

**St Saviour's C of E Academy**  
**First Aid Policy**  
**September 2025**

### **First Aid Equipment**

The first aid cupboard is located in the following area:

- Front entrance hall

The contents of the boxes are as follows:

- Scissors
- Hypo-allergenic plasters
- Hypo-allergenic wipes
- Dry sterile pads
- Micropore tape
- Gloves
- Triangular bandage
- Lint-free field dressings
- Eye wash
- Vent aid

N.B Creams, ointments or antiseptic liquids/sprays are not permitted.

Travel first aid kits are also kept in the horse cupboard and are available to take on trips.

The first aid boxes are monitored/stocked by nominated first-aiders at regular intervals and office manager.

### **First Aiders**

All staff have undertaken basic First Aid Training

The following staff hold first aid certificates:

#### **Pediatric First Aid:**

- Karen Ball
- Karen Hancock
- Shannon O'Connor
- Claire Taylor
- Rhiannon Leek
- Danni Ogden
- Roxanne Galloway
- Emma Marks

## **First Aid at Work**

- Tracy Ross
- Emma Twentyman

Training is kept up to date by ensuring all first aiders attend refresher courses before the expiry of their existing certificates.

### **In the event of an accident**

Children are told to immediately inform the first available adult, who will contact a first-aider. Notices are displayed in each area to name first aiders.

Staff and other adults advised similarly.

The first-aider will then assess the injury and administer first aid as appropriate.

If the injury sustained involves blood, all staff concerned will wear gloves and ensure that any equipment used is disposed of in a sealed bag.

Injuries require a graded response and this response will be assessed by the First-Aider.

### **Guided Response**

- Injuries assessed and dealt with and child/adult involved returns to activity in school under supervision. Parents/ carers informed at the end of the school day where appropriate, or earlier if determined to be necessary by first-aider.
- Non-emergency first aid or illness – parents/ carers are informed and asked to attend. Advice given by first-aider to monitor the injury/illness or attend family doctor.
- First aid/potential emergency – parents/ carers are informed and advised to take a child to hospital. If parent not available, the first-aider and another member of staff will accompany the child to hospital and will remain with the child until a parent/guardian arrives.
- Immediate action required – ambulance called and parents/carers informed. Child accompanied by first-aider in the ambulance until parents arrive.

In the event of medical assistance being required the Office Manager will phone for the ambulance and then phone parents to let them know. In the event of any child having to go to hospital the Principal will normally accompany the child or in her absence the next senior staff member available.

If an accident occurs during out of school activities, the nearest first-aider will be contacted and appropriate action taken.

All accidents requiring treatment are entered into the Accident Register. Parents should be informed of all head bumps and of any other injury as felt necessary. Major incidents requiring hospital treatment should follow the guidance set out in the section above

### **Major Accidents** (including over 3-day injuries to staff)

Any accidents resulting in specified major injuries should be reported by telephone on the day of the accident to the Chief Executive. Any fatality must be reported to the Chief Executive and to OFSTED. The accident must be investigated to determine the cause and establish what can be done, if anything, to prevent reoccurrence. An accident report form must be completed. (Form EDAF 1) In addition the accident report book held on site must be completed.

Accident books are kept and monitored on a termly basis. This information then informs departmental risk assessments.

### **Drugs & Medications**

No medication is allowed on site unless parental permission and full details have been received in writing, using the correct school forms. Every effort should be made to avoid receiving medication into school i.e. advising parents that antibiotics can be taken either side of the school day but where medication must be taken it must be labelled with the name of the pupil and stored in the school office or in the fridge as appropriate. All medication given must be logged using the County forms. No teacher is expected to administer medication but Mrs Lowe, the Office Manager is willing to undertake this task following guidance.

If children need reliever inhalers or ointment etc. other than the times stated in the schedule, this must be stated on the medication form, recording dosage and time administered.

Children are encouraged to use inhalers for themselves as soon as possible.

### **Storage of Medication**

Medication is stored according to individual guidelines and is clearly labelled. Inhalers are named and stored in an area accessible to the child.

**Written** September 2025

**Principal** L Davis  
**Chair of Governors** M Weller

**Review** September 2026

Signed   
 Signed

