



Manor Wood Primary

First Aid Policy



First Aid Policy

At Manor Wood Primary School, we endeavour to provide the very best possible care for our pupils.

We have a number of staff who are Emergency First Aid trained and in addition we have staff who are trained in Paediatric first aid. **Appendix A** contains a list of these staff and their relevant training dates. This information is also kept by the main school office.

Storage

First Aid equipment is stored in the school office. Each classroom also has a small supply of first aid materials that can be used to deal with minor injuries. It is the responsibility of class-based staff to ensure the box is properly stocked. Additional supplies can be obtained from the school office. There is a First Aid kit for staff to take with them when taking children off site for school trips, sporting events or visits which is also kept in the office.

Procedures

With the exception of very minor injuries, children are brought to the school office for first aid treatment.

Plastic gloves are to be worn when dealing with all incidents involving broken skin or bodily fluids. Bloods/soiled dressing and used gloves should be disposed of in the sanitary boxes in the staff toilet. Whenever possible, a child should be dealt with immediately and if appropriate should be returned back to their lessons promptly.

Unless very minor, all incidents/injuries should be recorded in the "incident/illness report book" school office and a white slip detailing the injury and care needed/given to the child should be completed. A copy should be sent home with the child to inform their parents and a copy should be retained in school. The class teacher should be informed.

An up-to-date list of child medical conditions, asthma etc. is kept in the school office and shared with all staff. Information regarding medical conditions is also passed on to staff during transition meetings.

Head Injuries

Parents to be informed by telephone in every case. The class teacher should always be informed. Head injuries should be recorded on the "incident/illness report book" in the school office and white slip sent home, with a copy kept in the book in school.

Accidents at Lunchtime

Children have first aid administered by First Aid trained lunchtime staff following the same procedures outlined above and are brought to the school office for an ice pack or other first aid treatment if required. Lunchtime staff should ensure the white slip in the “incident/illness report book” is completed and that these white slips are passed on to the teacher who will ensure the child takes them home.

Accidents in the Classroom

If a minor accident happens in the classroom, the child should be dealt with by the First Aid trained Teaching Assistant (or teacher) working in that classroom. More serious injuries or illness are dealt with by a first aider and the child should be brought to the school office.

Precautions for Offsite Activities

Classes leaving the school premises take a First Aid box, and a sick bucket containing essential cleaning aids.

Dealing with Emergencies

In an emergency, a person trained in first aid will attend to the casualty and an ambulance will be called for without delay. The parent will then be contacted.

If the parent cannot be contacted, then a member of staff will accompany the child to hospital. Every attempt to contact the parents will be made by the school.

The Headteacher or most senior member of staff on site must be informed if there is an emergency, if an ambulance is called or if the parent attends and is given advice to seek medical attention.

Following an emergency in school a form CF/50 must always be completed with as much detail provided as possible.

Hygiene Control Guidelines

At Manor Wood Primary School, we follow the Hygiene Control Guidelines recommended by the DfE. Listed below in all instances to provide protection against a range of infections to which staff in schools may be exposed.

The following is the basic hygiene procedure recommended.

Personal Hygiene

Minor cuts, open or weeping skin lesions and abrasions should be covered with a suitable dressing.

Sanitary towels should be placed in the disposal bins provided in the staff toilets.

Accidents Involving External Bleeding

Normal First Aid procedures should be followed, which should include the use of disposable gloves.

Wash the wound immediately and copiously with water. Apply a suitable sterile dressing and pressure pad if needed.

Cotton Wool should not be used in cleaning wounds since it is not sterile and could cause infection.

After accidents resulting in bleeding, contaminated surfaces, e.g. tables or furniture, should be disinfected.

Waste Disposal

Soiled nappies should be bagged and placed in the outdoor lidded bin provided for this purpose. These will be then disposed of by Biffa waste. Dressings contaminated by bloods should be disposed of in the sanitary bins. These are collected regularly and the contents disposed of by an outside contractor.

Administration of Medicines

Prescribed medicines may be administered in school where it is deemed essential. In many instances prescribed medicines can be taken outside of normal school hours. If medication is administered at school, then a written record is kept in the school office.

A written request must be made on behalf of the child by someone having parental responsibility.

In most instances medicines must be prescribed by a registered medical practitioner.

If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly.

Except in the case of asthma inhalers or EpiPens for severe allergies, as stated below, medicines should be stored in a safe place when not in use (the first aid cupboard in the school office or the fridge in the office as appropriate). School will ensure that medicines held on the pupil's behalf are 'in date'.

If medicines become out of date, parents should be notified and the medicine returned to them. All medication held in school at the end of each academic year is returned home to the child's parents. Medication must be collected by a parent. If a child still requires medication in school, then a new written request must be made by a parent at the start of the following academic year.

Asthma Inhalers

Asthma can be a life-threatening disease and attacks can start very rapidly.

It is therefore vital that the asthmatic pupils have instant access to their inhalers. In the case of a pupil with severe asthma, it is entirely reasonable to allow pupils to keep their inhalers on their person, in their classroom, or their school bag. Parents are required to inform the office via Asthma Letter if their child needs an inhaler in school.

EpiPens

Pupils with severe allergies should have instant access to their EpiPens. These should be kept centrally, in the school office and taken with them on any visit outside of school. If possible, a 'spare' may also be kept in the classroom.

Children with Special Medical Conditions

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may be: Epileptic; Asthmatic; have severe allergies which may result in anaphylactic shock; Diabetic.

Parents/guardians have prime responsibility for their child's health and should provide schools with information about their child's medical condition. For those children with specific conditions, details are shared with all staff. Those staff working directly with these children will have appropriate training where required. All children's medical conditions are kept on a list by the school office as well as on Arbor. Information is also passed from teacher to teacher during transition meetings.

Appendix A First Aid – Trained Staff 2024/25

Name	Certificate	Issuing Body	Expiry
Lucy Gill	Emergency Padiatric First Aid	Active Leeds	21.02.2027
Sophie Hyman	Emergency Padiatric First Aid	Active Leeds	21.02.2027
Christian Davies	Emergency Padiatric First Aid	Active Leeds	21.02.2027
Jander Buchanan	Emergency Padiatric First Aid	Active Leeds	21.02.2027
Mitch Cummins	Emergency Padiatric First Aid	Active Leeds	21.02.2027
Lauren Nicholson	Emergency Padiatric First Aid	Active Leeds	21.02.2027
LJ Doherty	Emergency Padiatric First Aid	Active Leeds	21.02.2027
Michaela Mitchell	Emergency Padiatric First Aid	Leeds City Council	01.06.2026
Charlotte Greenwood	Emergency Padiatric First Aid	Leeds City Council	01.06.2026
Rukhsana Bi	Emergency First Aid at Work	Leeds City Council	28.02.2026
Sharon Bailey	Emergency Padiatric First Aid	Leeds City Council	28.02.2026
Beth Cassidy	Emergency First Aid at Work	Leeds City Council	28.02.2026
Sarah Cromwell	Emergency First Aid at Work	Leeds City Council	28.02.2026
Katy Cummins	Anaphylaxis First Aid	NHS Nurses online	23.05.2026
Petra Diesendorff	Emergency First Aid at Work	Leeds City Council	28.02.2026
Sandra Fielding	Emergency First Aid at Work	First on Scene	12.10.2024
Cleo Greenwood	Emergency First Aid at Work	First on Scene	21.01.2023
Victoria Hamzaoui	Emergency Padiatric First Aid	Leeds City Council	28.02.2026
Shazia Hussain	Emergency First Aid at Work	Leeds City Council	28.02.2026
Sharon Knight	Emergency First Aid at Work	Leeds City Council	28.02.2026
Elouise Mackenzie	Emergency First Aid at Work	Leeds City Council	28.02.2026
Monica Mang	Emergency First Aid at Work	Leeds City Council	28.02.2026
Ayesha Yousaf	Emergency First Aid at Work	Leeds City Council	28.02.2026
Robert Hill	Anaphylaxis First Aid	NHS Nurses online	23.05.2026
Julia Okraszewska	Anaphylaxis First Aid	NHS Nurses online	23.05.2026
Lexi Cuncliffe	Anaphylaxis First Aid	NHS Nurses online	23.05.2026
Nancy Lester	Anaphylaxis First Aid	NHS Nurses online	23.05.2026
Harpreet Chagger	Emergency First Aid Trained	First Aid At Work	27.06.2026
Donna Preston	Emergency First Aid Trained	Leeds City Council	28.02.2026

This First Aid Policy was adopted by Manor Wood Primary School on 17/10/2024.

Chair of the Local Governing Board: Mrs K Adams		
Signature:		Kim Adams
Frequency of review:	2 years	
To be reviewed by:	MWPS Full Board	
Date of next review:	October 2026	

REVIEW RECORD

Date of review	Reason for review	Date of next review

Name:		Signature:	
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on behalf of MWPS Local Governing Board

Date of review	Reason for review	Date of next review

Name:			
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on behalf of MWPS Local Governing Board

Date of review	Reason for review	Date of next review

Name:		Signature:	
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on behalf of MWPS Local Governing Board

