



First Aid Policy

Policy Date	September 2024
Next Review	September 2025

Beardall Fields Primary & Nursery School
e-mail: office@beardallfields.org.uk
Tel: 0115 9638845
Website: www.beardallfields.org.uk
Kenbrook Road, Hucknall, Nottinghamshire, NG15 8HY

Beardall Fields Primary and Nursery School

First Aid Policy

Aim:

The aim of this policy is to ensure that all teachers, parents and children know how we respond to first aid issues in school.

First Aiders in School:

All children who require First Aid in school will be looked after by a trained First Aider. Within school, we have a number of staff with First Aid qualifications, ranging from Paediatric First Aiders to Workplace First Aiders.

List of staff qualification dates:

Staff Member	Qualification	Date of Qualification
Karen Lea	Emergency First Aid at work	July 2023
Emma Dear	Paediatric First Aid	May 2024
Abbie Pearson	Paediatric First Aid	July 2024
Elizabeth Laverick	Paediatric First Aid	July 2023
Debra Straw	Paediatric First Aid	May 2024
Leayan Talbot	Paediatric First Aid	January 2023
Lyndsey Downs	Emergency First Aid at work	July 2022
Helen Chadwick	Paediatric First Aid	September 2023
Claire Groom	Paediatric First Aid	February 2025
Sarah O'Reilly	Paediatric First Aid	February 2025
Carolyn Pickford	Paediatric First Aid	July 2024
Lynne Whittaker	Paediatric First Aid	February 2024

Teaching Staff Defibrillator Trained – May 2025

Administering First Aid:

Even where risk assessments which have been carried out, as in all schools, children may encounter incidents which require First Aid. All incidents will be dealt with by a trained First Aider.

Recording of First Aid Incidents:

All incidents where First Aid has been administered, will be logged on Scholarpack by a member of the office team, stating the name of the child, name of First Aider involved and brief description of the incident. It is the responsibility of the person who has carried out the First Aid to ensure the details are passed to the office.

Informing Parents:

Children in Nursery and Reception will be informed of any First Aid as they are handed over at the end of the session/day, unless a phone call is necessary. It is unmanageable to inform parents of every bump, scrape, grazed knee or elbow, **but all of these will receive First Aid and will be recorded but parents will not be contacted.**

Parents will be telephoned for any bump to the head/face, or to any other injury to the head or face, eg a mark on the face etc, scratch. Where a parent does not answer the telephone, a text message will be sent to the parent.

Parents will be telephoned immediately if an accident occurs at school which requires a more senior First Aider to deal with the situation.

Where it is deemed necessary, 999 will be called and parents contacted immediately. Where a child requires a visit to hospital and a parent cannot be contacted, a member of staff will accompany the child.

Policy Review:

To be reviewed annually