



# First Aid Policy and Procedures Policy

April 2025

Review: April 2027

## Statement of intent

Abberley Parochial Primary school is committed to ensuring all children are rooted and grounded in love. It is expected that despite our risk assessments and careful management, accidents will occur as children take managed risks and play. Provision for first aid to deal with accidents should always demonstrate our school vision of compassion towards children, adults and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

## Legal Framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

## Roles and responsibilities

**The governing board is responsible for:**

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.



- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that the school has:
  - A suitably stocked first-aid kit.
  - An appointed person to take charge of first-aid arrangements.
  - Information for all employees giving details of first-aid arrangements.

**The headteacher is responsible for:**

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

**Staff are responsible for:**

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

**First aid staff are responsible for:**

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

**The appointed person (Mrs Shelley - Headteacher with support from Patricia Birch and Karen Day) are responsible for:**

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Undertaking an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
  - What to do in an emergency.



- How to assess and monitor a casualty.
- First aid for the unconscious casualty.
- First aid for someone who is having a seizure.
- Maintaining injury and illness records as required.
- Paediatric first aid.

### First aid provision

The school will annually re-evaluate its first aid arrangements, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

There are three first aid containers located around the school site. The hall by the fire exit, the vision area (located near the entrance hall) and the cloakroom area between Wrens and Skylarks. Additional stock is located in the school office. We have travelling 'First Aid Bum bags' which are taken outside at playtimes and on any visits off the school premises.

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

### First Aiders

The main duties of first aiders are:

- To give immediate first aid to pupils, staff or visitors and to ensure emergency services are contacted where necessary.
- To keep first aid certificates up to date through liaison with the head teacher
- To report low supplies in the first aid kits
- To record incidents requiring first aid using CPOMs, which will notify the head teacher
- To report serious/significant injuries (where a hospital visit is required or they are advised to go to hospital) or fatality to HSE through the Medgate Portal site <https://wcc.zaspcl5.medgate.com/portalregistration/login.rails>



The current first aid appointed person(s) are:

<b>Name</b>	<b>Date of course completion</b>	<b>Expiry Date</b>	<b>Other relevant information</b>
Patricia Birch	27/01/2023	26/01/2026	Paediatric First Aid
Caroline Lightfoot	27/01/2023	26/01/2026	Paediatric First Aid
Joanne Gregory	05/10/2023	04/10/2026	Emergency First Aid at Work
Michelle Lench	25/10/2023	26/10/2026	Paediatric First Aid
Mandy Crisp	12/06/2024	13/06/2027	Paediatric First Aid at Work Emergency First Aid at Work
Claire Shelley	07/03/2025	06/03/2028	Paediatric First Aid First Aid at Work
Rebecca Harvey	13/03/2025	12/03/2028	Paediatric First Aid -2 Day
Beverley Gibbons	13/03/2025	12/03/2028	Paediatric First Aid -2 Day

First aid notices will be clearly displayed throughout the school with information of the names of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

In line with government guidance in EYFS and taking into account staff:child ratios, the school will ensure that there is at least one member of staff with a current and full paediatric first aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.

The school will ensure that PFA certificates are renewed every three years, and that training meets the criteria set out in Annex A of the 'Early years foundation stage (EYFS) statutory framework'.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.



## Automated external defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in the school office. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year.

## Record keeping

Staff who administer first aid must record this using CPOMs. Records should include:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name of the first aider or person dealing with the incident (This will be linked to the CPOMS account).
- What treatment they were given by the first aider.

## Reporting to parents

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, a phone call to the pupil's parent will be made as soon as possible.

All head injuries must be reported to parents using the head bump letter (appendix 1) and available in the school office. If a significant bump or bruising is apparent parents should also be called to share this information at the time, even if the child is remaining in school.

## Emergency procedures

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider. If called, a first aider will assess the situation and take charge of first aid administration. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims. Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least two staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.



• Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

When the above action has been taken, the incident must be reported to:

- The Head Teacher and, in her absence, the designated teacher in charge
- The parents/carer of the victim(s)

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page [Promoting and supporting mental health and wellbeing in schools and colleges](#)

### Visits and events off-site

Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the Educational Visits Co-ordinator before the event is organised.

Please see the separate Educational Visits policy for more information about the school's educational visit requirements.

### Storage of medication (See separate Medicine in School Policy)

Medicines are always securely stored in accordance with individual product instructions.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.

An emergency supply of medication should be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an EHP can be implemented. Written confirmation may be required to confirm the chronic medical condition so staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

### Illness

When a child becomes ill during the day, the parents/carer will be contacted and asked to pick their child up from school as soon as possible. Permission for this should be sought from the head teacher.

Pupils should wait on the sofa or in the school office to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

### Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.



Staff do not act 'in loco parentis' in making medical decision as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

#### Mental Health first aid

Mrs Shelley, Miss Rixon and Miss Harvey are trained in mental health first aid. As a school, we run a weekly 'drop-in' lunch time wellbeing club with Miss Rixon and all pupils have access to the school 'Worry Monster' so they can write down any concerns. We have a pupil led 'Wellbeing' group who meet weekly and promote wellbeing activities at breaktimes through the designated wellbeing area of the playground.

All pupils are closely monitored by staff regarding their mental health and additional individualised and group support is provided when required.

#### Monitoring and review

This policy is reviewed annually by the Head Teacher; any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.



Dear \_\_\_\_\_,



Your child has sustained a head injury at school today at approximately \_\_\_\_\_ am/pm.

We have continued to monitor them and had we identified any further cause for concern we would have contacted you over the phone. However, we recognise that symptoms relating to head injuries may present themselves after the initial accident.

Details of the accident


If any of these symptoms are present, particularly loss of consciousness (even for a short period of time), you should call an emergency ambulance (999 / 112) or NHS Direct on 111 / 0845 4647

- Lasting headache that gets worse or is still present over six hours after the injury;
- Extreme difficulty in staying awake, or still being sleepy several hours after the injury. It is fine to let children go to sleep after a slight bump to the head, but you should check on them regularly and make sure you are able to wake them.
- Nausea and vomiting several hours after the injury;
- Unconsciousness or coma;
- Unequal pupil size;
- Confusion, feeling lost or dizzy, or difficulty making sense when talking;
- Pale yellow fluid or watery blood, coming from the ears or nose (this suggests a skull fracture);
- Bleeding from the scalp that cannot be quickly stopped;
- Not being able to use part of the body, such as weakness in an arm or leg;
- Difficulty seeing or double vision;
- Slurred speech; and
- Having a seizure or fit.

Regards,

*Claire Shelley*

Head teacher



Pupil name: \_\_\_\_\_

I acknowledge receipt of the head bump letter. Signed: \_\_\_\_\_

Dates: \_\_\_\_\_

