Cedar Park School



First Aid Policy

Date Approved : January 2026

Date for Review: January 2028

Cedar Park School & Nursery

Be kind ★ Be inspired ★ Believe

Policy Statement:

Cedar Park is committed to providing a safe and healthy environment for all students, staff, and visitors. This First Aid Policy outlines the procedures and guidelines for the provision of first aid in cases of injury or illness on school premises or during school-related activities.

Policy Objectives:

- Ensure the safety and well-being of all individuals on school grounds.
- Provide prompt and appropriate first aid in the event of injuries or medical emergencies.
- Maintain a well-equipped and accessible first aid facility.
- Educate staff and students on basic first aid principles.
- Establish clear procedures for reporting and documenting first aid incidents.

Responsibilities:

1. The role of School Leadership:

The Welfare Assistant is the Designated qualified First Aid Coordinator responsible for overseeing first aid procedures.

Ensure that the school maintains a well-stocked and accessible first aid facility.

Ensures that the pool first aid kit is checked regularly and is fully stocked. This kit will remain on the table at the pool's entrance.

Provide training and support for designated first aid providers – this will be frequently reviewed and kept up to date.

Review and update the First Aid Policy as needed.

2. The role of First Aid Providers:

Designate staff members as first aid providers who have completed a recognised First Aid training course.

Administer first aid to injured or ill individuals as needed.

Maintain first aid supplies and equipment and report any deficiencies.

Keep records of first aid incidents, including treatment provided. Medical Record Books are kept in the Medical Room, in the lunchtime Medical Box and in the EYFS department.

3. The role of Students and Staff:

Report any injuries or illnesses promptly to a first aid provider or school staff.

Follow instructions provided by first aid providers or emergency personnel.

Procedures:

1. First Aid Kit and Facility:

A well-equipped first aid kit shall be available in a designated first aid room or area.

The kit should include basic supplies such as bandages, plasters, cold compresses, antiseptics, scissors, gloves, and first aid manuals.

The first aid room should be clearly marked and easily accessible at all times.

2. Incident Reporting:

All first aid incidents must be correctly reported in the medical books in the medical room, EYFS department or lunch time box.

Documentation of each incident should include name of the injured person, date and time of incident, year group, where the incident happened, details of the injury or illness, treatment provided, and any follow-up taken.

3. Emergency Response:

In cases of severe injuries or medical emergencies, the school will firstly contact emergency services and parents or carers.

Designated first aid providers will administer initial care until medical professional help arrives.

Review and Updates:

This First Aid Policy will be reviewed every two years and updated as necessary to reflect changes in regulations, equipment, or best practices.

Adherence:

All school staff, students, and visitors are expected to adhere to this First Aid Policy. Non-compliance may result in appropriate disciplinary actions.

Procedure:

See Appendix A for the procedure for when an incident or injury arises. This should be made available to all staff.

Appendix A : Procedure for First Aid administration

First Aid

During the school day:

- Classroom staff should deal with majority of first aid during lesson time.
- In cases where a second opinion is needed, or it is first aid of a more serious nature, then The Welfare Assistant needs to be found to assist. In their absence, please find the Office team.
- If a member of staff is on their own with pupils and requires urgent assistance, please send a sensible pupil to the nearest adult with the red emergency card. A walkie talkie can also be used to contact a staff member.
- All first aid needs to be administered in the medical room using the medical supplies provided with the exception of EYFS. During lunch time medical aid can be provided in the designated area.
- Every time first aid is performed, the member of staff responsible for the child must fill out the medical report form in the first aid book using a black pen. All information should be completed in full, providing as much detail as possible. The member of staff responsible must ensure any follow up action required is completed and recorded. In the event of this being delegated to the class teacher, this should be recorded. This is a legal document and must be legible.
- For head injuries, a head injury pink slip also needs filling out, attaching details of further NHS guidance for Head Injuries. The child needs a 'I have bumped my head' sticker displayed clearly on their top half for adults to see. Please do not put this on coats/fleeces which will likely be removed when they return to class.
- For any accident, consideration should be given as to whether a phone call to a parent/carer should be made to explain what has happened and the injury the child has sustained.
- Cold compresses need to remain in the medical room. These should not be taken by children to their classroom.
- Class medical boxes must go everywhere that your class goes around the school. At the top of the box must be the class medical record details.

Playtime:

- In the first instance First Aid should be administered on the playground at lunch time. If the Welfare Assistant is needed they can be called on the walkie talkie. If the child requires further medical support or intimate care they should be escorted to the medical room by a MITP.
- During breaktime, first aid will be performed by the Administration team.
- At lunch time, first aid will be performed by First Aid qualified staff on the playground. Alternatively, first aid will be performed in the Medical Room by the Welfare Assistant or by the Administration team if necessary.