

MOONS MOAT FIRST SCHOOL

FIRST AID POLICY 2025-2026

The First Aid Policy for Moons Moat First School is written 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.

It is emphasised that incidents will be dealt with by qualified first aiders and **not** trained doctors and nurses.

In the event of an accident all members of staff should be aware of the support available and the procedures available to activate this.

The purpose of the Policy is therefore: -

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

NB The term 'First Aider' refers to those members of staff who are in possession of a valid First Aid at Work Certificate or equivalent.

Arrangements for First Aid

The school will provide materials, equipment and facilities. The school will ensure that First Aiders are appropriately trained. (15 members of staff have Paediatric First Aid training and 2 members of staff have Emergency First Aid training re. adults). Specific training for Forest School has been attended by the Forest School Leader.

The location of first aid containers in the school are:

- Cupboard in Year 2 class – Key Stage 1 for use at lunch times
- Plastic Box Y4 class – Key Stage 2 for use of First Aiders
- Several packs stored in cupboard opposite school office – for trips/visits

The contents of the First Aid Boxes will be checked on a regular basis – additional stock stored in large wooden cupboards in kitchen area.

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.

- Always attend a casualty when requested to do so and treat the casualty to the best of their ability and 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 the 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.
- Ensure that First Aid Kits are adequately stocked and always to hand.
- 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 to pick up a child to take them to hospital. Ensure that parents are made aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
- Accompanied in the ambulance at the request of paramedics by an appropriate person.
- Followed to a hospital by a member of staff to act in loco parentis or by a relative who has been contacted.
- Keep a record of each pupil attended to, the nature of the injury and any treatment given. The accident book in the School Office must be completed by the appropriate person. More serious accidents are reported online at the Office.
- Ensure that everything is cleared away, including used gloves, dressings, anti-septic wipes etc. and put in the bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

Teachers will: -

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual pupils.
- Never move a casualty until they have been assessed by a qualified First Aider, unless the casualty is in immediate danger.
- Send for help to the office 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.
- Re-assure but never treat a casualty unless staff are in possession of a valid 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 pupils who feels generally 'unwell' to their respective form teachers.
- Ensure that pupils have a current medical consent form if they are taken out on a school trip, which indicates any specific conditions or medications of which the school should be aware.
- Have regard to personal safety.

Office Staff will: -

- Call for a qualified First Aider, unless they are one themselves, to treat any injured pupil.
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Send pupils who simply do not feel well to their respective form teachers.
- Administer Paracetamol or other medication, as specifically requested by a parent for their particular child.
- Administer Ritalin or other controlled medication, as directed. In these cases, the following procedure will be followed: -
 - a) An arrangement will be made for the tablets/medication to be brought in to school on a weekly basis. The exact dosage and time for medication will be arranged.
 - b) The amount of tablets/medication will be recorded in the appropriate book when brought into school and the book signed and counter-signed.
 - c) The tablets/medication will be kept securely in cabinet within cupboard opposite school office.
 - d) The appropriate dose will be given to the pupils when he/she comes for it and this will be recorded in the appropriate book, signed and counter-signed.

Wetting and Soiling

It is understood that from time to time wetting and/or soiling by pupils may take place. In these circumstances the following procedure will be followed: -

- The child concerned will be treated with sympathy and understanding and the utmost discretion will be used, so that other pupils are unaware of what has happened.
- The child's parents will be contacted immediately to either bring in clean clothes or collect them from school to take them home.
- A plastic bag will be provided to put soiled clothing in.
- The SENDCO will be informed of what has happened.
- The Intimate Care Policy will be followed.

Safeguarding / Child Protection

All staff and Governors have received appropriate safeguarding and child protection training (Refreshed September 2024). All staff have read the following:

- Keeping Children Safe in Education 2024

- What to do if you're worried that a child is being abused
- Staff Code of Conduct
- Safeguarding and Child Protection Policy

Other related policies have been signposted such as Working Together to Safeguard Children, Anti-Bullying, Anti-Cyberbullying Policy, Behaviour Policy, Critical Incidents, Health & Safety etc.

Staff working with children should maintain an attitude of **'it could happen here'** where safeguarding is concerned. If staff have any concerns about a child's welfare, they should act upon them immediately. They should follow the school's policy and procedures and speak with the Designated Safeguarding Lead (Miss Crawford) or one of the Deputy Safeguarding Leads (Mrs Kelly, Mrs Moorhouse or Mrs Lawrence). In the absence of these staff members, a member of the SLT should be contacted. All concerns should be acted upon and recorded on CPOMS.