



St Faith's

Church of England
Infant and Nursery School

FIRST AID PROCEDURES

“Our Inclusive St Faith’s Family strives to enable all to achieve their full potential and inspire a community of hope and friendship. We seek excellence by ensuring a safe, respectful and flourishing learning community, where differences are celebrated and our genuine love and high expectations make a difference to all.”

Oscar Romero... “Aspire not to have more, but to be more.”

First aiders on site:

- All staff in school are trained in basic first aid. Currently 15 staff have Paediatric First Aid training.
- Our Designated First Aider is Jenny Jones. Jenny takes charge when someone becomes injured or ill in school. She also ensures that an ambulance is called, if required. Our Appointed First Aider is Kerry Lower. Kerry is responsible for the maintenance of all equipment and resources.
- All other staff are First Aid trained, and their latest training was July 2025.
- We also have 2 staff members who are Mental Health trained. They are Gemma Simpson and Wendy Hooton.
- In January 2023 children in school had interactive First Aid training. They learnt how to look after someone who is unwell, covered the importance of getting grown up help, what treatment we might receive if we have a cut or head bump and how we contact the emergency services.

First aid kits:

- Basic first aid kits are available in every classroom and are regularly checked by Kerry Lower. They are replenished from first aid supplies in the office. If supplies are running low in the meantime, Kerry Lower is alerted.
- There is a **First Aid Zone** located and set up in the library. This can be accessed by all adults.

Providing first aid:

- Gloves may be worn when administering first aid. These are provided in first aid kits.
- With minor injuries we will support the child and administer the first aid. For older children we may instruct the child in what to do or pass them the items that they need e.g. applying the cold compress.
- Where a child is unable to administer their own first aid, a staff member will administer this for them.
- Always maintain good hand hygiene before and after administering first aid by washing your hands.

On entry to or exit from the school:

- Parents and carers in the first instance will be expected to tend to their child should they trip or fall on the way in or out of school. The parent or carer may enter the school and use the school first aid supplies, if required. A member of the school staff will accompany them.
- If the parent or carer are unable to stay, then a member of the school staff will administer the first aid and deliver the children to their classroom.

In learning spaces:

- Classroom staff will administer first aid within their class.

During outdoor play/learning and lunch and play times:

- EYFS children are returned to their own classroom if first aid needs to be administered.
- At KS1 playtimes there is a first aider on duty, who will administer the first aid. The first aid station is in the library.
- Lunch time staff have a first aid bag, which they take outside and administer in situ.
- In all instances, the first aid forms are completed and taken to the child’s classroom or delivered to the office to inform parents, as appropriate.

Educational Visits:

- First Aid is on the school’s risk assessments when going on an educational visit. A dedicated first aider is nominated for each visit.
- The EYFS ensures that all staff members have had Paediatric First Aid training. For KS1 all other staff have had First Aid training, with some staff members Paediatric First Aid trained.
- First Aid kits are taken on all visits and walks. If the visit is in a venue, the lead staff member will also find out where the venue medical supplies are.

- Staff take mobile phones, so that it is possible to call school if a medical emergency or situation arises.

Recording and reporting first aid:

- Incidents are recorded in the First Aid Record books. These are located in all first aid boxes and are filled in by the staff member administering the first aid. They are kept out of the way of the children, to ensure that they are safe and not accidentally picked up.
- All first aid forms must be authorised by another staff member, who will write their name and sign the form. This acts as confirmation that the first aid has been administered. The authorised member of staff may be another member of the class staff. An exception to this is when parents or carers need to be contacted for a head bump or more severe injury. In these cases, a member of the office staff or the Head/Deputy must authorise the form.
- Every first aid incident that involves a head bump or a severe incident must be reported to the office. If the Office staff are unavailable then a member of the class staff should call home, once they are fully informed about the incident.

These procedures will be reviewed and updated as appropriate, in line with changes in staff, to premises or for any reason that our practise is required to change.

Reviewed and read by all staff:	September 2025
Signed (Designated First Aider)	<i>Jenny Jones</i>
Signed (Headteacher)	<i>Amanda Konrath</i>
Review Date	September 2026