



## **First Aid policy**

**Monkston Primary School**



# Monkston Primary School

## First Aid Policy

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## 1. Introduction

The first aid procedure at Monkston Primary operates to ensure that every pupil, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major.

In the event of illness or an accident all members of the school community should be aware of the support available and the procedures available to activate this. Also see *Supporting students with medical conditions* policy.

## 2. Purpose

The school aims for all pupils to be included in all activities and no child should feel excluded due to their medical condition.

To ensure that the school has adequate and appropriate equipment, facilities and procedures to provide appropriate first aid.

To ensure that the first aid arrangements are based on a risk assessment of the academy.

To provide effective, safe First Aid cover for pupils, staff and visitors.

To ensure that all pupils and staff are aware of the system in place.

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To provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

### **3. Roles and Responsibilities**

#### **3.1 The Business Manager**

Will

Ensure adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations 1981.

Monitor and respond to all matters relating to Health & Safety of all persons on school premises.

Ensure all new staff are made aware of First Aid procedures in school.

#### **3.2 Parents and Carers**

Should provide the school with sufficient information about their child's medical needs if treatment or special care is needed.

Parents/Carers should keep any child at home when they are acutely unwell in order to reduce the spread of infection. This is to protect other children with serious medical conditions, for whom illness can produce complications.

If parents/carers are unsure whether their child is well enough to return to school after being unwell, they may contact the school office for advice or visit <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Our office staff are available for general health advice and first aid. Diagnosis of illnesses and injuries is not within their scope of practice. If this is required, parents/carers should seek assistance from their doctor's surgery or out of hours service

#### **3.3 The trained Welfare Assistant**

Will

Be in charge of first aid provision by ensuring that it is adequate and appropriate.

At the start of each academic year, provide staff with a list of pupils who are known to be asthmatic, diabetic, epileptic or have any other serious condition.

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Have a file of up-to-date medical consent forms, if required, for every pupil and ensure that these are readily available for staff responsible for school trips/outings.

Ensure they always obtain the history relating to a pupil not feeling well.

### **3.4 The Welfare Assistant and trained first aiders**

Will

Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.

Help fellow First Aiders at an incident and provide support during the incident.

Act as a person who can be relied upon to help when the need arises.

Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents/carers to pick up the pupil to take them to hospital; ensure that parents are aware of significant head injuries promptly.

Keep a record of each pupil attended to, the nature of the injury and any treatment given, in the medical tracker provided in the Medical Room. In the case of an accident, the Medical Tracker must be completed by the appropriate person.

Ensure that everything is cleared away, using gloves, and every dressing etc is placed into a separate bag and sealed tightly before disposing of the bag in the correct bin. Any blood stains on the ground must be washed away thoroughly.

### **3.5 All Staff**

**All Staff** will have access to information on children's medical conditions and action to take in an emergency.

All staff in charge of pupils must use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents/carers would be expected to act towards their children.

They will:

Familiarise themselves with the first aid procedures in operation and ensure that they know who the current first aiders are.

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Be aware of specific medical needs of individual pupils [information obtained from the Welfare Assistant].

Ensure that their pupils are aware of the procedures in operation.

Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.

Send for help from the school office as soon as possible. Help will take the form of a qualified First Aider, or additional First Aiders.

Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency First Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency first aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.

When a child has minor injuries or is unwell, a member of staff will contact the office and request the parent to be called. The child will be escorted to the office by a member of staff or another pupil. The child will be supervised by a member of staff at all times until the parent/carer (or a designated and appropriate adult) attends the school.

Have regard to personal safety.

### **3.6 Governors**

Will ensure that there are sufficient trained staff to meet statutory requirements and the assessed needs.

### **4. Training**

Monkston will provide adequate and appropriate training for first aid staff and appropriate information for all staff to enable them to carry out their duty of care.

### **5. Illness at School**

If a pupil becomes unwell during the school day and in the School's opinion the pupil is not well enough to remain in school, a parent/carer will be contacted by the school office to discuss the situation and arrange for the parent/carer to collect the pupil from school. If a parent/carer is unable to be contacted, one of the contact numbers provided by parents/carers to the school will be contacted.

It is a parent/carer's responsibility to arrange for their child to be collected from school if they are informed by the School that their child is too unwell to remain in school.

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### **6. Trips and Visits**

Children with medical needs will be encouraged to participate in trips and visits. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should be made aware of any medical needs and relevant emergency procedures by the parent/carer on the consent form. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

If any staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit, advice will be sought from parents/carers and/or health professionals.

Monkston Primary School,  
February 2026