ST ALBAN'S CATHOLIC PRIMARY SCHOOL,
A Voluntary Academy

First Aid Policy

2026-27

To love, learn, share and respect in the light of Jesus

Policy Schedule	Date	Signed
Ratified by the Governing Body:	October 2026	Headteacher: Chair of Governors:
To be reviewed:	October 2027	

First Aid Policy Statement

Rationale
Children and adults in our care need good quality first aid provision. Clear and agreed systems should ensure that all children are given the same care and understanding in our school.

Purpose
This policy;
1. Gives clear structures and guidelines to all staff regarding all areas of first aid;
2. Clearly defines the responsibilities of the staff;
3. Enables staff to see where their responsibilities end;
4. Ensures good first aid cover is available in the school and on visits.

Guidelines
New staff to the school are made aware of this policy when they are appointed. This policy is regularly reviewed and updated. This policy has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

Conclusion
The administration and organisation of first aid provision is taken very seriously at St Alban's Primary School. There are annual procedures that check on the safety and systems that are in place in this policy. The school takes part in the Health and Safety checks by the RPA and the trust.

First Aid Policy Guidelines

Training
All staff are offered paediatric first aid training and all staff undertake a rolling program of retraining.

First Aid Kits
First aid kits are stored in the Reception Class and outside Y1/2, Y3/4, Y5/6 and the staffroom. Midday Assistants and any staff on playground duty take an emergency first aid kit outside with them. A kit is also stored in the staff room. Several emergency first aid kits are available for use during out of school visits.

Cuts
All open cuts should be covered after they have been treated with a medi wipe. Children should always be asked if they can wear plasters BEFORE one is applied. All plasters are hypoallergenic. Minor cuts should be recorded in the accident file and parents informed. ANYONE TREATING AN OPEN CUT WHICH IS BLEEDING PROFUSELY SHOULD WEAR GLOVES AND APPLY PRESSURE where necessary. All blood waste should be placed in a bag and disposed of in the outside bin at the front of school.

Bumped heads
Any bump to the head, no matter how minor should be treated as potentially serious. All bumped heads should be treated with an ice pack and the child should be given an advisory "Bumped Head" letter to take home along with a copy of the accident log book entry. The child's teacher should be informed and keep a close eye on the progress of the child. ALL bumped head incidents should be recorded in the accident book. A message to parents will also be made to parents to inform them of the head bump. If the head bump is severe the parents will be asked to collect the child from school.

Accident file
The accident book is located in the school office and should be completed for every incident where first aid is administered. Old accident books are stored in the school office store room. For major accidents, an HS1 and RIDDOR form must be completed as soon as possible after the accident. These are available on the PRIME school portal.

Calling the emergency services
Dial 999, ask for ambulance and be ready with the following information:
1. Your telephone number***: 01625 425905 if calling on the school phone***
2. Give your location as follows: ***St Alban's Primary School, Priory Lane, Macclesfield***
3. State that the postcode is: ***SK10 3HJ***
4. Give your name:
5. Give name of child and a brief description of child's symptoms:
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the injured party.
It is important to speak clearly and slowly and be ready to repeat information if asked