

Fair Isle Primary School and ELC

First Aid Policy



- First Aid boxes are in the ELC room and above the photocopier.
- Bio-hazard kits (2) are above the photocopier.
- Our local nurse can be reached on 01595 760242

First Aiders

At present, we have three members of staff trained in Paediatric Emergency First Aid through training courses provided via Shetland Islands Council. One member of staff is a retained firefighter who receives regular First Aid training through Scottish Fire and Rescue Service.

Staff Member	Position	HPW	Certificate date	Certificate requalification due
J. Pye	Principal Teacher	35	4/09/2026	3/09/2029
H. Shaw	Early Years Practitioner Supervisory Assistant Clerical Assistant Maternity	23	30/05/2024	29/05/2027
F. Mitchell	Art Instructor	1.5	Scottish Fire Rescue Service System	Updated via SFS routinely

The term **FIRST AIDER** refers to those members of the school community who are in possession of a valid Paediatric First Aid certificate or equivalent.

The **First Aid procedure** at Fair Isle Primary School is in operation 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.

The purpose of the Policy is therefore:

- to provide effective, safe First Aid cover for pupils, staff and visitors.
- to ensure that all staff and pupils are aware of the system in place.
- to provide awareness of Health & Safety issues within the school and on school trips, to prevent, where possible, potential dangers or accidents.

In the event of an accident, all members of the school community should be aware of the procedures to follow.

Procedure:

In the event of any accident/incident where help/assistance is needed staff/pupils should send for the other staff present in the building. The Principal Teacher will make an assessment as to whether the isle nurse needs to be sent for and /or parents. All telephone numbers are beside each phone.

In the event of the Principal Teacher being on their own with the pupils when an incident occurs they could also phone and ask another member of staff to come in to the school if they felt it was necessary.*

In the event of the teacher being on their own with the pupils when an incident occurs to the teacher, the younger children should stay with the teacher until they are told to do otherwise by a responding adult. The oldest children will phone for help to the nurse/parents/shop/other isle residents and ask them to help and come to the school.*

*See separate Single Adult policy.

If the nurse has been called, they will be in charge of the patient once they arrive and all staff should support them if they need assistance.

Staff should always think about their own safety and that of the remaining pupils.

First Aiders will:

- Ensure that their qualification is always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- 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 aftermath.
- 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 the isle nurse who will decide whether the pupil needs further examination.
- Ensure that parents are aware of **all** head injuries promptly.
- Keep a record of each student attended to, the nature of the injury and any treatment given on part 1 of a PIN form. The Principal Teacher/ Head Teacher will complete Part 2 following an investigation into the accident.
- Ensure that everything is cleared away, using gloves, and every dressing/ used item is sealed tightly in a bag before being disposed of.

The Principal Teacher will:

- Ensure adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.
- Ensure that all pupils are aware of the procedures in operation.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school.

- Ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.
- Ensure that in the event that an injury has caused a problem, the pupil **must** be referred to a First Aider for examination.
- At the start of each academic year, provide all staff with the knowledge of pupils who are known to have Asthma, Allergies/Anaphylactic, Diabetic, Epileptic or who have any other serious illness.
- Have a file of up-to-date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

Teachers/Support Staff/Lunch Supervisors will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of the specific medical details of individual pupils when informed by the Principal Teacher and know where each pupil's care plan/medication is kept.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Send a pupil who feels generally 'unwell' to the Head Teacher who will contact parents/carers.
- Have regard to their own personal safety.
- Not administer paracetamol or other medications unless directed by the Principal Teacher.

Office Staff will:

- When present, support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Contact parents/carers of students who simply do not feel well.
- Ensure that first aid kits are adequately stocked and always to hand.
- Check dates on Emergency medications held at the school and that care plans are reviewed.

Review

The Head Teacher reviews this policy in conjunction with staff every year or earlier in the event of new regulations being issued or the school receiving recommendations on how the policy might be improved.

J. Pye

Reviewed August 2026.