



FIRST AID POLICY

At Foston and Terrington Church of England Schools our commitment to promoting sustainability, affirming diversity, embracing community, and inspiring creativity, is rooted in the words of St Paul who wrote, 'The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control' (Galatians 5 v 22-23). Our core Christian values, love, joy, patience, and self-control are fostered in the pupils and staff, building an ethos where all can flourish.

At Stillington and Langton Primary Schools our commitment to promoting sustainability, affirming diversity, embracing community, and inspiring creativity is rooted in the core values of love, joy, patience, and self-control. These core values are fostered in the pupils and staff, building an ethos where all can flourish.

Approved by NYRS Federation Governing Board – May 2026

Review due – May 2027

Rationale

NYRS Federation places students' safety, health, and welfare as its highest priority. We recognise that competent administration of First Aid can save lives and prevent minor injuries becoming more serious incidents.

NYRS Federation is committed to ensuring that all staff are well- trained and skilled at administering First Aid and follow school policy and procedures at all times.

NYRS Federation have written this policy to ensure that best practice and procedures are carried out at our schools. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Aim

To provide highly qualified and competent staff to administer First Aid.

Implementation of Policy

Langton, Foston, Terrington and Stillington Primary Schools will adhere to current Health and Safety Regulations by ensuring that it has well trained staff and adequate equipment and resources to enable high quality first aid to be administered at the school.

Designated First Aiders

The Headteacher is responsible for ensuring adequate numbers of staff and adults are qualified to administer First Aid. The names of the qualified First Aiders will be displayed around the schools.

NYRS Federation will ensure the following:

- One member of staff with a current Paediatric First Aid qualification will be always on duty at each premises when children and adults are present.
- Training will be given by accredited organisations which have been approved by the Headteacher and are consistent with the Early Years Foundation Stage guidance.
- A list of current first aiders is kept up to date on Teams

At Langton, Foston, Terrington and Stillington Primary Schools the main duties of the designated First Aiders are to:

- Provide immediate support for children and adults with common injuries or illnesses and people with more serious injuries or conditions.
- Ensure the injured party is supervised and condition is monitored
- Support the emergency services in the event of a more serious illness or injury requiring the emergency services.

Visitors

During visitors' induction onto site, visitors are informed of the trained staff members of first aid which is signposted around schools. Visitors are to seek a first aid trained staff member in the case of an incident. First aid policy is readily available in the school office.

First Aid Boxes and Resources

First Aid boxes will be checked at the beginning of every half term by the school administrator to ensure the contents are up to date, in good condition. Staff members to inform school admin if supplies are running low. First aid boxes will have a flow chart to follow the steps to respond effectively to first aid incidents.

Contents of First Aid Box at Langton, Foston, Terrington and Stillington Primary Schools

- 20 individually wrapped sterile adhesive dressings (assorted sizes) •
- Information leaflet outlining basic First Aid procedures.
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized bandages
- Individually wrapped sterile wound dressings
- Two large (approximately 18cm x 18cm) sterile Individually wrapped wound dressings
- One pair of disposable gloves.
- Adhesive plasters
- A sterile eye pad with attachment
- Cotton wool
- Crepe bandages
- Micro pore tape
- A disposable bag for soiled material

Infection Control

- Staff members at the school will be trained on how to avoid and limit the possibility of infections by following basic hygiene procedures.
- Staff must wear disposable gloves every time they administer first aid, and these must be disposed of after each use.
- Staff must wash their hands after every First Aid intervention.
- Medical waste must be disposed of in the clearly labelled Medical Waste Bins which will be disposed of in accordance with current legislation.

Hospitalisation

In the event a pupil requires immediate medical attention from a medical professional, a member of school staff will contact emergency service, '999'. A member of staff will contact the emergency contact for the pupil on Arbor to inform them and request that they attend with the pupil to hospital. In the event that the parent/carer is not able to attend with the pupil in the ambulance, two members of school staff will accompany the pupil to the hospital with one staff member in the ambulance.

Recording and Reporting Incidents

Please see appendix A for information and processes of recording and informing parents/carers of incidents.

- Langton, Foston, Terrington and Stillington Primary Schools comply with the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) which states that some accidents must be reported to the HSE.
- NYRS Federation will keep detailed and thorough records of injuries, incidents and First Aid which has been administered. Staff members must record the date, time, and place in the event of an accident. A brief description of the incident must be recorded and any action which has been taken. Incident Report forms will be retained by the Head of School.
- Langton, Foston, Terrington and Stillington Primary Schools comply with the reporting of Injuries on BSAFE, the North Yorkshire Portal, which states that some accidents must be reported to other organisations and actions taken.

Disability Equality Impact Assessment

This policy has been written with reference to, and in consideration of, the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff, and parents.

Any questions or concerns regarding this policy should be made to Mrs Sarah Moore (Executive Headteacher) on exec.head@foston.n-yorks.sch.uk.

Appendix A – Guidance for Feeding Back Incidents to Parents

Low Level	Mid Level	High Level	Serious Incident Requiring Hospitalisation
- Bruise that requires no intervention - Small graze that requires no intervention - Scratch that requires no intervention - Fall with no marks or impact on child - Replacing a plaster on existing injury	- Cuts that required cleaning and a dressing applying - Bruises grazes that required cleaning and a dressing applying - Nose bleed	- Head bump - Splinter / foreign object in skin - Acute illness - Back injury - Eye injuries/Loss of sight - Suspected Fractures - Worsening illness - Serious conditions Concerning rashes	Any injury requiring immediate hospitalisation
No reporting *HCP children record as per documentation	Record on accident form. Speak to parents at end of day face-to-face or phone if not available / children in club. Graze/cut – administration of first aid form sent home *HCP children record as per documentation	Ring ambulance if required Phone parents to inform them immediately of the head bump. Send a letter home for head bump. Record on accident form. *HCP children record as per documentation	Ring ambulance depending on severity. Speak to parents once ambulance called. Please immediately alert Senior Teacher / Headteacher / HofS. Record on accident form. B-safe will need completing with business manager and staff member who dealt with the incident.