

First Aid

Document Control

Version Number	2
Effective date	September 2025
Document Owner	Stephanie Smith
Review Cycle	Annually
Ratification	Head of School – Stephanie Smith
Date of Next review	September 2026
Related Policies	
Related Documents	

1 Table of Contents

2 Introduction.....3

2.1.1 Qualified first aiders will:.....3

2.1.2 The School will:4

2.1.3 Teachers and support staff will:4

2.1.4 Reception Staff will:.....4

3 Appendix A5

2 Introduction

The First Aid procedure at The Cavendish School is in operation to ensure that every pupil, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the team consists of qualified first aiders and not trained doctors or nurses.

In the event of an incident all members of the school community should be aware of the support and the procedures available to activate this.

The purpose of the policy is therefore:

- ∞ to provide effective, safe first aid cover for pupils, staff and visitors;
- ∞ to ensure that all staff and pupils are aware of the system in place;
- ∞ to provide awareness of health & safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents;

The term first aider refers to those members of the school community who are in possession of a valid first aid at work certificate or equivalent.

The St John Ambulance Calculator states that for September 2025, 6 first aiders are required. This figure will be checked and reviewed annually.

2.1.1 Qualified first aiders will:

1. Ensure that their qualification and insurance provided by the school are always up to date.
2. Ensure that first aid cover is available throughout the working hours of the school week.
3. Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or bodily fluid is evident (or any other appropriate personal protective equipment), calling for help from other first aiders or emergency services.
4. Help fellow first aiders at an incident and provide support during the aftermath.
5. Act as a person who can be relied upon to help when the need arises.
6. Ensure that the first aid cupboard is adequately stocked periodically.
7. Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.
8. Ensure that a child who is sent to hospital by ambulance is either:
 - a. accompanied in the ambulance at the request of paramedics;
 - b. followed to a hospital by a member of staff if a relative cannot be contacted;
 - c. met at hospital by a relative;
 - d. The first aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
9. Ensure that the parents/carers of any pupil are contacted in the event that:
 - a. a head injury is sustained by the pupil;
 - b. The pupil is taken to hospital;
 - c. The mobility of the pupil is impaired by their injury.
10. Liaison must occur with the member of staff in charge of cover, to ensure that lessons are covered in the event of an absent teacher/TA.

11. Keep a record of each pupil attended to, the nature of the injury and any treatment given, an accident and first aid log is to be made on evolveaccidentbook. If IT access is not available then a manual first aid log is held in Health and Safety folder on the Staff share and a printed copy can be found in the First Aid Room. These must be handed to the Business and Administrative manager to be logged.
12. In the event of an incident, an Incident Log in Forms must be completed. This can be found at the following link <https://evolve.edufocus.co.uk/safety/login.asp> . This includes any near miss events.
13. Where pupils have had an accident, been offered or received first aid, then the email incident to parents option should be selected to allow a copy of the incident and any first aid to be emailed home to parents automatically with submission.
 - a. Where possible this should occur as soon as first aid is administered, this should however always be within 24hours. Where a minor head injury has occurred this should also be prior to a pupil arriving home (unless verbal contact has been made).
14. Ensure that everything is cleared away safely, utilising the medical waste bin in the medical room if necessary. Any bloodstains on the ground must be washed away thoroughly. Please contact the site team to arrange cleaning work. No contaminated or used items should be left lying around.

2.1.2 The School will:

1. Provide adequate first aid cover as outlined in the Health & Safety (First Aid) Regulations 1981.
2. Monitor and respond to all matters relating to the health and safety of all persons on school premises.
3. Ensure all new staff are made aware of first aid procedures in school.

2.1.3 Teachers and support staff will:

1. Familiarise themselves with the first aid procedures in operation and ensure that they know who the current first aiders are. This information can be found on the staff Drive in the Health and Safety First Aid folder (printed copies in Medical room & Sick bay) and is displayed within the staffroom and all classrooms.
2. Be aware of specific medical details of individual pupils as detailed on SIMS, EHCPs and know of all pupils with additional specific medical health care plans. These are also located in the staff Drive in Health and Safety First Aid folder (Printed copies in Medical room)
3. Ensure that their pupils are aware of the procedures in operation.
4. Never move a casualty until they have been assessed by a qualified first aider unless the casualty is in immediate danger.
5. Send for assistance or help to reception or by asking over the radio as soon as possible and a first aider will attend the classroom to assess the casualty. Please ensure that the message gives the precise location of the casualty.
6. Reassure, but never treat a casualty unless staff are in possession of a valid emergency first aid certificate.
7. Ensure that they have a current medical consent form for every pupil that they take out on a school trip which indicates any specific conditions or medications of which they should be aware. It is good practice to have at least one qualified First Aider on all trips.
8. Have regard to personal safety.

2.1.4 Reception Staff will:

1. Support the first aiders in calling for an ambulance or contacting relatives in an emergency.
2. Not administer paracetamol or other medications. Unless specified as a permitted person on the pupils medications administration form or they are a first aider.
3. Administer the dispensing of plasters; pupil must confirm that they are not allergic.
4. Order first aid stock when required.

3 Appendix A

First Aid Procedure during School Hours

