



BENSHAM MANOR *School*

First Aid Policy

Last reviewed: September 2026



1. Rationale

To ensure an effective response to injuries and sudden illness in staff and pupils

2. Aims and objectives

- To make an initial assessment of illness/injury and treat where appropriate or contact parent/carer or other outside agency.
- To identify members of staff qualified as a First Aiders In The Workplace
- To provide First Aid equipment and provision in accordance with Health & Safety recommendations
- To ensure that all staff are aware of pupil's medical conditions
- To ensure that all staff are aware of the appointed First Aiders
- To ensure all staff are aware of correct reporting and recording procedures relating to accidents

3. Guidelines

- There is a designated room for First Aid.
- There are designated First Aiders plus other workplace First Aiders
- All treatments must be in accordance with London Borough of Croydon recommendations
- All treatment must be recorded.
- First Aid Boxes are located in:
 - Classrooms
 - Food Technology Room
 - First Aid Room
 - Main office
 - Minibuses
 - Kitchen
 - P.E Office
- Children requiring First Aid treatment should be dealt with by any member of staff who has attended a First Aid course.
- Accidents to staff must be reported in accordance with LA guidelines. Accidents to pupils should be recorded on the relevant First Aid recording sheet and then the information is inputted to a Google Forms Document.
- Serious accidents, resulting in a person being taken to hospital, must be reported to the Parent/Carer, Head or Deputy and recorded appropriately
- The Head or Deputy must be informed if it is felt necessary to send or take a person home or call for an ambulance, due to illness or injury.
- There is a separate policy for giving medication to pupils.