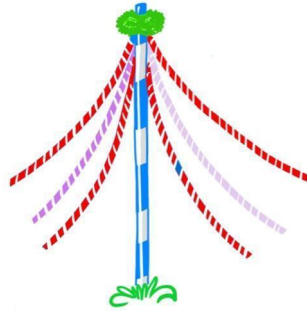


Maypole School



FIRST AID POLICY 2026-2027

Drafted by:	John Herring	
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1. INTRODUCTION

Maypole School is committed to caring for the safety and wellbeing of all pupils, staff, volunteers and visitors to the school in the best possible way.

In line with the school's training policy and schedule, we will ensure that there are always fully trained first aiders at the school to support anyone who may become unwell, be injured whilst at school or have an accident.

This policy has been written with reference to The Health and Safety at Work Act 1974.

2. PURPOSE OF THIS POLICY

The purpose of this Policy is to:

- provide effective, safe First Aid cover for pupils, staff and visitors;
- ensure that all staff and pupils are aware of the system in place;
- and to provide awareness of Health & Safety issues within school and on school trips, to prevent, wherever possible, potential dangers or accidents.

3. FIRST AIDERS

The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at Work (FAW) certificate or equivalent.

There will be at least two nominated First Aiders at the school, who hold the First Aid at Work Certificate, which requires a 3 day training course. First Aiders will ensure that their qualifications are always up to date.

The Offsite Pathways to Employment Programme will aim to have all their staff team undertake the one day Emergency First Aid at Work training course.

Each onsite provision will also have a number of one day Emergency First Aid at Work trained staff. This will form part of the school's annual training cycle.

4. FIRST AIDERS' RESPONSIBILITIES

General

First Aiders will always attend a casualty when requested to do so, and will treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services. First Aiders will:

- Ensure that first aid kits are clearly signposted, are adequately stocked and always to hand.
- Act as a person who can be relied upon to help when the need arises.
- Help fellow First Aiders at an incident and provide support during the aftermath.

- Ensure that accident report books are completed and kept up to date, or any relevant documentation completed following the application of first aid to any person.
- Ensure that the first aid posters are displayed around the school, with the nominated first aiders correctly named.
- Ensure posters are displayed to remind staff to report any head injury sustained immediately - for both pupils and staff.

In the event of an injury

The First Aider will:

- Insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital.
- Ensure that parents are aware of all head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either accompanied in the ambulance by a member of staff, or if for any reason this is not permitted, followed to the hospital by a member of staff to act as 'responsible adult' if a relative cannot be contacted or get there immediately. The First Aider need not be the member of staff to accompany the casualty to hospital, but an appropriate staff member should be sent.
- Ensure that the parent/carer/relative is met at the hospital by a staff member.
- Ensure that the dignity of the injured person is maintained (e.g. prevent others from spectating).
- Liaise with the Head of School to ensure they are aware of the situation and so they can arrange cover for the staff member supporting the pupil (or staff member) to hospital.
- Executive Head Teacher and Principal **MUST** be informed on the day of any significant injury and of all head injuries.

Post-injury actions

The First Aider will:

- Keep a record of each person attended to, the nature of the injury and any treatment given in the first aid log. In the case of an accident, the Accident Book must also be completed.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

5. SCHOOL LEADERS' RESPONSIBILITIES

The Principal, Executive Head Teacher and members of the leadership team will:

- Ensure that there are an adequate number of staff who have been first aid trained.
- Ensure that there is always at least one qualified first aid person available on the school site.
- In the event of an injury, complete the necessary paperwork (electronically if possible) and pass to the school office for secure filing.

- Inform the HR Department of any injury that requires a pupil or staff member to be absent from school for more than 7 days, (including the weekend)
- Action any RIDDOR reports that may be required.

6. Emergency medication

All staff will be trained to administer emergency anaphylaxis medication (Epipen). Emergency medication should be stored in each classroom where it is known that a pupil has a serious allergy. Additional Epipens will be stored in the first aid room.

7. OTHER RELEVANT POLICIES

This policy should be read in conjunction with the:

- Administration of Medicine Policy;
- Allergy Safety Policy;
- Health & Safety Policy (SHEF);
- Educational and Offsite Visits Policy.

8. LEGISLATION & GUIDANCE

This policy is written in accordance with the following documents:

- The Health & Safety at Work Act
- Health & Safety Executive
- DfE Keeping Children Safe in Education 2026
- DfE Guidance on First Aid for Schools