



Name of policy: First Aid

Version	Date	Approved by governors	Description
1.1	Nov 2010	02.12.10	Approval version of First Aid Policy for Governors
1.2	January 2014	Spring 2014	Amendment to qualified first aiders
1.3	November 2017	04.12.17	Review of policy – amendments made to some of the first aid areas and the new first aid duplicated slips
1.4	November 2019	04.11.19	Review of policy and some changes made. Included defibrillator
1.5	November 2021	01.11.21	Review of policy no changes made

This policy is due for review on: Autumn 2023



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First Aiders

Administration of First Aid within the School should, wherever possible be carried out by one of our nominated first aiders.

The school's policy is that all staff are first aid trained on a three-year rolling programme.

First Aid equipment

Please would all staff acquaint themselves with the position of First Aid Boxes:

F1/Nursery : The first aid cupboard is located on the wall just before the wet room.

F2/Reception : The first aid area is located next to the kitchen area just outside the F2 Classroom gates.

Key Stage 2: The medical room is located by the sink in the Key Stage 2 Library Area.

Breakfast Club/Wrap Around / After School Club : The First Aid area is located by the kitchen in the Play Room.

Portable First Aid Kit: There is a portable First Aid kit which should be used for school trips. Please see the office.

Defibrillator: The defibrillator is located in the school office for use in an emergency. Staff receive training on use of the defibrillator within the First Aid course. Weekly checks are carried out by the office staff to ensure the equipment is in working order.

First aid boxes are also located in the KS1 and KS2 playgrounds at lunchtime.

Please ensure details of any first aid given is recorded in the First Aid Record Book (duplicated slips kept with the first aid box), and if necessary parents are notified. For any bumped heads a tick in the bumped head box and a bumped head sticker must be given. For any serious incidents and/or broken bones an incident form must be completed by the office and sent to Wokingham Borough Council. Please liaise with the office to ensure this form is completed correctly.

The Classroom Teacher should be informed of any incidents which take place during lunchtime.

All records are kept in the duplicated books until filled and completed books are archived accordingly.

Any incidents involving staff must be recorded in the Accident book held in the school office.

Stock

Additional stock is stored in the KS2 medical room cupboard. Please ensure any depletion in stock is reported to the School Business Manager, who is responsible for replenishing the boxes.

PPE (Personal protective equipment)

Disposable gloves **MUST** be worn when dealing with injuries which involve any bodily fluids.

Sterile wipes and mouth guards should be used for any mouth to mouth resuscitation.

Cleaning up bodily fluids

If there are bodily fluids spilt use the “sanitaire” stored in the cleaning materials cupboard (near the main office - see the office for a key if caretaker is not available). Wearing disposable gloves, follow the instructions on the bottle to ‘soak up’ the fluids, and then use the labelled Dust Pan and Brush to sweep up the crystallised solution and dispose of in a nappy sack. Please mark the area and advise the office so that the Cleaning Staff can be advised and clean the area appropriately.

First Aid Training

All staff are trained in first aid, sessions are held annually for renewal of training and new staff. A list of current first aid trained staff is displayed in the staff room.

Staff are also trained by the NHS schools service in Annual Basic Medical Awareness (Epipen, Asthma and Epilepsy) . Wokingham Schools can train up to 5 staff are on training sessions running in the local area at a time. Current status of training is also recorded on the first aid training list in the staff room.

