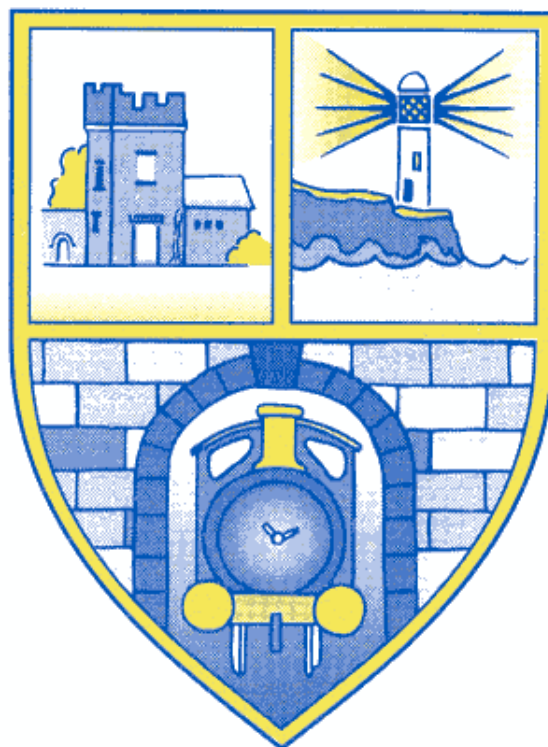


Whitehead Primary School & Nursery Unit

Valued, Inspired, Prepared



First Aid/ Accident & Emergency

Last Review	August 2025	K Knipe
Next Review	August 2028	

Ethos, Vision & Mission

Ethos

A nurturing, inclusive environment, where everyone is valued, inspired and prepared; in order to thrive and contribute to the world.

Vision

Empowering everyone to SHINE

Mission Statements

Share

We will foster a culture of collaboration where everyone is encouraged to share ideas, time, resources and successes to build a strong, connected community.

Help

To show kindness and empathy while supporting one another, offering help when it's needed and knowing that asking for help is a strength, not a weakness.

Include

To welcome and respect everyone and, through our daily interactions, promote a sense of belonging, ensuring that every voice is heard and everyone is valued.

Nurture

To provide a happy, safe and supportive environment, where every child is nurtured emotionally, socially and academically so that they can grow into confident, resilient learners.

Excel

Through engaging high quality, meaningful learning opportunities and by setting high expectations, challenging each pupil at their level and providing constructive feedback, we will inspire every child to reach their full potential.

Rationale

Whitehead Primary School has a number of staff with some first aid training and is prepared to deal with accidents and emergencies to pupils or members of staff.

Aims:

- To provide guidelines and good practice for all staff in providing First Aid treatment.
- To ensure that all accidents/injuries to pupils and staff are dealt with in an appropriate manner.
- To ensure that all First Aid given is properly recorded.

Practice

There are 3 fully trained members of staff in the school with the appropriate First Aid at Work Qualification. (Mrs Knipe, Mr Addis & Mrs Williamson) The rest of the members of the staff have received the Emergency First Aid at Work training.

Duties:

- Brief other staff in appropriate First Aid measures.
- Make sure all First Aid training is kept up to date.
- Make sure all First Aid given is properly recorded.
- Ensure First Aid supplies are fully stocked at all times.

First Aid Provision

During break time and lunch time there is a rota of supervising staff who are on duty in the front foyer of school. Any pupil requiring first aid during these times will be sent or escorted to this area.

At lunchtime, supervisory assistants are on duty and should report any minor incidents to a first aider in the foyer. Any serious accidents/injuries should be reported to the Principal, Mr Loughins. When Mr Loughins is unavailable then contact the Vice Principal, Mr Baird or Mrs Kidd, Senior Teacher.

Kool Paks (reusable hot/cold packs) are stored in the fridge in Mr Loughins' office or in the staffroom. The Kool Pak should only be used in the event of a major swelling and not for minor bumps or scratches.

Three portable First Aid kits are available for school trips and are stored in the First Aid cupboard in the staff room.

The office and all classrooms have First Aid supplies.

Recording Injuries

- For minor bumps and bruises teachers should complete an accident form which is sent home with the child.
- For more serious incidents an Accident Book is located in Mrs Williamson's Office. Please fill this in after accidents, stating clearly what First Aid treatment has been given. This should be completed by the person who witnessed the accident or who is present at the time of the injury. The form should also be completed by the person who applies the first aid.
- If there is a very serious injury to a pupil (or member of staff) please consult with Mr Loughins, who will contact the parents and report the injury as soon as possible and take the appropriate course of action. Should a child need to attend hospital, his/her parents will be contacted and/or the emergency services if necessary. Please see policy on attendance at Accident & Emergency.

Advice and Information

- If items are missing from the first aid boxes please inform Mrs Knipe and new supplies will be provided.
- In the case of minor grazes, running water should be used to clean the area and no further treatment should be needed. Do not use cotton wool as fibres can remain in the wound. If there is bleeding, the cut should be covered with a sterile dressing and fastened in place.
- In the case of nosebleeds, the head should be held still and the fleshy part of the nose held to stop blood.
- In the case of major bangs/bumps to the head or body, a Kool Pak should be applied immediately but for no more than 5 minutes. These reusable packs are kept in the fridge. *Parents will be informed as soon as possible of head injuries after consultation with Mr Loughins.*
- Some of our pupils have severe allergies. Individual Epipens are kept in their classrooms and in the secretary's office. Epipen training is provided annually for all staff.
- Some pupils may require medication for Epilepsy, this is stored in Mrs Williamson's office along with the child's emergency care plan.
- Children with diabetes will have a full trained 1-1 classroom assistant who will monitor and deal with appropriately. Other members of staff have also been trained appropriately.
- If a pupil has to go home as a result of an injury, a responsible adult must stay with the child in the reception area until the parent arrives. The pupil must not be left unattended.
- Tweezers, needles and scissors should not be used to remove splinters or other embedded items.
- Please use disposable gloves during bleeding. Carry these at all times, especially in playground.