



Wessington Primary School

Accident and First Aid Policy`

Review Date: Autumn 2025
Next Review Date: Autumn 2026
Person in charge: Headteacher/Staff member with responsibility for First Aid/School Business Manager

First Aid

Under duties set out in the Health and Safety (First Aid) Regulations 1981, the school recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the setting.

The school has a designated member of staff responsible for First Aid. This person has an up to date First Aid certificate. They are responsible for maintaining the correct contents of all First Aid boxes and administering basic First Aid when necessary and appropriate. Time is allocated each term to update records and supplies.

The Headteacher/School Business Manager and the designated member of staff will ensure that there is a fully trained First Aider available at all times during sessions.

The Headteacher/School Business Manager will be responsible for enabling the members of staff concerned to receive adequate first aid training.

The Headteacher will enable all members of staff to update their first aid training through the relevant First Aid courses as part of their CPD

The list below represents the needs of the setting

Item	First Aid Boxes	Travelling First-Aid Kit
Guidance Card	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20	6
Sterile eye pads with attachment	2	-
Individually wrapped triangular bandages	4	2
Safety pins	6	2
Medium sized individually wrapped sterile	6	-

unmedicated wound dressings (approx. 12cm x 12cm)6		
Large sterile individually wrapped unmedicated wound dressings (approx. 18cm x 18cm)	2	1
Pair of disposable gloves	1	1
Individually wrapped moist cleaning wipes (where running water not available.	10	6

The location of the First Aid box, and the names of any other qualified first-aiders, is clearly displayed around the premises.

A Travel First Aid kit will be taken on all off site visits or outings. This is the responsibility of the designated First Aider, or where this is not possible, the Headteacher.

When dealing with bodily fluids resulting from accidents and injuries practitioners MUST wear protective gloves at all times. It is recommended that they carry a pair on their person during their working day.

In the Event of a Minor Accident or Incident, i.e. Bumps, knocks, grazes, scrapes, cuts, high temperatures or loss of bodily fluids

- If the incident relates to high temperatures or loss of bodily fluids, the parent/carer MUST be contacted and asked to remove their child in order to seek medical treatment. On the advice of the GP, the incident will then be treated in compliance with the school's policy on the Control of Infections.
- The injury must be referred to a first aider.
- The injury will be assessed by the first aider.
- The injury is then treated.
- The designated First Aider will then take responsibility for deciding upon any appropriate action.
- ALL bumps to the head have to be reported to the parent/carer as soon as possible although it is not necessary to have the child collected if the First Aider deems the child fit to remain in school.
- The child will be observed after the incident to monitor his/her condition.
- The person who dealt with the injury will fill in the Accident Record sheet and ensure colleagues are aware of this.

- The record sheet is to be filed in the appropriate file and all records will be maintained for 10 years.
- The Headteacher/Business Manager and any other relevant staff should consider whether the accident or incident highlighted any actual or potential weaknesses in the school's policies or procedures, and make suitable adjustments if necessary.

In the event of a Major Accident or incident, the following procedures will apply:

- In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action.
- The First Aider will assess the situation and decide whether the child needs to go straight to hospital or whether they can safely wait for their parent/carer to arrive.
- If the child needs to go straight to hospital, an ambulance will be called. The parent/carer will also be contacted. A member of staff will accompany the child to the hospital.
- Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the school and its staff.
- All such accidents or incidents will be recorded in detail and logged onto CPOMS and if the child has received medical attention the appropriate information will be logged onto the City of Sunderland site.
- The Headteacher/School Business Manager and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the school's policies or procedures, and act accordingly, making suitable adjustments where necessary.

Signed _____ Headteacher

Signed _____ Chair of Governing Body

Date _____