



Heathfield Primary and Early Years Centre



First Aid

The aim of this policy is to set out guidelines for all staff administering First Aid. This guidance should be read in conjunction with the Supporting Young People with Healthcare needs in Education guidance (<https://www.nhs.uk/media/9493/supporting-cyp-with-healthcare-needs-in-education-final-april-2020.pdf>).

Staff may also refer to South Ayrshire Council *Educational Services Management Guidelines on First Aid and Administration of Medicines in Schools and Early Years Centres* (Date issued 22.11.2024)



First Aiders

If any injury requires medical attention, then seek help from a first aider who will conduct an assessment. Staff trained in **Emergency First Aid at Work (EFAW)** can provide first aid for minor injuries (Cuts/grazes etc) and should seek guidance from main **First Aider** for more serious injuries.

First Aiders - Yvonne Oakley and Hayley Martin

EYC First Aiders – Lucy Guthrie, Kay Sinclair

P1 – 7 Emergency First Aid at Work - Mhairi Thomson, Stephanie Shearer, Gillian Forsyth, Sharron Gallagher – ELF, Joy Dizlek, Leanne Hall

Appointed Persons. Gaenor Hardy, Kathryn Hamilton, Natalie Spence, Laura Boyd, Caryn Davidson, Charlene Sewell, Linda Cameron

Procedure

Most incidents will be minor bumps and bruises. If an incident is more serious then they must be recorded on an [incident report form](#) (see Appendix). A copy should be forwarded to corporate.safety@south-ayrshire.gov.uk within 10 days of the incident. A copy should be retained in the school Office.

All Accidents and Incidents within the EYC will be recorded on the appropriate proforma, parents informed and signatures collected at pick-up. (see EYC accident/incident Policy)

Incidents involving members of the public on our premises or affected by our work activities must also be reported e.g. visitor, parent etc.

The Head Teacher must ensure the internal accident /incident report form has been completed in compliance with the Health and Safety Standard on Accident Reporting and Investigation.

The member of staff who has had the accident or who is dealing with the accident should ensure that they complete an incident report form as soon as possible after the injury has occurred. Where the injured person is unable to provide their account of what happened in an incident report form, the first aider (or witness, if relevant) should enter details on the Staff member or pupil's behalf.

Where an incident results in admittance to hospital, or inability to continue work, the Head Teacher must be informed immediately. The Head Teacher should inform their Quality Improvement Officer.

In Early Years centres the Care Inspectorate should also be informed using the eforms system. Where an incident involves violence of any kind, whether verbal or physical, a Violence and Aggression reporting form ([Education Version](#)) should be completed. (See JNCT 2.4 School Management Reporting of Violence and Aggression)

First Aid Equipment

First aid equipment is stored in the medical room near the clerical office and main reception area. The Early Years Centre store First Aid equipment in clearly labelled cupboards in the kitchen area. All staff should ensure they are aware of where kits are located.

First aid go bags are available beside the first aid kits and should be returned after an outing and replenished if required.

First Aider Terminology

First Aider at Work (FAW) - 3-day training course which is valid for 3 years. To maintain this qualification, they can do a half day annual top up or a two-day refresher just before their certificate has expired. Suitable for high-risk environments. A FAW can undertake appointed person duties.

Emergency First Aider at Work (EFAW) - 1 day training course which is valid for 3 years. To maintain this qualification, they can do a half day annual top up or repeat the 1-day course. Suitable for low-risk environments. (Schools are considered low risk environments). An EFAW can undertake appointed person duties.

Appointed person – it is NOT essential to have first aid training but is highly recommended. Appointed to take charge of first aid arrangements. They should take charge of calling for the emergency services if required. Although training is NOT required best practice is that the appointed person would have completed the 1-day emergency first aid at work training.

All staff using first aid equipment should inform the office staff of which supplies were used and a member of the clerical team should audit supplies 4 times each year when auditing medicines.

Appendix 1 Contents of First Aid Box

Minimum quantities for low-risk establishments may be considered as:

- (a) A general guidance leaflet on first aid (<https://www.hse.gov.uk/pubns/indg347.pdf>)
- (b) 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment (detectable dressings should be available for the catering industry)
- (c) 2 sterile eye pads
- (d) 4 individually wrapped triangular bandages (preferably sterile)
- (e) 6 safety pins
- (f) 6 medium-sized individually wrapped sterile wound dressings (approx. 12cm × 12cm)
- (g) 2 large sterile individually wrapped wound dressings (approx. 18cm × 18cm)
- (h) At least 3 pairs pair of disposable gloves.

Travelling First Aid Boxes

The contents should reflect the circumstances in which they may be used, but the following at least should be included:

- (a) General guidance leaflet on first aid
- (b) 6 individually wrapped sterile adhesive dressings
- (c) 1 large sterile, un-medicated dressing (approximately 18cm x 18cm)
- (d) 2 triangular bandages
- (e) 2 safety pins
- (f) Individually wrapped moist cleansing wipes
- (g) 2 pairs of disposable gloves.

Other items you may wish to consider are:

- Moist Cleansing Wipes x 30
- Microporous Tape 2.5cm x 10m x 2
- Finger Dressing 3.5cm x 3.5cm x 3
- Resusciade x 1
- Foil Blanket x 2

- Burn Dressing 10cm x 10cm x 2
- Heavy Duty Clothing Shears x 1
- Conforming Bandage 7.5cm x 4m x

Appendix 2 Sample Accident Log

Heathfield Primary and EYC

Sample Accident Log Date	Name	Class	Incident (including place) Reason	Time	Treatment/outcome	Staff	Parent contact
16/5/19	John Smith	2	Fell in the playground while chasing others- grazed hand	10.50	Helped John was his hand and dried gently. Bleeding stopped quickly- grazing minor. John sat with me for the last 5 mins of the interval and then returned to class	EB	Text sent 11.05

Appendix 3 First aid parent notification slip

Heathfield Primary and EYC

First Aid

Information for Parents/Carers

School Badge

Dear Parent/Carer

Your child Primary class.....

Was treated by a first aider in school today because:

.....

All details of the incident are recorded in school.

Signed Date.....

