



FST Primary Schools Federation

First Aid Policy



Love, Learn and Grow Together

At Foston and Terrington Church of England Schools our commitment to promoting sustainability, affirming diversity, embracing community, and inspiring creativity, is rooted in the words of St Paul who wrote, 'The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control' (Galatians 5 v 22-23). Our core Christian values, love, joy, patience, and self-control are fostered in the pupils and staff building an ethos where all can flourish.

At Stillington Community Primary School our commitment to promoting sustainability, affirming diversity, embracing community, and inspiring creativity, is rooted in our core values of love, joy, patience, and self-control. These core values are fostered in the pupils and staff building an ethos where all can flourish.

Approved by FST Governing Board – July 2023

Review due – July 2024

Rationale

FST Primary Schools Federation places students' safety, health, and welfare as its highest priority. We recognise that competent administration of First Aid can save lives and prevent minor injuries becoming more serious incidents.

FST Primary Schools Federation is committed to ensuring that all staff are well- trained and skilled at administering First Aid and follow school policy and procedures at all times.

FST Primary Schools Federation have written this policy to ensure that best practice and procedures are carried out at our schools. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Aim

To provide highly qualified and competent staff to administer First Aid.

Implementation of Policy

Foston, Terrington and Stillington Primary Schools will adhere to current Health and Safety Regulations by ensuring that it has well trained staff and adequate equipment and resources to enable high quality first aid to be administered at the school.

Designated Member of Staff

The Headteacher is responsible for ensuring adequate numbers of staff and adults are qualified to administer First Aid. The names and photographs of the qualified First Aiders will be displayed around the schools.

FST Primary Schools Federation will ensure the following:

- One member of staff with a current Paediatric First Aid qualification will be always on duty at each premises when children and adults are present.
- Training will be given by accredited organisations which have been approved by the Headteacher and are consistent with the Early Years Foundation Stage guidance.

At Foston, Terrington and Stillington Primary Schools the main duties of the designated First Aider are to:

- Provide immediate support for children and adults with common injuries or illnesses and people with more serious injuries or conditions.
- Support the emergency services in the event of a more serious illness or injury requiring the emergency services.

First Aid Boxes and Resources

First Aid boxes will be regularly checked to ensure the contents are up to date, in good condition.

Contents of First Aid Box at Foston, Terrington and Stillington Primary Schools

- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- Information leaflet outlining basic First Aid procedures.
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)

- Six safety pins
- Six medium sized bandages
- Individually wrapped sterile wound dressings
- Two large (approximately 18cm x 18cm) sterile Individually wrapped wound dressings ☐ One pair of disposable gloves.
- Adhesive plasters
- A sterile eye pad with attachment
- Cotton wool
- Crepe bandages
- Micro pore tape
- A disposable bag for soiled material

Infection Control

- Staff members at the school will be trained on how to avoid and limit the possibility of infections by following basic hygiene procedures.
- Staff must wear disposable gloves every time they administer first aid, and these must be disposed of after every use.
- Staff must wash their hands after every First Aid intervention.
- Medical waste must be disposed of in the clearly labelled Medical Waste Bins which will be disposed of in accordance with current legislation.

Recording and Reporting Incidents

- Foston, Terrington and Stillington Primary Schools comply with the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) which states that some accidents must be reported to the HSE.
- FST Primary Schools Federation will keep detailed and thorough records of injuries, incidents and First Aid which has been administered. Staff members must record the date, time, and place in the event of an accident. A brief description of the incident must be recorded and any action which has been taken. Incident Report forms and the Accident Book will be retained by the Headteacher.

Disability Equality Impact Assessment

This policy has been written with reference to, and in consideration of, the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff, and parents.

Any questions or concerns regarding this policy should be made to Mrs Sarah Moore (Headteacher) on headteacher@foston.n-yorks.sch.uk.

FIRST AIDERS (July 2023) - Foston, Terrington and Stillington Primary Schools

School	Name of First Aider	Position	Course	Date completed	Date for renewal
Terr	Sarah Birdsall	Classroom Teacher	QA Level 3 in Paediatric First Aid	31/01/23	31/01/26
Terr	Louisa Cooke	Teaching Assistant	Level 3 Award in Outdoor First Aid	19/05/2022	19/05/2025
Terr	Louisa Cooke	Teaching Assistant	Level 3 Award in Emergency First Aid at Work	18/05/2022	18/05/2025
Terr	Louisa Cooke	Teaching Assistant	Level 3 Award in Paediatric First Aid	18/05/2022	18/05/2025
Terr	India Tordoff	Classroom Teacher	ITC Level3 Emergency First Aid at Work	23/11/2020	23/11/2023
Terr	India Tordoff	Classroom Teacher	Paediatric First Aid	21/05/2021	21/05/2024
Terr	India Tordoff	Classroom Teacher	Level 3 Emergency First Aid at Work	15/3/2022	15/3/2025
Terr	Sarah Richmond	Classroom Teacher	Paediatric First Aid	31/01/2022	31/01/2025
Terr	Jillian Perry	Admin	Level 3 Emergency First Aid at Work	15/3/2022	15/3/2025

Fost	Jessica Fenwick-Cross	Teaching Assistant	Emergency First aid at Work	7/4/2021	7/4/2024
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Fost	Victoria Allon	Classroom Teacher	Level 3 Emergency First Aid at Work	15/3/2022	15/3/2025
Fost	Emma Hendry	Teaching Assistant	Paediatric First Aid	31/01/2023	31/01/2026
Fost	Zara Midwood	Classroom Teacher	Emergency First Aid at Work	30/01/2020	30/01/2023
Fost	Zara Midwood	Classroom Teacher	Paediatric First Aid	30/11/2021	30/11/2024
Fost	Adam Falkingham	Teaching Assistant	Paediatric First Aid	21/05/2021	21/05/2024
Fost	Katie Allwood	Classroom Teacher	Level 3 Emergency First Aid at Work	15/3/2022	15/3/2025
Fost	Neil Carlisle	Classroom Teacher	Level 3 Emergency First Aid at Work	15/3/2022	15/3/2025
Fost	Vanessa Oxtoby	Classroom Teacher	Level 3 Emergency First Aid at Work	15/3/2022	15/3/2025
Fost	Chloe Thompson	Admin	Level 3 Emergency First Aid at Work	15/3/2022	15/3/2025
Fost	Neil Carlisle	Classroom teacher	Paediatric First Aid	28/09/2021	28/09/2024
Fost	Katie Allwood	Classroom Teacher	Paediatric First Aid	31/01/2022	31/01/2025

Still	Chiu Hong-Yip	Classroom teacher	Paediatric First Aid	30/11/2021	30/11/2024
Still	Elizabeth Cole	Teaching Assistant	Paediatric First Aid	30/11/2021	30/11/2024
Still	Kate Thompson	Teaching Assistant	First aid at work	03/03/2023	03/03/2026
Still	Catherine Hunter	Classroom Teacher	Level 3 Emergency First aid at work	15/03/2022	15/03/2025
Still	Stephanie Rutherford	Classroom Teacher	Level 3 Paediatric First Aid	1/02/2022	1/02/2025
Still	Heather Mensah	Admin	Level 3 Paediatric First Aid	15/3/2022	15/3/2025
Still	Philippa Scaife	Classroom Teacher	Level 3 Paediatric First Aid	15/3/2022	15/3/2025

Appendix A – Guidance for Feeding Back Incidents To Parents

Low Level	Mid Level	High Level	Serious Incident Requiring Hospitalisation
<ul style="list-style-type: none"> • Bruise that requires no intervention • Small graze that requires no intervention • Scratch that requires no intervention • Fall with no marks or impact on child • Replacing a plaster on existing injury 	<ul style="list-style-type: none"> • Cuts that required cleaning and a dressing applying • Bruises grazes that required cleaning and a dressing applying • Nose bleed • HCP children record as per documentation 	<ul style="list-style-type: none"> • Head bump • Splinter / foreign object in skin • Acute illness • Back injury • Eye injuries/Loss of sight • Suspected Fractures • Worsening illness • Serious conditions • Concerning rashes 	<ul style="list-style-type: none"> • Any injury requiring immediate hospitalisation
<ul style="list-style-type: none"> • No reporting 	<ul style="list-style-type: none"> • Record on Scholarpack / speak to parents at end of day 	<ul style="list-style-type: none"> • Contact parents / ambulance (as required) immediately. • Send a letter home for head bump. • Record on Scholarpack 	<ul style="list-style-type: none"> • Please immediately alert senior teacher / Headteacher / Assistant Headteacher • B-safe will need completing.