



Mount C of E Primary School

First-Aid Policy

Updated: Autumn Term 2023

Review date: Summer Term 2026

Signed:
(Headteacher)

First Aid boxes are located in the First Aid Room, which is clearly signed in the main entrance.

The headteacher is responsible for instructing the First Aid Coordinator in the regular updating of the first aid boxes. These boxes must only contain allowable items.

The First Aid Coordinator is Mrs S Wright.

There will be a minimum of 6 trained First Aid Staff in School at all times.

All injuries and incidents will be recorded in the 'Injury Record Book', which is located in the First Aid Room. It is the responsibility of staff to enter pupils particulars in the 'Injury Record Book'. It is the responsibility of staff/governors/visitors to record their own details where possible.

All head injuries will be reported directly to the parent/carer.

Notifiable major injuries and conditions are listed in the Headteacher's and School Office. Health & Safety Executive and County Hall must be notified of major injuries and conditions immediately by telephone and within 24 hours.

Infectious diseases must be notified to the Headteacher for monitoring and notification where necessary.