



St Leonard's

C of E Primary School

First Aid policy

This policy was written in:	September 2025
To be reviewed:	September 2026
By:	Kay Proctor & Sally Walsh

'A new commandment I give you: love one another. As I have loved you, so you must love one another.'

John 13:34

With God's help, we will be inclusive, independent, inquiring and inspirational.

- We will be inclusive by loving all and embracing differences so that all are treated with dignity and respect.
- We will be independent by persevering and encouraging everyone to be the best they can be, working together as a nurturing, Christian family.
- We will be inquiring by asking questions so that we grow in mind, body and spirit, learning about God's wondrous, diverse world.
- We will be inspirational by following Jesus' example, making a positive difference in the lives of others through love.

First Aid Policy/Procedure

It is the schools policy to provide first aid support to someone if they are injured or become unwell in school and to ensure that the school complies with the Health and Safety (First Aid) Regulations 1981. It is our policy to have at least 1 trained first aider in each key stage who will provide first aid support as and when needed.

N.B. First Aiders are not legally permitted to give any medication to students.

Numbers of qualified First Aiders

Legally there is no set limit for the number of first aiders that are required but based on the nature and size of the school, the level of risk present in the school and the

distance we are from medical facilities, we aim to have at least one first aider present at all times in each key stage allowing us to fulfil our First Aid Policy.

Red Card System

In each room throughout school there is a laminated red card with the room name on it. In an emergency situation where assistance or an ambulance is required, this card must be sent to the admin office with a child or another member of staff.

A member of the admin or SLT team will urgently attend that room taking with them a mobile or hands free telephone.

First Aiders

Current trained first aiders are:

(EFAW) Sarah Carroll, Rebecca Lang, Caroline Rimmer, Patricia Mc Hugh, Jo Lewis, Sarah McEwan and Grace Chester.

Paediatric First Aid: Caroline Rimmer, Sarah McEwan, Julie George, Lou McHugh, Nita Lau.

Qualified first aiders are able to recognise and manage any immediately life-threatening conditions. If the first aider feels that further medical assistance is required, they will arrange for an ambulance to be called.

In an emergency situation, the **RED CARD system** is to be used and a pupil or other staff member directed to the school office for the emergency services to be called.

Procedure if an ambulance is required:

- Dial 999
- Ask for the ambulance service
- You will be required to give the postcode of school **PR5 4JL**
- You will be asked some questions about the accident/incident
- **STAY CALM AND GIVE AS MUCH INFORMATION AS YOU POSSIBLY CAN**
- Admin staff can provide further details of the child i.e. date of birth etc.
- Admin staff will contact the parents/next of kin of the injured person

Equipment

First Aid boxes are located around school and are checked weekly and re-stocked by Mrs Sarah McEwan every half term.

Location of first aid boxes:

- Staffroom
- Infant Corridor
- Junior corridor

- All classrooms

First aid notices are on display in the staffroom and admin office.

Defibrillator

A defibrillator is located in the waiting area of the school reception area along with a list of trained staff.

Medical Support

If someone is injured, becomes unwell and needs help, the nearest first aider should be contacted, and asked to attend. The first aider will assess the situation, provide help, request assistance from other first aiders if necessary and stay with the casualty until they are recovered or make arrangements for further medical assistance if they deem this necessary.

In the rare case that no first aiders are available, the casualty will be assisted in getting to the nearest hospital A&E department (Royal Preston Hospital) parents or a next of kin will be contacted.

When a first aider thinks that a casualty needs urgent medical treatment, the first aider will arrange for the casualty to be taken to the nearest hospital – if the first aider thinks it necessary an ambulance will be called. If the situation isn't an emergency but the casualty does need to go to hospital then we will contact parents to arrange this. If the casualty is a staff member another member of staff will transport them to hospital.

When contact with parents is needed, this should be done via the school admin office who will retrieve contact details from SIMS. In the absence of admin staff, pupil and staff contact numbers are located on the telephone wheel in the admin office or from the class emergency contact list (located in each classroom).

Spillages of body fluids

These must be dealt with immediately by cordoning off the area and using the appropriate spillage kit. Protective clothing must be worn when clearing body fluid spillages.

Records

Located in each first aid box is a pupil accident report book, which **MUST** be completed for all accident/incidents that take place in school, where the injury is considered to need further reporting, please see the School Business Manager.

Where a parent needs to be contacted or a bumped head letter issued staff must inform Mrs McGill, who will complete the HS1 accident form and report further to RIDDOR if needed.

Staff must report all accidents/incidents relating to themselves to Mrs McGill, who will complete the HS1 form and the staff member must also report themselves on the oracle self-service system. This should also be done for incidents that have happened outside of school.

Reporting to parents

When a child has had a serious incident or bumped their head, parents will be contacted.

In all other instances, if deemed well enough to stay in school, the child will take home a first aid slip.