



Sudbrook School Limited · The Village Hall · Bute Ave · Petersham · Richmond TW10 7AX

FIRST AID POLICY

Title	FIRST AID POLICY
Version	2.1 November 2025
Created by	Facilities
Validity	Sudbrook Staff (employees, volunteers, contractors)
Next review date	September 2026 or earlier if required

1. Policy Statement

Our setting is committed to ensuring the health, safety, and wellbeing of all children, staff, and visitors. We aim to provide prompt, effective first aid treatment in the event of an accident, illness, or injury and to ensure all staff are confident and competent in responding to emergencies.

2. Legal Framework

This policy is based on requirements from:

- Early Years Foundation Stage (EYFS) Statutory Framework
- Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Children Act 1989/2004 (where applicable)

3. Aims

- To provide appropriate first aid care in case of illness or injury
- To ensure at least one Pediatric First Aider is on the premises and available at all time when children are present.
- All permanent Sudbrook School's staff hold a valid Pediatric First Aid Certificate.
- To maintain up to date first aid qualifications for all relevant staff.
- To record and report all accidents and incidents accurately.
- To inform parents promptly of any first aid treatment given and follow up to confirm the diagnosis and treatment.

4. First Aid Provision

1. A fully stocked first aid box is kept in each group room, kitchen, office, garden and checked regularly by the designated First Aid Lead.
2. Additional travel first aid kits are taken on outings.
3. The contents of first aid boxes comply with current HSE and EYFS guidance and are checked on a termly basis.

5. Qualified First Aiders

- First Aid Leaders are Mariana Pandi and Patricia Casswell
- At least one Pediatric First Aid (PFA) trained staff member will be on site and available at all times, including during outings.
- Certificates are renewed every three years.
- First Aiders know where all First Aid equipment is located

6. Procedures in the Event of an Accident or Illness

- Assess the situation and ensure the safety of all children.
- Provide appropriate first aid treatment using protective gloves where necessary.
- Seek emergency medical assistance (999) if required.
- Inform the child's parent/carer as soon as possible.
- Record the incident in the Accident/Incident Book, signed by both the staff member and the parent.
- Report relevant accidents to the H&S Executive via the RIDDOR reporting process when applicable.

7. Administration of Medication

Please refer to the "Administering Medicines Policy" Inappropriate use of this procedure, such as false, malicious, vexatious or frivolous accusations will be dealt with under the School's disciplinary procedure.

8. Head injuries

All head injuries are treated as potentially serious. Parents will be informed immediately, and a Head Injury Form will be completed.

Staff will continue to monitor the child for symptoms such as drowsiness, vomiting, or confusion.

Staff will assess the situation and request immediate collection if the child presents any symptom.

9. Hygiene and Infection Control

In the case of a spillage of bodily fluids and/or blood, members of staff administering first aid should use disposable gloves and dispose of waste and gloves in a secure manner as per Appendix 1 for Body Fluids Management.

10. Emergency Medical Parental Consent

The current terms and conditions for parents allow the appointed staff to take any necessary action or provide any necessary medical permission to a hospital if the parents/guardians cannot be contacted. In this event, due consideration would be given to the recorded ethical or religious background.

11. When staff / children should stay away from the setting

Staff or children who are showing the symptoms of an infectious disease or have been diagnosed by a health professional or diagnostic test could be advised to stay away from their setting for the minimum period recommended, if required, and until well enough.

If a child presents fever (more than 38° C) or any of the symptoms detailed on the table for public health exclusions, parents will be called to collect their child immediately.

To find out if, and how long, people should be advised to stay away, check the UK Government's table for public health exclusions

12. Review and monitoring

The policy is reviewed annually or following any incident requiring first aid review taking into account any changes in legislation or School procedures. Training records and first aid box checks are monitored by the First Aid Lead.

13. Distribution

This policy is available on the website

14. Related Policies

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Medication Policy
- Accident and Incident Policy
- Outings Policy

APPENDIX 1

Safe management of blood and other spillages of bodily fluids

Blood and bodily fluids may contain contagious viruses or bacteria. It is therefore vital to protect both yourself and others from the risk of a cross infection. In order to minimise the risk both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages. Contamination or spillages with blood or bodily fluids should be dealt with immediately, as this may expose staff and others to infection.

Initial clean-up procedure

The initial clean-up procedure should be carried out by the person(s) at the scene of the incident.

Dealing with blood and other bodily fluid spillages

Best practice is to use a spill kit according to the manufacturer's guidance. There are spill kits in the metal cupboard of the storage room. You must report to the First Aid Leader that you **have** used one to be restocked.

- Always use the appropriate personal protective equipment (PPE), e.g. disposable aprons and gloves, and wear facial protection if there is a risk of splashing on the face.
- Clean hands and put on disposable aprons and gloves.
- Place solution or granules directly onto the spillage. Leave the required contact time as specified by the manufacturer.
- Clear away the spillage and dispose of as infectious waste.
- Dispose of cloth and paper towels as infectious waste.
- Remove gloves from the inside out and dispose of them as infectious waste.
- Remove and dispose of the apron, clean and wash your hands.
- Tie/seal the bag and take it to the infectious yellow waste bin in Douglas House sick bay.
- If a cleaner or caretaker is not available immediately, clean the area with detergent and warm water. Then leave to air dry or dry with paper towels. Mark the area with a sign or tape, take a picture and report the exact location to facilities@dslondon.org.uk to allow them to organise a disinfection of the area.
- Wash, rinse and dry hands thoroughly to prevent the transmission of infection.
- Report the incident to reception and fill out an incident report.