

# Elham Church of England Primary School

Creating lifelong learners guided by God's teaching.



## First Aid Policy

January 2026

### Our School Vision

At Elham, we believe that every child is a unique gift from God, with their own potential to flourish and grow. Guided by Christian faith and love, our school is a nurturing community where all are welcomed, valued, and inspired to aim high, act with compassion, and live with integrity. We instil a deep sense of **faith**, hope, and purpose, encouraging our pupils to act with **empathy** and serve others with love.

We are committed to **achievement for all**, ensuring that every child—regardless of background or starting point—is supported and challenged to thrive. We are guided by a belief in encouraging children to dream boldly and persevere with purpose. Learning is our purpose and commitment.

We are a **community**, deeply rooted in our rural location and influenced strongly by our local parish. We are here for our children and their families, and we recognise the central role we play as a part of our village.

We celebrate ambition and through a rich and inclusive curriculum, we help our children grow into confident, kind, and thoughtful individuals who make a positive difference in the world.

## Our Narrative

### New Living Translation John 6:5-14 Jesus Feeds the Five Thousand

5 Jesus soon saw a huge crowd of people coming to look for him. Turning to Philip, he asked, "Where can we buy bread to feed all these people?" 6 He was testing Philip, for he already knew what he was going to do.

7 Philip replied, "Even if we worked for months, we wouldn't have enough money<sup>[a]</sup> to feed them!" 8 Then Andrew, Simon Peter's brother, spoke up. 9 "There's a young boy here with five barley loaves and two fish. But what good is that with this huge crowd?"

10 "Tell everyone to sit down," Jesus said. So they all sat down on the grassy slopes. (The men alone numbered about 5,000.) 11 Then Jesus took the loaves, gave thanks to God, and distributed them to the

people. Afterwards he did the same with the fish. And they all ate as much as they wanted. 12 After everyone was full, Jesus told his disciples, "Now gather the leftovers, so that nothing is wasted." 13 So they picked up

the pieces and filled twelve baskets with scraps left by the people who had eaten from the five barley loaves. 14 When the people saw him<sup>[b]</sup> do this miraculous sign, they exclaimed, "Surely, he is the Prophet we have been expecting!"<sup>[c]</sup>

## **Elham Church of England Primary School**

Elham Church of England Primary School is a Church of England Voluntary Aided Primary School catering for children between the ages of 4 and 11 years. The school prides itself on being a church school with four guiding values: faith, achievement, community and empathy. Elham aims to be a school at the centre of its community, where children are proud to attend. An example of outstanding Christian education, rooted in faith, love and empathy.

### **Statement of Intent**

Elham Primary School is committed to both the safety and achievement of all our pupils. Regular attendance and punctuality are critical if our pupils are to be successful and benefit from the opportunities presented to them. There is a direct correlation between achievement and attendance; good attendance is a prerequisite for good learning and progress.

Elham Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. The aim of this policy is to set out guidelines for all staff in school in the administering of First Aid to children, employees or visitors.

This policy shall be shared with all employees during their induction to ensure they are familiar with the school's first aid procedures. The Governors are committed to the Local Authority's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## Responsibility

The governing body is responsible for the first aid policy in the school, but this is implemented through the Headteacher.

The qualified first aiders normally give first aid. However, any member of staff can do this voluntarily if there is an emergency where these staff members are not available. All staff are covered by the school's insurance policy and are expected to use their best endeavours in an emergency to secure the welfare of pupils.

All qualified first aiders must update their training every 3 years.

The school will make every effort to ensure that there is at least one qualified first aider in school during school hours.

## Equipment and supplies

First aid boxes are located in the school office, and corridor outside the office.

First aid equipment for playtime and lunchtime use are located in the school office, the corridor outside the office and with the midday supervisors.

First aid packs must be taken on school trips and outings.

First aid boxes must contain as a minimum:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads
- four individually wrapped triangular bandages (preferably sterile)
- six safety pins
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- one pair of disposable gloves

Travelling first aid containers must contain as a minimum:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings (assorted sizes)
- one large (approximately 18cm x 18cm) individually wrapped non-medicated wound dressing
- two individually wrapped triangular bandages (preferably sterile)
- two safety pins
- individually wrapped moist cleansing wipes (not for open wounds)
- one pair of disposable gloves

## **Practical Arrangements and First Aid Procedure**

First aid will normally be dealt with by the qualified first aiders. Where possible, make sure another adult is informed of any action taken. Treatment will normally be given by the school office.

Hands must be washed before and after dealing with any cuts or grazes. Use disposable gloves if the wound is bleeding.

Use water or sterilised wipes only to clean cuts or grazes. No lotions or creams should be used.

If necessary, cover the cut with a plaster or other dressing.

Enter the child's name, injury and treatment in the accident book (this must be done for all but the very minor scratches and bumps). Please add your name and the date. A copy of this must be sent home with the child for the parents' information.

There is also a staff accident record sheet in the green Medical file located in the school office.

Accident books are held in the school office or the music room cupboard (which is locked when not in use). (These must be kept and filed until the child reaches 21).

Any other head injury must be reported to parents immediately and usually by the first aider, School Secretary or the Headteacher.

If a child is feeling unwell and needs to go home the class teacher should be consulted and the parents contacted. Children normally stay with their class until collected, or wait in the office.

Parents must be informed of any accident and/or treatment given during the day, preferably by the person who treated them. Contact numbers, emergency contact and doctors' details are kept in the office. Details of chronic illness or allergies are on file for each child and also on the Medical Information list, copies of which can be found in the school office, the staffroom, first aid boxes/bags and in every classroom.

## **Guidance on dealing with spillage of body fluids**

Spillages of blood, vomit, urine and excreta should be cleaned up promptly. The following general actions must be taken by the person dealing with the spill:

Clear the immediate area of people.

Hazard signs and cordoning may be necessary, according to the circumstances.

Disposable personal protective equipment (PPE), including gloves (latex or nitrile) or equivalent and a disposable plastic apron must be worn.

Any spilt blood or other body fluids should be cleaned up with disposable absorbent paper towels.

Ensure the area is cleansed with a suitable antiseptic solution.

Dressings should be disposed of in the sanitary waste bin after double bagging.

## Qualified First Aiders

Name	Qualification	Date of expiry
Alex Grady	Paediatric First Aid	27th April 2028
Iryna Baliuk	Paediatric First Aid	5th Jan 2029
Joe Magliocco	Paediatric First Aid	21st Sep 2026
Kate Miller	Paediatric First Aid	5th Jan 2029
Maria Wildey	Paediatric First Aid	5th Jan 2029
Nicky Knight	Paediatric First Aid	27th April 2028
Sally Lewis	Paediatric First Aid	5th Jan 2029
Sarah Cronin	Paediatric First Aid	5th Jan 2029
Sarah Glass	Paediatric First Aid	5th Jan 2029
Sarah Pegler	Paediatric First Aid	5th Jan 2029
Tina Bartley	Paediatric First Aid	5th Jan 2029
Vicki Hall	Paediatric First Aid	5th Jan 2029

**This policy was approved by the Governing Body on: 21<sup>st</sup> January 2026**

**Ed Robbins ..... Date: 21<sup>st</sup> January 2026  
(Chair of Governors)**

**Joseph Magliocco ..... Date: 21<sup>st</sup> January 2026  
(Headteacher)**

**This policy will be reviewed by the Full Governing Body on an annual basis**