St Andrew's CE School and Nursery

Developing respect, perseverance and friendship

First Aid Policy and Procedures September 2026

Policy adopted: September 2026
Next review: September 2028

Statement of intent

St Andrew's CE school and Nursery is committed to ensuring all children are encouraged to live with hope, joy and peace. 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 central school value of compassion towards children, adults and visitors.

Our school will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. For details please refer to the following policies in conjunction with this policy:

- Health and safety policy
- Behaviour policy
- Safeguarding Policy (including child protection)
- Supporting pupils with medical conditions policy
- Education visits and trips policy
- Administering medication policy

The appointed persons to take charge of first aid are: Joel Turvey (head teacher), Sally Taylor and Courtney Smith
These people:

- take charge when someone is injured or becomes ill (although other first aiders may take responsibility for this provision)
- look after the first-aid equipment e.g. restocking the first-aid container and ensuring sufficient supplies
- ensure that an ambulance or other professional medical help is summoned when appropriate.
- Analyse first aid and illnesses and seek to adapt practice or facilities to prevent accidents and the spread of infection

Legal Framework

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

Staff training and others with delegated responsibility

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 Scholarpack
- 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

Policy statement

1. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.
2. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
3. Everyone on the school premises is expected to take reasonable care for their own and others' safety.
4. Adequate, safe and effective first aid provision should be available for every pupil, member of staff or visitor to be looked after in the event of any illness, accident or injury.
5. All staff and pupils should be aware of procedures in the event of any illness, accident or injury.
6. Medicines must only be administered at school when consent has been granted for this.
7. All medicines should be appropriately stored.
8. Measures should be taken to promote effective infection control.
9. Nothing in this policy should deter any person from contacting the emergency services in the event of a medical emergency. If in doubt, dial 999 for the emergency services before implementing the terms of this policy.

Record keeping

Staff who administer first aid must record this using Arbor.
Records 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

- All head injuries must be reported to parents by e-mail, phone call or text message. If a bump or bruising is apparent parents should be called via the office to share this information at the time, even if the child is remaining in school.
- If more significant first aid is undertaken parents will either be called or messaged and informed on collection.
- If a child needs to attend hospital, parents will be informed immediately and the appropriate RIDDOR process followed.

First Aid containers

First aid kits are readily available around school. First aiders on lunch and break duty are responsible for ensuring that they have a first aid kit available in order to administer first aid.

First Aid containers include as a minimum:

- A leaflet giving general advice on first aid;
- 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; and
- One pair of disposable gloves.
- Equivalent or additional items are acceptable.

Travelling first aid bags

Should include as a minimum:

- a leaflet giving general advice on first aid.
- six individually wrapped sterile adhesive dressings;
- one large sterile unmedicated wound dressing approximately 18cm x 18cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.
- Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

The First Aid container must be:

- maintained in a good condition;
- suitable for the purpose of keeping the items referred to above in good condition;
- readily available for use; and
- prominently marked as a first-aid container.

First Aid area

First aid can be administered anywhere. However, in most cases, children should be located in the library. There is a first aid container, sink and BMA toilet close by. This also provides a comfortable area to wait for parents to arrive if collection is needed.

Defibrillator

The school has a defibrillator which is stored on the wall outside the headteacher's office. This is available for use in an emergency situation. A trained first aider will follow the instructions for the device to ensure appropriate use if required. In case of an emergency situation the lead first aider will request someone collects the school's defibrillator.

Procedure in the event of an accident, illness or injury

1. 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.
2. If called, a first aider will assess the situation and take charge of first aid administration.
3. 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.
4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
   I. Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
   II. Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
   III. Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
   IV. See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
   V. If the individual's heart has stopped there is an emergency defibrillator located outside the nursery.

When the above action has been taken, the incident should be reported the Head Teacher and, in his absence, the Deputy Head Teacher

The parents/carer of the victim(s)

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 EVC and headteacher before the event goes ahead.
- Please see the separate Educational Visits and School Trips 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.
- Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A disclaimer will be signed by the parents in this regard.

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 a member of SLT
- Pupils should wait on the sofa while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time. If necessary pupils will be provided with a bucket and glass of water.

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

Miss Handley is the senior leader for mental health and Mr Turvey, Mrs Boers and Mrs Bayliss are mental health first aid trained.

Monitoring and review

- This policy is reviewed bi-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.