



ALTRINCHAM PREPARATORY SCHOOL

First Aid Policy

Author:	Mrs Denise Barber – Business Operations Manager
Responsible Person:	Mr Nick Vernon – Headmaster
Date of last review:	February 2026 – Compliance Education
Summary of changes:	Annual review – inclusion of head bump, AED locations, hygiene and infection control information
Date of next review:	February 2027

This policy applies to Altrincham Preparatory School, including the EYFS. It is available to current and prospective parents upon request and is published on the School's website.

SCOPE

1.1 This guidance is applicable to all those involved in the provision of first aid related to school activities.

2. OBJECTIVES

2.1 To ensure that there is an adequate provision of appropriate first aid at all times.

2.2 To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

3. GUIDANCE

3.1 The Headmaster will be responsible for the implementation of this policy.

3.2 Compliance Education, in consultation with the Business Operations Manager will undertake a risk assessment to determine the first aid needs. This will include consideration of the following:

- Size of the school and whether it is on split sites / levels
- Location of the school
- Specific hazards or risks on the site
- Staff or pupils with special health needs or disabilities
- Previous record of accidents / incidents at the school
- Provision for lunchtimes and breaks
- Provision for leave / absence of first aiders
- Off site activities, including trips
- Practical departments, such as science, technology and PE
- Out of hours activities
- Contractors on site and agreed arrangements

3.3 Pupil Illness/Injury

If a pupil becomes ill during the day the School will contact the parents so that the child can be collected. In the event of a head injury, the child's parent is contacted and a hard copy carbon slip is completed by hand and sent home.

The School will notify parents if a pupil suffers anything more than a minor injury or becomes ill during the school day.

3.4 Specific First Aid Provision

a. First Aiders

- Sufficient trained first aiders to cover day to day and other school activities will be provided.
- A first aider (paediatric first aid for EYFS pupils) will accompany pupils on visits out of school. (a minimum of 1:100 pupils and staff)
- First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.
- First aid training will be refreshed every 3 years.

b. First Aid Boxes

- First aid boxes will be provided in areas of the school where accidents are considered most likely.
- A first aid box will also be taken when pupils leave the school on organised trips or participate in sports events.
- First aid boxes will be replenished as necessary and checked termly.
- The contents of a first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.

c. First Aid Notices

- Lists of members of staff who are qualified first aiders or Paediatric first aiders will be displayed on noticeboards in the school.

d. Medical Room/Access to First Aid

- All pupils and staff will be given information on the provision of first aid at their induction.
- The school has a dedicated Medical Room where first aid will be administered, if not at the point of need.

e. Records

- Details of any incident which requires treatment will be recorded in the School Accident Report book. Any incidents that require parents to pick their child up from School, with the exception of illness, will be recorded in the Pupil Accident Book and the report sent to the Business Operations Manager.
- The Business Operations Manager, with assistance from Compliance Education, will ensure that any reportable injuries are reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

f. Calling an Ambulance

- The member of staff looking after the child will ask another member of staff to phone for an ambulance and the child's parents. A member of staff will escort the pupil to the hospital and wait with them until the child's parents have arrived.

g. Emergency Medical Treatment

- In accepting a place at the School, parents are required to give their consent for a nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the School is unable to contact a parent.
- Some Schools may choose to have Automated external defibrillators ("AED") available for use. The purchase and usage of an AED is a decision for each individual school. The Department for Education document "Automated external defibrillators, A guide for schools" outlines the relevant considerations.

The locations of onsite defibrillators at the School are:

- Marlborough Road Staff Room x 1
- Each School minibuses x1
- Highbury staff room x 1

h. Hygiene and Infection Control

- All first aiders will:
 - follow basic hygiene procedures
 - be aware as to how to take precautions to avoid infections
- All staff will have access to single use disposable gloves and hand washing facilities.
- The school will ensure adequate and appropriate stock levels of PPE is provided for all staff:
 - Disposable gloves – are to be worn to protect hands
 - Face Masks/Coverings – are to be worn to protect/prevent the spread of a respiratory virus when close contact with another person cannot be avoided
 - Eye Protection or Shields – are to be worn when there is a risk of bodily fluids splashing into faces
 - Aprons – are worn to protect clothing from bodily fluids
- Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

3.5 Medical care

This policy is limited to the provision of first aid, but the school has arrangements in place for:

- dealing with pupils who have special educational needs or specialist medical needs;
- provision of medical examinations and immunisations;
- holding medical records; and
- dealing with medicines and treatments brought to school for pupils.