



Yeadon Westfield Infant School

FIRST AID POLICY 2025

Review 2026

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.

First Aid Policy Statement

Yeadon Westfield Infant School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Yeadon Westfield Infant School is held by Dawn Lowry who is the Head teacher.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
- It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision.
- Ensuring that there are enough trained first aiders on duty and available for the numbers and risks on the premises.

- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid.
- Ensuring the above provisions are clear and shared with all who may require them.

The responsible manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric trained staff (if appropriate) are nominated as identified and that they are adequately trained to meet their statutory duties.

Emergency First Aiders at Yeadon Westfield Infant School

A list of first aiders is on display in the staffroom.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. This includes any visitors, or external agency staff who are on the school site. There may also be other duties and responsibilities which are identified and delegated to a first aider (eg. first aid kit inspections).

The adult add on training for school staff is to assist the school in meeting its own duty of care towards its staff. It is the responsibility of the emergency first aiders, to check the contents of all first aid kits.

At lunch time there is an outside station for treating injuries sustained at lunchtime. The first aiders have the following available to them:

- fresh water, first aid kit, sick bags, and a chair.

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider is to always call an ambulance on the following occasions:

- In the event of signs of anaphylaxis
- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury.
- requires first aid treatment.
- requires attendance at hospital.

A telephone call, initially to the first contact will be made. In the event we cannot contact a parent, we will telephone all available numbers to leave a message for the parents. If parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that a qualified first aider, or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment, and the parents cannot be contacted prior to attendance, the qualified first aider/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

All accidents requiring first aid treatment are to be recorded with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school first aider
- Date/time of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken

It is important that serious accidents, incidents, near misses and assaults are reported to the Health, Safety & Wellbeing Team using CF50 and CF50a forms.

Minor accidents and incidents are recorded in the main school office log.