PAISLEY PRIMARY SCHOOL

We value every child in our community: we want them to aspire to the greatest things!

First Aid Policy

September 2026

Introduction

Paisley Primary School is committed to promoting and safeguarding the welfare of children and young persons in accordance with Keeping Children Safe in Education, Safeguarding Children in Education, under the provisions of the Education Act 2002. First Aid provision in school is for everyone present in the school: children, staff and visitors to the school site. This policy outlines our daily policy, practice and procedures for first aid within our school. It should be read in conjunction with the following school-based policies:

- Child Protection & Safeguarding
- Children with medical conditions and/or use of medicine in school
- Asthma
- Health & Safety
- Educational Visits
- SEND
- Equality Plan
- Accessibility Plan

First Aiders in School

The principal First Aider in our school is Mrs. Maundrill. Other staff in school have received training and are certified First Aiders. A list of First Aiders is in the staffroom and in the main school office. This list is updated by Mrs. Mould as required; particularly when people have updated their training, or when new staff have attended courses and become certified First Aiders.

Continuing Professional Development & Training

- All current First Aiders have the option to renew their qualification, prior to its expiration. Other staff in school are also offered the possibility of attending relevant First Aid training on an annual basis, or earlier, should an additional course arise during the course of the academic year.
- Lunchtime supervisory staff receive basic First Aid training from external, accredited providers.
- The school programme of INSET may contain training on specific needs of children, as needs are identified due to children currently in school. This training is currently delivered by an external provider and/or the school SENDCo, Ms C Lee.

First Aid Boxes

Our First Aid Boxes are located in the medical room, office and foundation unit. The contents of each First Aid Box are checked regularly and contain supplies to comply with current guidelines. There are also trip boxes with portable first aid kits situated in the first aid room for when children are going off site.

Daily Procedure

If a child/adult is ill or injured, they must see a member of staff who is First Aid Trained. The following procedure will then take place:

- The situation will be assessed.
- Appropriate First Aid will be carried out.
- A second opinion by a qualified First Aider in school may be sought.
- It will be determined whether further medical advice needs to be sought.
- It will be determined whether the child/person should remain in school.

- If a child has sustained any kind of head injury, the parents must be informed. Parents will be advised accordingly and can make their decisions about any further care that may be needed.
- An injury slip to record the incident will be completed. This is taken back to the class by the child and placed in the child's book bag. If the child does not have a book bag in school, a member of staff will ensure it reaches the parent/carer. On the occasion where the slip is misplaced or it is unlikely that a child will deliver the slip home, a member of staff will telephone or contact parents/carers.
- Further checks, if deemed necessary, on an individual's welfare/condition may be made throughout the school day.

What constitutes an emergency?

- An emergency is any first aid situation, where the advice from a medical professional is required and/or the medical profession or emergency services are required to take over the situation.

Emergency Procedures

- A telephone call will be made to the preferred number listed on the school database. If no contact has been able to be made, or no return phone call has been made, the school will attempt to ring the emergency contacts.
- If a child has a serious medical condition, i.e. diabetes, the needs of that child are kept in the medical room for all staff to be aware of
- Information on procedures to follow in the case of an asthma attack is displayed in all classrooms and shared/communal areas.
- All emergency procedures should be carried out by a qualified First Aider
- If a situation is deemed serious or life-threatening, an ambulance/emergency services, 999, must be called immediately. A member of staff, accompanied by another member of staff, should accompany the child/adult to the hospital. Parents/carers should make their own way to the hospital, if they have not been able to get to school, prior to the departure of the ambulance. The child's details should be collected from the school office to be taken to give to hospital staff, (DOB, address, allergy and other key information).
- In situations where it is determined that a hospital assessment should be sought, the parent/carer would be advised to attend the hospital. If the school is unable to contact the parent/carer or emergency contacts, the child will be taken to hospital, via taxi, accompanied by a First Aider and member of the senior leadership team.
- The school has a LifeVac in-situ for emergency use in the case of choking. Staff have received training – only to be administered when victim is NOT breathing.
- The school has a defibrillator for emergency use in the case of cardiac arrest.

Monitoring Procedures

The injury slip system in school allows for the careful logging of incidents. The principal First Aider and the Head of School monitor incident slips, in order to ascertain repetition of incidences and to identify possible health and safety risks and, where possible, to initiate remediate action(s). The trust Chief Operating Officer (Trevor Taylor) also monitors first aid instances.

Medicines in School

Any child requiring medication, as advised by the GP, and given clearance to attend school, must have their medicine brought to the school office by their parent/carer. The medicine should be clearly labelled with the child's name and the dosage clearly identified and communicated to office staff. The

parent/carer must also complete and sign a permission slip. If a child has received a dose of medicine during the school day, the parent/carer must sign against this dosage at the end of the school day, as medicines are collected. Two members of staff will have initialled the slip: the member of staff administering and the witness. All medicines are stored safely in the lockable drawer in the medical room. Parents should state an optimum time for administration of medicine. Although every effort will be made to administer medicine at that time, medical emergencies would take priority and medicine would be administered as close as possible to the agreed time. The school does not administer non-prescribed medication.

Asthma

Please refer to Asthma Policy.

Contamination / Hygiene

When administering First Aid, the following procedures must be followed:

- Protective gloves must be worn at all times;
- Children and staff should cover their own open wounds;
- Body fluids should be placed in a yellow bag and in the appropriate bin;
- Gloves and aprons must be worn when cleaning up vomit and other body fluids.

Individual Medical/Hygiene Plans

If a child requires an individual hygiene plan, this is drawn up by the principal first aider or a senior member of staff. The plan must be adhered to by all staff. The plan will be reviewed on a termly basis, or earlier, if needs dictate.

Educational & Sporting Visits

In line with the Educational Visits Policy, the following should take place:

- All visits must be accompanied by a First Aider and this person must be named on the risk assessment documentation, prior to the visit. This risk assessment is then approved by the EVC co-ordinator and Headteacher.
- In line with the Asthma Policy, all children requiring an inhaler must take their inhaler along with them on visits and the inhaler must be clearly labelled. The designated First Aider will also carry a spare inhaler. The designated First Aider will wear a high visual vest.
- All children requiring medication during a visit must have their medicine brought along with them. The medicine must be clearly labelled.
- Travel sickness tablets must be taken, if needed, prior to departure.
- First Aid Kits are taken on every visit. First Aid tubs also accompany any visit. These contain First Aid supplies, compliant with current guidelines, together with any other First Aid equipment deemed necessary by the Visit Leader.

Head Lice & Infestation

Should any occurrence of head lice be present in a class, the class will take home a letter the same day, informing all parent/carers of the presence of head lice within a cohort and of the need to check their own child's hair. The parent/carer of the child with head lice will be informed privately/separately by a member of senior staff.

If a child has visible bites, possible related to infestation from family pets, the parent/carer will be contacted and informed that the situation needs to be addressed at home. Should any carpeted areas

of the school require attention as a result of infestation, these will be treated out of school hours by the site facilities officer and/or an external provider.

Suncream

Parents receive regular reminders from school regarding sun protection, in addition to information in the prospectus. During periods of hot weather, children may bring labelled suncream to school. This is to be kept in the medical room. Children are to administer their own suncream. The school advises parents/carers to apply 24-hour suncream, prior to the start of the school day. Children are encouraged to wear a sunhat for outdoor play sessions during periods of hot weather.

Equal Opportunities, SEND & Inclusion

This policy was written in line with the schools SEND Policy and Equality and Accessibility Plans

Governing Body

This policy will be submitted to the School's Governing Body during the Autumn Term 2023. The Head of School, Senior Leadership Team and Governing Body are responsible for the monitoring, evaluation and review of policy and provision for First Aid at Paisley Primary School.

Review

This policy was reviewed in August 2026 and will be reviewed annually.

Miss Lee
SENDCo
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Appendix 1

We are Paisley Primary School

Paisley children deserve to feel safe, valued and happy.

Paisley children deserve a welcoming and consistent environment.

Paisley children deserve exciting learning experiences.

Paisley children deserve to read with confidence.

Paisley children deserve to have the skills to flourish in the world.

Paisley children deserve a team of trusted, valued and creative staff.

