

# EDEN PARK PRIMARY & NURSERY SCHOOL

## First Aid Policy



Policy reviewed on:	May 2026
Date of next Review:	May 2028
Who reviewed this policy:	Headteacher / Assistant Headteacher / School Operations Lead

## General Statement

Eden Park Primary & Nursery School is committed to providing emergency first aid cover to deal with accidents, which occur to employees, children and all categories of visitors.

To achieve this the school will:

- Have a minimum of one suitably stocked first aid box in each Key Stage area.
- At least one appointed person on each site to take charge of first aid arrangements.
- Provide information to employees, children and parents on the arrangements for first aid.
- Have a procedure for managing accidents.
- Review the arrangements for first aid annually.

## First Aid Boxes

All first aid boxes in the school will conform to the Health and Safety Executives (HSE) minimum provision and are located in: -

- Each classroom
- At least one lunchtime staff member to have a first aid bag
- Main Reception area

Spill Kit Buckets (containing equipment and instructions for cleaning up sick)

- Disabled toilet in office area
- Tadpoles Nursery

## Appointed Persons

The following person(s) are responsible for ensuring that first aid boxes are correctly stocked according to the Authority's advice:

Mrs Amy Fatcher (School Operations Lead)

The full first aid stock is located in the front office cupboards where staff can replenish individual boxes when necessary. Staff are to inform Mrs Amy Fatcher if stock is running low.

## Information

1. A notice will be placed in each room of the school stating the location of the nearest first aid box. Names of staff who are first aid trained will be shared with staff annually, or if there is an update.
2. Children will be told what to do if there is an accident.
3. Details of the school's arrangements for first aid will be included in the staff handbook.

## Accidents

### Procedures for dealing with injuries/accidents

In the event of a pupil having an accident involving an injury or suspected injury during a session time the following procedure will be followed: -

- Minor injuries (e.g. requiring a mediwipe or plaster) may be treated by any member of staff but if the injury is more serious, the child must not be moved and a first aider must be called.
- Ensure safety of injured child/and other children
- Record any accident you treat and feel needs recording on CPOMS and include all details including date, time, place of incident, child's name, class, what happened, treatment given, and name of person making record.

MDA's must complete a first aid form during lunchtime and hand to the office to for recording and reporting to parents via Arbor. Class teachers must be informed of accidents/injuries.

- PARENTS/CARERS MUST ALWAYS BE TELEPHONED IF IT IS AN INJURY TO THE HEAD OR SERIOUS INJURY.
- If dealing with blood or body fluid wear gloves, apron, mask and visor to protect self and child.
- If applying plasters, use antiseptic wipes to clean and check with child that they can have plasters in case of allergy. If unsure, ask the school office to check the child's Arbor profile.
- If a child has a serious injury and is sent home or taken to hospital, it is necessary to complete a full First Aid Report on CPOMS. A Senior Leader must be informed and undertake an investigation including looking at CCTV and examining the area for any Health and Safety issues.
- All accidents/incidents reported on CPOMS automatically notify the SLT who where relevant inform the Trust COO. and facilities team.
- If an ice pack is needed these are held in the freezers – or disposable ice packs are available.
- Sport/PE – person in charge to ensure that a fully stocked First Aid box is taken to all activities.

## Accident Reporting

All accidents will be recorded and reported according to the Authority's guidelines, to include: -

- The date, time and place of the incident.
- The name (and class) of the injured person.
- Details of injury and what first aid treatment was given.
- What happened to the person immediately afterwards.
- Name of the person or first aider dealing with the incident.

### [First Aid Training](#)

The school will maintain an up-to-date list of those employees who have undergone emergency first aid training. There are qualified first aiders in school, including two paediatric trained first aiders, plus ALL nursery staff.

This more than meets the suggested requirements of the HSC First Aid at Work Approved Code of Practice and Guidance. Every employee will be given the opportunity to volunteer for an emergency first aid training course.

### [School Visits and Journeys away from school](#)

Before undertaking any off-site activities, the Headteacher will assess what level of first aid provision is needed. A portable first aid kit will be carried, the contents of which will conform to the Authority's guidance. All visits and journeys away from school will be risk assessed by the schools Educational Visits Co-ordinator and risk assessments will be completed using the EVOLVE system.

### [Documentation](#)

All staff will receive a copy of this policy and be made aware of the DCSF's document: Guidance on First Aid for Schools. Copies of the Guidance will be given to individual staff upon request. Available online also: <https://www.gov.uk/government/publications/first-aid-in-schools>

### [School trips](#)

When taking first aid for school trips bags/boxes are available and are located in the main office. Please check these have all the items needed in them before leaving.

Please return all first aid equipment to where it belongs once used.

### [Administering medicines](#)

Medicines can only be given if an Administration of Medicines form has been completed by the child's parent or carer. This form must include details of the medication, dosage, and timings to be administered in school.

Medication must be handed into school in the original packaging with the child's name clearly labelled.

All medication and relevant forms are kept locked away in the office and medication required to be kept refrigerated is in the lower staffroom. If a child has an asthma pump or an EpiPen, this is to be kept in class, out of the reach of children.

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There must be two members of staff present, one to administer the medication and one to witness that the correct medication is being given, and the correct procedure has been followed.

Staff should follow the step-by-step guide below for administering medication in school:

	Administering Staff	Witness
1	Collect medication, including the pink consent form, from the office	Counter check the child's name and ensure that the name on the medication matches
2	Ask a witness to be present	Counter check with the child that the medication looks familiar to them
3	Check the child's name and ensure that the name on the medication matches and is in date.	Counter check that the consent form matches the child's name and medication matches the child's name and medication. Check expiry date.
4	Check with the child that the medication looks familiar to them	
5	Check the consent form	Counter check dose to be given on the pink consent form
6	Check dose to be given on the consent form	
7	Administer medication	Witness medication being administered
8	Complete a CPOMS report including the date/time administered, name of medication and dose given, name of witness	Counter check the information entered on CPOMS is accurate

### Medical Registers

Medical details of all children can be found on Arbor.

### Nut / Egg Allergy

There are several children in school with a serious allergy to nuts / egg.

Parents are asked to be aware of the contents and consequences of sending food into school that contains nut/egg or nut/egg products. All children have symptoms of a different nature, [details of which](#) can be found in their individual care plan.

In the event of a child suffering an allergic reaction, a first aider should be called immediately but EpiPen trained staff dealing with this child should take immediate action if necessary.

Class teacher is responsible for updating each child's allergy poster to display in the staff room. This includes the location of the child's rescue medication, including EpiPens. EpiPens MUST travel with the child on Class Trips and around the school, including lunchtimes.

# Eden Park First Aid Box Contents

## Basic Supplies



- 20 assorted sterile adhesive plasters
- 4 sterile eye pads with bandage attachment
- 6 triangular bandages (individually wrapped)
- 6 safety pins
- 6 medium sterile wound dressings (approx. 12cm x 12cm)
- 2 large sterile wound dressings (approx. 18cm x 18cm)
- 2 extra-large sterile wound dressings (approx. 20cm x 28cm)
- 2 sterile disposable gloves (nitrile, not latex) – several pairs
- 1 roll of microporous tape
- 1 sterile saline solution (20ml pods for eye/ wound irrigation – not re-usable bottles)
- 1 resuscitation face shield with valve
- 1 pair blunt-ended scissors (for clothing and dressings)
- 1 foil emergency blanket
- 1 instant cold pack (disposable)
- 1 burn dressing (or sterile non-fluffy burn pad)

### **Additional Useful Items**

- Hypoallergenic adhesive tape (for securing dressings)
- Cotton gauze swabs (sterile, individually wrapped)
- Hand sanitiser (for the first aider, not the patient)
- Disposable aprons
- Sick bags/ bowls
- Waste disposal bags (for used dressings/ gloves)

Please note: The caretaker is responsible for checking the First Aid boxes each term. The WLT member is also responsible for ensuring that the contents are checked and remain in date each term. The School Operations Lead is responsible for ordering First Aid stock. Any member of staff who uses items from a First Aid box is responsible for replacing the used contents immediately.