff
June 2025	EYFS – new procedures included.
January 2026	Addition of MCAS