

Packwood

Part of the Shrewsbury
School Family



First Aid Policy

including EYFS

Produced by: Deputy Head (Pastoral Care and Safeguarding) and School Nurses 1-9-26

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Introduction

The Health and Safety (First Aid) Regulations 1981 set out the essential aspects of first aid that employers have to address. Employers are required to:

- Carry out assessments of first aid needs appropriate to the circumstances of each work place
- Provide adequate numbers of first-aiders throughout the organisation taking into account school trips, away matches, on site staff in holidays etc.
- Maintain levels of competence of first-aiders
- Provide adequate room to carry out first aid
- Record first aid treatment
- Appoint a suitable person to take responsibility for first aid provision and maintenance of first aid boxes
- Accidents, Diseases and dangerous occurrences are recorded in the Accident Report File held in main school surgery and parents informed of the accident. Head shown accident book weekly and duly signed to show that he has read updates
- In the case of accidents, diseases or dangerous occurrences the matron's department refers to RIDDOR and carries out necessary reporting procedures to the Health and Safety Executive
- Welfare care plans are drawn up by school nurse to cover all needs with children with medical conditions, in addition to other medical policies
- In the event of spillage of bodily fluids the matrons department are the only staff members to deal with the situation. The area should be made safe and the matrons called for. All staff must follow appropriate infection prevention and control procedures when responding to incidents involving blood or bodily fluids. Personal protective equipment (PPE), including disposable gloves, must be used where appropriate. Any contamination of surfaces, equipment or clothing must be managed in accordance with the school's health and safety arrangements and established cleaning procedures. Staff must wash their hands thoroughly after administering first aid.
- A member of staff with a paediatric first aid qualification will always be on site for the EYFS children.

First Aid and Safeguarding

The school recognises that injuries, accidents, illnesses, disclosures made during treatment, patterns of repeated injury, unexplained injuries, or concerns arising during the provision of first aid may indicate a safeguarding or child protection concern.

All staff providing first aid must remain vigilant to signs that may suggest a child is at risk of harm. Any safeguarding concern identified whilst administering first aid, however small it may appear, must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL in accordance with the School's Safeguarding and Child Protection Policy.

The recording and sharing of information relating to safeguarding concerns will be undertaken in accordance with the school's safeguarding procedures, data protection requirements and the principles set out within Keeping Children Safe in Education 2026

Supporting Pupils with Medical Conditions

The school recognises its responsibilities towards pupils with medical conditions and will ensure that appropriate arrangements are in place to support their attendance, participation and wellbeing.

Where required, Individual Healthcare Plans will be developed in consultation with parents, healthcare professionals and relevant staff.

All staff involved in supporting pupils with medical conditions will receive appropriate information, instruction and training to fulfil their responsibilities safely and effectively. Medical information will be stored securely and shared on a need-to-know basis only.

Training of First Aid Personnel

All first aiders and appointed persons must hold a valid certificate of competence, approved by the Health and Safety Executive, with a copy stored in staff file. The School Nurse will arrange for re-training for qualified and authorised staff as becomes necessary.

Application of First Aid

Appointed persons should not provide first aid treatment for which they have not been trained. First-aiders should only provide first aid treatment for which they have been trained and are competent. In all cases the matron's surgery should be contacted as soon as is reasonably practicable to take over the incident.

First Aid Boxes

The required minimum of first aid boxes is provided by the school and distributed and restocked by the medical centre as necessary. The siting of the boxes and updating of first aid lists are the responsibility of the School Nurse.

The actual contents of the first aid boxes will be determined by the School Nurse after taking into consideration the area or department in which the box is sited. Staff members withdrawing items from first aid boxes should seek replacement stock from the surgery at the earliest convenience. The School Nurse will periodically check the first aid boxes around the school and any serious discrepancies in contents will be communicated to the school's Health and Safety Group.

First aid boxes should be easily accessible and preferably sited next to hand washing facilities. All first aid containers **MUST** be identified by a white cross on a green background.

General First Aid Box Contents:

- 20 individually wrapped, sterile adhesive dressings (assorted sizes), appropriate to the type of work
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized individually wrapped sterile un-medicated wound dressings – approximately 12cm X 12cm
- 2 large sterile individually wrapped un-medicated wound dressings – approximately 18cm X 18cm
- 1 pair of disposable gloves
- Leaflet giving general guidance on first aid
- Antiseptic wipes
- Conforming bandages
- Blunt rust-proof scissors

This is a suggested contents list only; equivalent but different items will be considered acceptable. Tablets and medications should not be kept in first aid boxes.

Sites of First Aid Boxes at Packwood:

- Swimming pool
- Park House boarding entrance
- Science room _ eye wash station
- Biology lab – eyewash station
- Kitchen
- Carpenters
- Theatre
- Cooking room
- Acorns
- Minibuses and Galaxy
- Junior Class block
- Assistant secretary's office
- Sports Hall
- Rounders Pavillion (Summer only)

- Astro turf pavilion

Allergies and Anaphylaxis

The school recognises that anaphylaxis is a potentially life-threatening condition requiring an immediate response.

Where a pupil has been identified as being at risk of anaphylaxis:

- Appropriate medical information will be maintained.
- Relevant staff will be informed of identified risks.
- Emergency medication will be readily accessible.
- Emergency procedures will be followed without delay.

Where available, spare Adrenaline Auto-Injectors (AAIs) may be maintained and used in accordance with current medical guidance and the school's medical needs procedures.

Following any anaphylactic incident, parents, emergency services and relevant school leaders will be informed as soon as practicable. (See Allergy Safety in Schools Policy)

First Aid Notices

Suitable notices should be displayed near to the entrance of buildings which indicate the names of first-aiders.

Vehicles used for transporting students

First aid boxes will be provided in all vehicles used for transporting students. It is the responsibility of the driver to ensure that the contents of the first aid box checks with the contents list attached with the box. Drivers using any items from the first aid box should seek replacements from the surgery before signing-off the vehicle.

Portable First Aid Boxes

Portable First Aid Boxes are available for those members of staff who are required to work away from the normal work place, where access to facilities may be restricted. Examples of these circumstances include:

1. Staff travelling abroad on business
2. Staff travelling in vehicles on a regular basis
3. Staff participating in sporting or social events arranged or supported by the school

Accident Book

The location of the accident book is in the surgery and is reviewed on a regular basis (weekly by Head). Accidents which occur are investigated to avoid a similar accident in the future. Accidents are brought up in the Health and Safety Committee meetings, which the school nurse and keeper of the documents attends.

Accident records will be reviewed regularly by the Head, Deputy Head (Pastoral and Safeguarding), School Nurse and other relevant leaders to identify patterns, trends or recurring risks.

Where appropriate, findings will inform:

- Risk assessments.
- Health and safety improvements.
- Staff training.
- Safeguarding referrals.
- Preventative measures.
- Significant incidents and trends will be reported through the school's health and safety governance arrangements.

EYFS First Aid Arrangements

The school will comply with all requirements of the Early Years Foundation Stage Statutory Framework. At least one person who holds a current Full Paediatric First Aid certificate will be on the premises and available at all times when EYFS children are present.

A qualified Paediatric First Aider will accompany EYFS pupils on educational visits and other off-site activities.

Paediatric first aid certificates will be renewed before expiry and records of qualifications will be maintained within the Family of Schools.

EYFS first aid records will be completed promptly, and parents will be informed of accidents or injuries sustained by EYFS pupils on the same day, or as soon as reasonably practicable.

Educational Visits and Off-Site Activities

The school will ensure that suitable first aid arrangements are in place for all educational visits, sporting fixtures and off-site activities.

Visit leaders must consider first aid requirements as part of the visit risk assessment process, including:

- The nature of the activity.
- The number and needs of participants.
- Travel arrangements.
- Access to emergency services.
- Existing medical conditions.
- Medication and healthcare plans.

Appropriate first aid equipment and, where necessary, suitably trained personnel must accompany all visits.

Defibrillator (AED)

The school maintains an Automated External Defibrillator (AED) where available.

The location of the AED is clearly communicated to staff and visitors. Staff are encouraged to familiarise themselves with its location and operation.

The AED will be checked regularly to ensure operational readiness.

Data Protection and Confidentiality

Medical and accident records contain sensitive personal information and will be managed in accordance with the school's Data Protection Policy and applicable data protection legislation.

Access to first aid records will be restricted to those with a legitimate professional need to know.

Information will be retained, stored and disposed of securely in accordance with the school's records management procedures.

Mental Health and Welfare Emergencies

The school recognises that first aid incidents may involve mental health or emotional wellbeing concerns.

Where a pupil presents with behaviour indicating risk of harm to themselves or others, staff must:

- Seek immediate assistance where necessary.
- Follow safeguarding procedures.

- Notify the Designated Safeguarding Lead.
- Contact emergency services where there is an immediate risk to life or serious injury.

Support will be coordinated in accordance with the school's safeguarding and pastoral arrangements and the principles of Keeping Children Safe in Education 2026.

Governance and Oversight

The Governing Body will ensure that appropriate first aid arrangements are established, implemented and monitored across the school.

Governors will receive appropriate assurance that:

- First aid provision remains adequate.
- Risk assessments are undertaken and reviewed.
- Staff training is maintained.
- Statutory requirements are met.
- Lessons identified from incidents are acted upon.

This supports the school's responsibilities for safeguarding, health and safety and pupil welfare.