



# First Aid Policy

<b>Date of next policy review</b>	<b>2025</b>
<b>Name of person responsible for this policy</b>	<b>Christopher Fulton</b>
<b>Other related policies</b>	<b>Pastoral Care, Intimate Care</b>
<b>Issued to</b>	<b>Staff, governors, parents</b>
<b>Date of issue</b>	<b>September 2022</b>

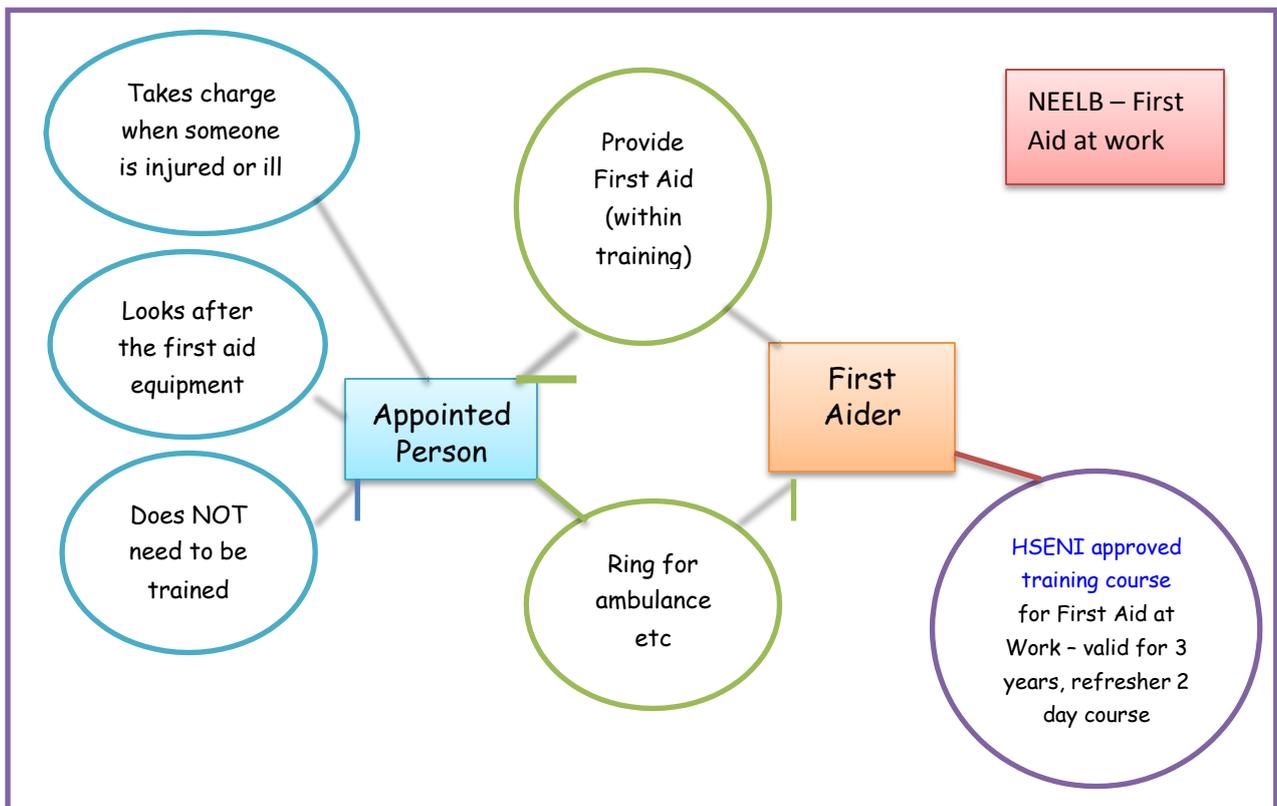
First Aid saves lives and prevents minor injuries becoming major ones. In Victoria Primary School, we are committed to providing adequate and appropriate equipment and facilities in our school.

**The minimum first-aid provision is:**

- a suitably stocked first-aid container
- an appointed person to take charge of first-aid arrangements
- information for employees on first-aid arrangements

**FIRST AID BOX LOCATION:**

Top Corridor  
Bottom Corridor  
Medical Room



**The Appointed Person and First Aider:**

Mrs Evans / Mrs Montgomery / Mrs  
McIlwrath / Mrs Galbraith / Mrs  
Dempsey / Mr Clarke  
Heartstart Training Annually - Mrs Dick

## THE FIRST AID BOX CONTAINS:

- One guidance card;
- Twenty individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads, with attachment;
- Six individually wrapped triangular bandages;
- Six safety pins;
- Six medium individually wrapped sterile unmedicated wound dressings
- Two large sterile individually wrapped unmedicated wound dressings (approx 13cm x 9cm)
- Three extra large sterile individually wrapped unmedicated wound dressings (approx 28cm x 17.5cm).



## MEDICAL INFORMATION

Available in staffroom to provide contact information and emergency instructions for children with medical needs e.g. anaphylaxis, asthma, diabetes.

## HYGIENE AND INFECTION CONTROL

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings.

## RECORDING AND REPORTING

Any incidents requiring treatment are entered in the Accident Book

This should include:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name and signature of the first aider or person dealing with the incident.