

# St. John's C.E. Primary School



## Vision statement

*Shine like stars*

*Through God's love, we will flourish and develop our gifts in our nurturing community, as we strive to be an inspiration to all.*

Your light must shine before people, so that they will see the good things you do and praise your Father in heaven.' Matthew 5:16

## First Aid Policy

Reviewed: September 2025

Future Review: September 2026

## **Introduction**

St John's C.E. Primary School is committed to promoting and safeguarding the welfare of all pupils, staff and visitors. First Aid provision is available for everyone on site and is delivered in line with the Education Act 2002 and statutory guidance on *Safeguarding Children in Education*.

## **First Aiders in School**

The lead First Aider is Mrs Flanagan. Several other staff are trained and certified First Aiders. A full list of trained staff is displayed in the staffroom and updated as training is renewed.

## **Training**

All First Aiders renew their qualification prior to expiry. Specialist training is arranged as needed to meet the medical needs of individual pupils.

## **First Aid Boxes**

Our First Aid Boxes are located in the office and the staff room. The contents of each First Aid Box are checked regularly and contain supplies to comply with current guidelines. There are also trip boxes with portable first aid kits situated in the office for when children are going off site.

## **Daily Procedure**

If a child or adult becomes unwell or injured:

1. They are taken to the school office/medical room.
2. A First Aider assesses the situation and provides appropriate care.
3. The incident is recorded on an injury slip, which is sent home at the end of the day for a parent/carer signature.
4. Parents are contacted immediately for head injuries or if further medical advice is required.
5. Where necessary, a second opinion from another First Aider will be sought.
6. Ongoing checks may be made during the day to ensure wellbeing.

## **Emergency Procedures**

- An *emergency* is defined as any situation requiring professional medical advice or intervention.
- If necessary, **999 will be called immediately.**
- Parents/carers will be contacted, or emergency contacts if they cannot be reached.
- If a child must go to hospital and parents cannot attend immediately, a First Aider and a senior member of staff will accompany them.
- Key pupil details (DOB, address, medical information) will be taken to hospital.
- Serious injuries are reported to Enfield Council via SMARTAA.
- A defibrillator is available on site for cardiac emergencies.

## **Medicines in School**

- Prescribed medication may be administered at school if accompanied by a signed parental permission form.
- Medication must be clearly labelled with the child's name and dosage.
- Medicines are stored securely in the office or fridge if required.
- Where possible, parents should administer doses outside school hours (e.g. before and after school, bedtime).

- Non-prescribed medicines are not administered.

### **Specific Conditions**

- Asthma: Please refer to the separate Asthma Policy.
- Medical Needs Board: Key information for pupils with significant conditions (e.g. asthma, diabetes) is displayed in the staffroom for staff awareness.
- Individual Hygiene Plans: Where required, these are drawn up by the Class Teacher and SENDCo and reviewed termly.

### **Hygiene and Infection Control**

- Protective gloves must be worn at all times.
- Body fluids are disposed of safely in clinical waste.
- Staff and pupils must cover any open wounds.
- Gloves and aprons are used when cleaning up vomit or other fluids.

### **Educational and Sporting Visits**

- Every trip includes a named First Aider on the risk assessment.
- First Aid kits are carried on all visits.
- Pupils with asthma must bring inhalers; a spare is carried by the designated First Aider.
- Medication required during a visit must be clearly labelled and handed to the First Aider.
- The designated First Aider wears a high-visibility vest for easy identification.

### **Monitoring**

- All incidents are logged using injury slips.
- The Lead First Aider and Headteacher monitor these records to identify patterns, repeat injuries or risks, and take appropriate preventative action.

### **Other Health and Safety Measures**

#### **Head Lice**

If head lice are identified in a class, a letter is sent home to all families in that class the same day. Parents of the affected child are informed privately.

#### **Sun Safety**

- Parents are encouraged to apply long-lasting sun cream before school.
- Children may bring labelled sun cream to apply themselves during the day.
- Hats are encouraged during hot weather for outdoor play.