



# Craigdhu First Aid Policy



## Arrangements for Safeguarding First Aid Policy and Procedures



### Rationale

Craigdhu has created a First Aid Policy as part of arrangements for Safeguarding the Health and Wellbeing of children, staff, parents/carers and volunteers to the school.

### Other Related Policies

Education Procedure Manual 9/06 – Supporting Children and Young People with Healthcare Needs In Early Years Centres and Schools.

### Scope of the Policy

This policy outlines how the school will give immediate care to a child, young person or adult who is injured or ill until full medical treatment is available. For minor conditions, first aid will be enough. The school will always contact parents/carers if a child receives a significant injury where they are visibly marked or head injury.

*For clarification, a minor bump to the head is common in children, particularly those of younger school age. If a child is asymptomatic (ie there is no bruising, swelling, abrasion, mark of any kind, dizziness, headache or nausea or vomiting) and the child appears well, then the incident will be treated as a "bump" rather than a "head injury".*

The school will phone 999 immediately if a child is seriously injured or ill.

This policy does not include the care of children and young people who are medicated/treated for diagnosed conditions. Individualised health care planning is in place for these children and young people following guidance in Procedure Manual 9/06.

This policy does not include administration of medications on a short term basis at the request of parents/carers; this is also covered by Procedure Manual 9/06.

### Policy Aims

- This policy will ensure that First Aid provision meets the needs of our establishment;
- This policy will ensure that all staff are aware of their roles and responsibilities in relation to First Aid;
- This policy will ensure compliance with other East Dunbartonshire Council policies in relation to Health & Safety;
- This policy will ensure that first aid facilities, equipment and kits are fit for purpose.

## **Roles and Responsibilities**

The person with overall responsibility for the First Aid Policy is the Head Teacher of Craigdhu Primary.

All members of staff have a duty of care and will be first responders in the event of a child requiring first aid for minor injuries such as cuts, grazes and bruises. All members of staff will respond to and give comfort and care to any child who has a first aid need, until a first aider/SLT member attends.

A note of any child who is given First Aid will be taken which will then be recorded in the First Aid Register in the medical room.

There are a number of trained first aiders in our school, who have participated in a one day first aid training course covering emergency first aid and 1 who has undertaken the full 3 day first aid course (First Aid at Work). We aim to have a first aider on the premises.

The Head Teacher keeps a record of First Aid Training courses and organises further training through EDC as required.

## **First Aid Facilities, Equipment and Kits**

First aid casualties will be supported in the area nearest to where the injury took place as appropriate. This may mean they are treated in the playground, in an open area of the school or, in more serious instances, in the medical room where medical supplies are available. The school uses both Instant Ice packs and reusable ice packs which are disinfected after each use. Nitril gloves are used when dealing with open wounds. All medical waste is disposed of using yellow medical waste bags, in line with national advice.

All First Aid kit items are monitored by the office manager and lead first aider and items will be re-stocked when required.

All members of staff in the playground carry first aid kits to ensure quick treatment is given. There is a defibrillator at the front door of the school.

## **Recording and Reporting**

All First Aid incidents are recorded on the First Aid record sheets, kept in the medical room. Information recorded includes the date, time, child's name and details about the injury and first aid given. The register also holds information about parents/carers being contacted.

Parents/carers will be telephoned in the event of a child sustaining an injury or illness that may require medical treatment. Parents/carers will also be telephoned if a child sustains a head **injury** or needs significant medical care from the first aider.

Serious injuries must be reported to the local authority in compliance with Health & Safety policy.

All records will be stored in compliance with GDPR.

## **Responding to an Emergency**

**In the event of any serious injury or health concern, an emergency 999 ambulance will be called immediately. The school will then call parents/ carers.**

Craigdhu Primary Updated

January 2026

For display around the school:

# **First Aid Arrangements Craigdhu Primary**

First Aid resources are kept in each area  
and in the main office

First Aiders are:

- Sophia Brown
- Mhari Dunn
- Dean Barnes
- Doreen Buchan

5 bells will summon a first aider if required.

In an emergency call 999.

\*Main First Aider – please contact for any major incidents or for additional advice if required.