



First Aid Policy

September 2025

Governor Responsibility	Premises Committee
Policy Owner	Bursar/Operations Manager
Review Cycle	Annually
Policy Date and Version	September 2025
Next Review Date	September 2026

KEY FACTS:

- ✚ **To ensure that we promote the good health of all the children in our care.**
- ✚ **First aid can save lives and prevent minor injuries become major ones**
- ✚ **The school will ensure that there are adequate facilities and appropriate equipment for providing first aid in the workplace, including for visitors, as well as for the age of children.**
- ✚ **Minimum first aid provision is a suitably stocked first aid container, an appointed person to take charge of first aid arrangements and information for employees on first-aid arrangements, as well as adequately trained and experienced staff.**
- ✚ **This minimum provision is supplemented with a first aid needs assessment to identify any additional requirements specific to the school, to record the findings and to introduce measures to manage any risks.**
- ✚ **First aid provision must be available at all times whilst children are on the school premises and including school visits off site.**
- ✚ **Our school, staff and others have a duty to safeguard and promote the welfare of children.**

1 General Statement

1.1 The definition of First Aid is as follows:

- In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until help is obtained; and,
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

1.2 This policy provides an overview of the statutory requirements and how these are met in school. All safeguarding and child protection and safeguarding policy guidelines must be adhered to both on and off the school site, when first aid is administered.

1.3 The policy applies to all pupils including those pupils with special educational needs and disabilities (SEND).

1.4 The responsibility for drawing up and implementing the First Aid policy is delegated to the Head, including informing staff and parents. However, implementation remains the responsibility of all staff in our school in order to keep children healthy, safeguarded and protected whenever they are in our care.

2 Current Procedure

2.1 A first aid needs assessment is carried out to ensure that adequate provision is available given the size of our school, the staff numbers, our specific location and the needs of individuals.

2.2 Our first aid needs assessment includes consideration of pupils and staff with specific conditions and major illnesses, such as asthma and epilepsy, takes account of an analysis of the history of accidents in our school, as well as the identification of specific hazards. It also includes careful planning for any trips and visits, including residential and higher risk trips which always include a suitably trained first aider, in keeping with our Educational Visits policy.

2.3 Our procedure outlines when to call for help when necessary, such as an ambulance or emergency medical advice from professionals/treatment, and outlines the requirements for documenting

necessary treatment once applied. The main duties of a First Aider are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.

- 2.4 We ensure that first aid provision is available at all times, including out of school trips, during PE, and at other times when the school facilities are used.
- 2.5 We keep a record of all accidents or injuries and first aid treatment. We must inform parent(s)/carer(s) of any accident or injury on the same day, or as soon as reasonably practicable, of any first aid treatment.

3 First Aid Training

- 3.1 We carefully consider, and review annually, the training needs of our staff to ensure that suitable staff are trained and experienced to carry out first aid duties in our school. In particular, we consider the following skills and experiences:-
- Reliability, communication and disposition,
 - Aptitude and ability to absorb new knowledge and learn new skills,
 - Ability to cope with stressful and physically demanding emergency procedures,
 - Normal duties are such that they may be left to go immediately and rapidly to an emergency, and
 - Need to maintain normal operations with minimum disruption to teaching and learning.
- 3.2 First aiders in our school have all undertaken appropriate training. They have a qualification in either First Aid at work (FAW, 3 days or 18 hours), Sports First Aid (6 hours), Save a Life (inc. baby and child – 6 hours) or First Aid Basics in an Educational Setting (FABIES 1.5 hours)
- 3.3 Training will be updated every three years and will not be allowed to expire before retraining has been achieved.
- 3.4 The need for ongoing refresher training for any staff will be carefully reviewed each year to ensure staff basic skills are up-to-date, although we are aware that this is not mandatory. Annual 1.5 hour basic skills updates in between formal training are recommended to keep staff up to date.

4 Key Personnel

Primary First Aider/co-ordinator (appointed person) - responsible for looking after first aid equipment and facilities, as well as calling the emergency services as required	Catherine Gear
The following staff have completed a recognised training course in FAW	Shelly O'Keefe

5 Contents of our First Aid Box

- 5.1 Our minimum provision, **(not mandatory)** as recommended by HSE is to hold a suitably stocked first aid box, to nominate an appointed person, as well as the provision for staff of relevant information on first aid arrangements.

- 5.2 In our suitably stocked First Aid box we provide the following, or suitable alternatives: -
- a leaflet giving general guidance on First Aid eg HSE leaflet 'Basic advice on First Aid at work' (INDG347 rev 1).
 - 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.
- 5.3 We do not keep tablets, creams or medicines in the first aid box.
- 5.4 Our first aid boxes are kept in the following places: Medical Room, Site Office, Reception, Art Room, DT Room, Gym Hall, Science Lab, Top Landing, Kitchen, Junior building, Performing Arts Room, Food Technology and Minibuses.
- 5.5 We take great care to prevent the spread of infection in school, particularly in the event of spillages of bodily fluids which we manage effectively by washing off skin with soap and running water, out of eyes with tap water and or an eye wash bottle, wash splashes out of nose with tap water, record details of any contamination, and seek medical advice where appropriate. For further information please see our Prevention and Control of Communicable and Infectious Diseases Procedures.
- 5.6 First aiders take careful precautions to avoid the risk of infection by covering cuts and grazes with a waterproof dressing, wearing suitable powder free vinyl gloves, using suitable eye protection and aprons where splashing may occur, use devices such as face shields when giving mouth to mouth resuscitation, wash hands after every procedure.
- 5.7 We ensure that any third party lettings or providers, including transport, have adequate first aid provision which complies with our standards. For example, visiting sports clubs or schools.
- 5.8 Automatic External Defibrillator -the school has an Automatic External Defibrillator that is located in the front foyer. It has been purchased in line with the DFE publication Automatic External Defibrillators, a guide for schools (Feb 2018) which shows that the use of an AED can significantly increase the chances of resuscitation if a person is having a cardiac arrest. Before an AED is used, the emergency services should be alerted by dialling 999. The AED will analyse the individual's heart rhythm and apply a shock to restart it, or advise that CPR should be continued. Voice and/or visual prompts will guide the rescuer through the entire process from when the device is first switched on or opened. These include positioning and attaching the pads, when to start or restart CPR and whether or not a shock is advised. All FAW trained first aiders, have had full or refresher training in using an AED.

6 Recording Accidents and First Aid Treatment

- 6.1 Pupils will tell their teacher or nearest staff member, or fellow pupils, when they are not feeling well or have been injured. They will let a member of staff know if another pupil has been hurt or is feeling unwell.
- 6.2 All accidents are recorded immediately after the accident, including the presence of any witnesses and details of any injury or damage. Records are stored confidentially in Medical Tracker (Accident reporting software tool). The recording of an accident is carried out in confidence at all times by the person administering first aid.
- 6.3 Any treatment of first aid is recorded by the person who administered first aid. We will record the date, time and place with the name of the injured or ill person. Details of the injury or what first aid was administered, along with what happened afterwards is always recorded.
- 6.4 The Primary First Aider/Co-ordinator is responsible for the maintenance of accurate and appropriate accident records, including the evaluation of accidents, and regular reporting to the H&S committee for monitoring purposes.
- 6.5 We adopt the definition of Ofsted with regard to serious injuries as follows:- •
broken bones or a fracture
- loss of consciousness
 - pain that is not relieved by simple pain killers;
 - acute confused state;
 - persistent, severe chest pain or breathing difficulties;
 - amputation;
 - dislocation of any major joint including the shoulder, hip, knee, elbow or spine;
 - loss of sight (temporary or permanent);
 - chemical or hot metal burn to the eye or any penetrating injury to the eye;
 - injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
 - any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
 - unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
 - medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin; and
 - medical treatment where there is reason to believe that this resulted from exposure to a biological agent, or its toxins, or infected material.
- 6.6 We adopt the definition from Ofsted for minor injuries, of which we always keep a record, as follows:
- sprains, strains and bruising;
 - cuts and grazes;
 - wound infections;
 - minor burns and scalds;
 - minor head injuries;
 - insect and animal bites;
 - minor eye injuries; and
 - minor injuries to the back, shoulder, and chest.

7 Recording Incidents and Near Misses

- 7.1 We record any **near misses** which are an event such as occurrences where no one has actually been harmed and no first aid was administered, but have the potential to cause injury or ill health. We record any incidents that occur on the premises and these may include a break in, burglary, theft of personal or school's property; intruder having unauthorised access to the premises, fire, flood, gas leak, electrical issues.

8 Hospital Treatment

- 8.1 If a pupil has an accident or becomes ill, and requires immediate hospital treatment, the school is responsible for either:
- calling an ambulance in order of the pupil to receive treatment; or
 - taking the pupil to an Accident and Emergency department
 - and in either event immediately notifying the pupils parent/carer
- 8.2 When an ambulance has been called, a first aider will stay with the pupil until the parent arrives, or accompany pupil to hospital by ambulance if required.
- 8.3 Where it is decided that pupil should be taken to A&E Department a first aider must either accompany them or remain with them until the parent/carer arrives.
- 8.4 Where a pupil has to be taken to hospital by a member of staff they should ideally be taken in a taxi. If they use their own car, they must be accompanied by another member of staff.

9 Prescription and Non-Prescription Medication

- 9.1 Staff will only administer prescribed medication (from a doctor, dentist, qualified nurse or pharmacist) brought in by the parent/carer, for the pupil named on the medication in line with the stated dose. The medication must be in the prescription box, clearly stating the child's name, dosage, and expiry date. This must be supported by a signed letter of instruction from the parent/carer.
- 9.2 Staff may administer non-prescription medication such as Calpol, paracetamol and allergy medication where parents have provided written consent for this to happen. The School will supply this non-prescription medication. Where medication is administered, parents should be informed.
- 9.3 Medicine containing aspirin will not be administered to any pupil unless prescribed by a doctor for that particular pupil. Ibuprofen will only be administered to pupils over the age of 12 provided we have prior written permission from parents.
- 9.4 We encourage pupils to manage their own asthma inhalers from a young age. Asthma medication will always kept in the medical room until children can use it independently and it must always be taken on school trips/events.
- 9.5 If pupils are to self-medicate in school on a regular basis, then a self medicator's risk assessment form will be carried out.
- 9.6 For pupils that are on Individual Healthcare Plans, parental consent will be sought regarding details of what medication they need in school, who is going to give it to them on a regular/daily basis. Refer to Supporting Pupils with Medical Conditions Policy.

- 9.7 Most antibiotics do not need to be administered during the school day and parents should be encouraged to ask the GP to prescribe an antibiotic which can be given outside of school hours, where possible. If however this is not possible then please refer to Storage of Medicine paragraph.
- 9.8 This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible. Parents/carers are notified when the pupil has been administered medicine on the same day or as soon as is reasonably practical.
- 9.9 All school staff who volunteer or who are contracted to administer medication are provided with training. The school keeps a register of staff who have had the relevant training.
- 9.10 For members of staff only not the pupils, Aspirin tablets will be held at the school in line with the 10th Revised Edition of the First Aid Manual, whereby should a member of staff have a suspected heart attack, the emergency services may recommend the casualty take 1 full dose of aspirin tablet (300mg). This will be kept in the locked cupboard in the Medical room.

10 Storage of Medication

- 10.1 Medicines are always securely stored in accordance with individual product instructions, paying particular note to temperature. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are secure and inaccessible to unsupervised pupils.
- 10.2 We will carry out a risk assessment to consider any risks to the health and safety of our school community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.
- 10.3 All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.
- 10.4 If a pupil is prescribed a controlled drug, it will be kept in safe custody in a locked, non-portable container and only named staff will have access. Controlled drugs must be counted in if they are not administered by a qualified nurse or practitioner. The records must indicate the amount of remaining medication and logged on Medical Tracker.
- 10.5 Parents should collect all medicines belonging to their child at the end of the day. They are responsible for ensuring that any date-expired medication is collected from the school. All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays. If parents do not pick up out-of-date medication or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- 10.6 We will keep medicines securely locked and only named staff will have access, apart from EpiPens, Asthma pumps and diabetes hypo kits which need to be with or near pupils who need them. Three times a year the First Aid Coordinator will check the expiry dates for all medication stored at school.
- 10.7 Sharps boxes are used for the disposal of needles. All sharps boxes in the school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.

Disposal of sharps boxes is arranged by the school as required using an approved third party.

11 Monitoring and Evaluation

- 11.1 The school's Health and Safety Committee monitors the quality of our first aid provision, including training for staff, accident reporting on a termly basis. The policy will be reviewed annually, accordingly. Compliance will be reported formally to the Governors Premises Committee.
- 11.2 Reports are provided to the Health and Safety Committee which includes an overview of first aid treatment to children including the identification of any recurring patterns or risks, lessons learned with the management actions to be taken accordingly including the provision of adequate training for staff.

Related documentation	
Related documentation	Health and Safety Policy Supporting Pupils with Medical Conditions Policy Educational Visits Policy and Guidance Safeguarding Policy Prevention and Control of Communicable and Infectious Diseases Procedures
Compliance	
Compliance with	The Health and Safety at Work Act 1974 The Management of Health and Safety at Work Regulations 1999 Health and Safety (First Aid) Regulations 1981. The Education (Independent Schools Standards) Regulations 2014 Health and Safety Executive (HSE) – Guidelines on Regulation of the Health and Safety (First Aid) Regulations published 2013. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 The Children and Families Act 2014



FIRST AID STAFF REGISTER

FABIES – First Aid Basics in an Educational Setting

Primary First Aiders		
GEAR, Catherine	First Aid at Work (3 days)	Valid until September 2028
O'KEEFE Shelly	First Aid at Work (3 days)	Valid until April 2028
Staff Members		
WHEELER Jess	FABIES (1.5 hours)	Valid until February 2026
SHARP, Sharon	Save a Life (inc baby and child)	Valid until September 2026
SANDRIN, Alison	Save a Life (inc baby and child)	Valid until September 2026
BOWHILL, Jana	Save a Life (inc baby and child)	Valid until September 2026
WICKING Sue	Save a Life (inc baby and child)	Valid until September 2026
KRUK Anna	Save a Life (inc baby and child)	Valid until September 2026
MERRITT Carol	Save a Life (inc baby and child)	Valid until September 2026
ELMS Lauren	Save a Life (inc baby and child)	Valid until February 2027
DRINKWATER Lianne	Save a Life (inc baby and child)	Valid until February 2027
TEBBOTH Tom	Save a Life (inc baby and child)	Valid until February 2027
AUSTIN Louise	Save a Life (inc baby and child)	Valid until February 2027
WESTON Dave	Save a Life (inc baby and child)	Valid until February 2027
KITCHING Steve	Save a Life (inc baby and child)	Valid until February 2027
CUMPER Sharon	Save a Life (inc baby and child)	Valid until February 2027
DAVIS Robert	Save a Life (inc baby and child)	Valid until February 2027
SHEAT Bev	Save a Life (inc baby and child)	Valid until February 2027
DUKE, Tom	Sports First Aid (6 hours)	Valid until Jan 2028
BEST Debbie	FABIES (1.5 hours)	Valid until September 2028

Administration of Medication

MERRIT Carol	Administration of Medication (2 hrs)	November 2025
GEAR Catherine	Administration of Medication (2 hrs)	March 2026
SHEAT Bev	Administration of Medication (2 hrs)	March 2026
BOWHILL Jana	Administration of Medication (2 hrs)	April 2026
WHEELER Jess	Administration of Medication (2 hrs)	April 2026
COLLINS Sally	Administration of Medication (2 hrs)	June 2026
BEST Debbie	Administration of Medication (2 hrs)	September 2026