

# **FIRST AID**



**Foxes Piece School**  
"Where Everyone is someone"

**May 2025**

Approved by PF&P Committee  
Review Date May 2026

## **First Aid Policies and Procedures**

Foxes Piece School will follow the advice documented in the Department for Education and Skills publications “Guidance on First Aid for Schools” and the Buckinghamshire Council Model School Policy for Supporting Pupils with Medical Needs.

Foxes Piece School will provide suitably stocked First Aid containers for use in School and on School trips.

- The main First Aid kit is located in the Medical Tower in the Admin Block.
- A First Aid kit is located in each Key Stage block.
- Mobile First Aid kits are readily available for use on school trips/sports events. They are stored in the medical cupboard in the Medical Tower.
- Each class has a first aid box for the storage of individual children’s medication and a small basic classroom first aid supply kit.

Foxes Piece will appoint a member of staff who has completed “First Aid at Work” training course approved by the Health and Safety executive, and hold a current certificate of competence. The primary duties of this person will be;

- To take charge or be consulted if someone is injured or becomes ill.
- Ensure an ambulance or other professional medical help is summoned when appropriate.
- Looks after the First Aid equipment e.g. re-stocking the first aid containers.

Foxes Piece School will arrange for First Aid training to be supplied to all staff. The school will ensure that the certificates are kept up-to-date with refresher courses supplied as required. In addition, members of staff responsible for early years and key stage 1 children will be trained in paediatric first aid.

All accidents will be recorded in the Accident Book. There is one in the medical tower and one in each communal Key Stage Block. The following details must be recorded;

- Date and time.
- Name of patient.
- Brief description of incident.
- Treatment given.
- Initials of the First Aider.

In the case of more serious incidents requiring referrals, the details must be reported via the online system (Assessnet/SmartLog).

All records must be kept for a minimum of three years.

With regard to the administering of medicines in school or on school trips;

If your child requires medicine, please visit the office to request an 'Administering Medicines' form. The medicine will be stored appropriately in our medicine fridge and administered by our trained staff.

Pupils sometimes ask for pain relief at school ie. paracetamol tablets or liquids. Paracetamol/Calpol relief will only be given with the consent of the Headteacher for example for pupils returning to school after sustaining a fracture, dental treatment or extreme discomfort, Parents will be asked to sign a consent form when they bring the medicine to school, which confirms that they have given the medicine to their child without adverse effect in the past and that they will inform the school immediately if this changes.

Foxes Piece School will regularly update their list of children and staff with allergies or asthmatic conditions. Parents will be requested to keep the school informed about their child's medical conditions upon initial school entry and whenever the situation changes.