

# First Aid Policy

Approved by the Governing Body on (date):	Summer 2025
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Signed (Chair of Governors):	Liz Stone
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Next Review Date (term/year):	Summer 2026

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## 1. Aims & Objectives

Edmund Waller Primary School is committed to caring for, and protecting, the health, safety and welfare of its pupils, staff and visitors.

We will:

- Provide adequate first aid provision and medical care for pupils / school staff and visitors to our school.
- Have adequate numbers of trained first aid staff on site that have attended HSE approved courses and ensure refresher training is undertaken at least every three years.
- Ensure that first aid provision is considered for every off-site visit and activity
- Have sufficient numbers of paediatric first aiders whenever EYFS pupils are present on site or on any EYFS off site visit / trip.
- Have adequate first aid equipment and resources available in various locations around the school site and portable kits for trips / visits / sporting events.
- Have systems in place to communicate with the emergency services and other external agencies.
- Make practical arrangements for the provision of First Aid during off-site sporting events and school visits.
- To record and make arrangements for pupils and staff with specific medical conditions.
- To deal with the disposal of bodily fluids and other medical waste, accordingly, providing facilities for the hygienic and safe practice of first aid.
- To provide information to all staff and visitors to the school, our first aid arrangements and the location of first aiders.
- Record accidents and illnesses appropriately, reporting to parents, Local Authority and the Health & Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) if required.
- To communicate clearly in writing or by telephone to parents if a child has sustained a bump to the head at school, however minor. To communicate in writing in relation to every instance of accident or when first aid has been administered to pupils.

## 2. Legislation and Guidance

This policy is based on the following legal documents and guidance.

- [Statutory Framework for the Early Years Foundation Stage](#)
- [first aid in schools](#), [health and safety in schools](#)
- [The Health and Safety \(First Aid\) Regulations 1981](#)
- [The Management of Health and Safety at Work Regulations 1992](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)

## 3. Roles & Responsibilities

The Governing Body will:

- Nominate a member of staff to take charge of first aid arrangements.

- Delegate powers and responsibilities to the Headteacher to ensure the school complies with all relevant legislation.
- Delegate powers and responsibilities to the Headteacher to ensure all school staff / parents and visitors to the school are aware of and comply with this policy.
- Ensure the school complies with all equalities legislation.
- Ensure funding is in place to support this policy.
- Ensure this policy is maintained and updated regularly.
- Involve the School Council in the development, approval, implementation and review of this policy.
- Be responsible for the effective implementation, monitoring and evaluation of this policy.

The Headteacher will:

- Ensure the school complies with The Health and Safety (First Aid) Regulations 1981 and other relevant legislation.
- Ensure that the nominated person is suitably trained, has sufficient time to undertake their role and an adequate budget to purchase first aid equipment.
- Train suitable numbers of school staff in first aid.
- Ensure all school staff / pupils and parents are aware of and comply with this policy.
- Work closely with the link governor and coordinator.
- Monitor the effectiveness of this policy.
- Report annually to the Governing Body on the success and development of this policy.

The First Aid Lead /Nominated Person will:

- Ensure adequate numbers of school personnel are trained in first aid and hold a valid certificate of competence that is valid for three years.
- Ensure first aiders undertake refresher training at least every three years.
- Organise and maintain the medical room to ensure that there are adequate stocks of first aid equipment.
- Position and maintain first aid kits at appropriate locations around the school.
- Ensure all accidents / incident and injuries are recorded and reported.
- Ensure that pupils and school staff with specific health needs and disabilities are given additional support and consideration.
- Ensure the appropriate medical resources (asthma inhalers, insulin, epipens) are always available for those pupils with specific health needs.
- Ensure relevant school staff are aware of the specific health needs and disabilities of pupils.
- Determine the level of provision:
  - at breaktimes and lunch times
  - when school staff are absent
  - for all educational visits and sporting activities
  - for curriculum activities
  - extended services
- Ensure first aid kits are taken on educational visits or off-site sporting activities.

- Ensure school staff follow basic hygiene procedures and have access to PPE and hand washing facilities.
- Inform parents of any accident especially head injuries and of any first aid administered.
- Ensure first aid notices are displayed in the appropriate places around the school and Early Years.
- Ensure first aid information is provided in the staff handbook.
- Provide guidance and support to all school staff.
- Keep up to date with new developments / legislation / guidance and resources.
- Report annually to the Governing Body on the success of this policy

The First Aider will be responsible for:

- Taking charge when someone (staff / pupil / visitor) is injured or becomes ill. They will assess the situation and provide immediate and appropriate treatment (unless dangerous to do so)
- Ensuring there is an adequate supply of medical materials in first aid kits and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Arrange for pupils to be collected by parents where necessary.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Ensuring a copy of the report is passed to the class teacher, who will ensure the pupil puts it in their book bag. A copy is passed to the school office to post the information on the MIS System and a paper copy is kept. If necessary, a copy is passed to the Office Manager to enter onto the Lewisham Online Accident Reporting System.
- Ensuring, in the event of any injury to the head, however minor, that a note from the office is sent home to parents/guardians, a copy placed in the pupil's file and a call is made to the parents. (If unable to get through, a message should be left and a time of the message noted on the form)
- In the event of any accident or administration of first aid involving a pupil in EYFS, ensure that a copy of the accident form is sent home to parents/guardians and a copy placed in the pupil's file.
- Inform the headteacher of any serious incidents where first aid has been administered or emergency services called.

School Staff will be responsible for:

- Ensuring they follow first aid procedures and protocols.
- Ensuring they know who the first aiders in school are.
- Informing the headteacher or their manager of any specific health conditions or first aid needs
- Being aware of pupils with medical needs.
- Undertaking training in first aid, administration of medicines and awareness of medical problems in pupils if required as necessary.
- Reporting and recording all accidents and first aid treatment administered.

Parents/carers will:

- Be aware of and comply with this policy.
- Inform the school of their child's medical history that may be a cause for concern.
- Complete the necessary paperwork before the school administers any medication to a pupil.

### Contractors

There is no legal requirement to provide first aid cover for contractors working on the school premises, e.g., contract caterers / cleaners / building contractors as their employers should ensure their staff are adequately provided for. However, the contractor may come to an agreement with the school that their staff may rely on the school's first aider in the event of an accident.

Self-employed contractors (as they are not employed by anyone) will share the school's first aid provision.

All contractors risk assessments must identify their arrangements for first aid provision which will be agreed with the school.

All contractors working on the school site will be directed to this policy by the Premises Manager.

## 4. First Aid Arrangements

### Location of First Aid Facilities

The medical room is located in Lloyd Building for first aid treatment and for pupils or staff to rest/recover if feeling unwell.

This includes a bed / chair, first aid supplies, a water supply and sink, an adjacent bathroom and hygiene supplies such as gloves and paper towels.

A portable first aid kit must be obtained from the school office for school visits.

Our school's first aiders' names are displayed in the Medical Room and prominently around the school.

## 5. First Aid Procedures

### In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The injured person should not be left unattended.
- The first aider will also decide whether the injured person should be moved to a safer place (if in danger) / medical room or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.

- If emergency services are called, the School Office will contact parents immediately.
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury or requiring first aid treatment.

### Early Years

There will be at least 1 person who has a current Paediatric first aid (PFA) certificate on the premises at all times including extended service and on school trips / offsite visits.

### Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details
- A copy of the trip / visit risk assessments which will be completed prior to any educational visit that necessitates taking pupils off school premises.

## 6. Contacting Parents

Parents should be informed by telephone as soon as possible after an emergency or following a serious/significant injury including:

- Head injury (a head injury advice sheet should be given to any pupil who sustains a head injury)
- Suspected sprain or fracture
- Following a fall from height
- Dental injury
- Anaphylaxis & following the administration of an Epi-pen
- Epileptic seizure
- Severe episode of diabetes related illness
- Severe asthma attack
- Difficulty breathing
- Bleeding injury (uncontrolled)
- Loss of consciousness
- If the pupil is generally unwell

If non-emergency transportation is required, an authorised taxi service will be used if parents are delayed. A member of staff will accompany the pupil until a parent arrives. Parents can be informed of minor incidents at the end of the school day by the form teacher.

In EYFS, ALL incidents must be communicated to the parents by telephone or in writing and written in the accident book in the Medical Room, and a copy is placed in the child's file.

### Contacting the Emergency Services

An ambulance should be called for any condition listed above or for any injury that requires emergency treatment. Any pupil taken to hospital by ambulance must be accompanied by a member of staff until a parent arrives. All cases of a pupil becoming unconscious (not including a faint) or following the administration of an Epi-pen, must be taken to hospital.

## 7. First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- PPE - gloves / aprons
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

## 8. Recording and Reporting

The accident book / forms must be completed for any accident or injury occurring at school, at sports events / facilities, or on a school trip. This includes any accident involving staff, pupils, visitors and self-employed. The accident book will be monitored by Senior First Aider as certain injuries / incidents require reporting to the Local Authority / Health and Safety Executive (RIDDOR requirements). See Accident / Incident Reporting Procedure

## 9. Off Site Visits / Trips

The trip organiser must ensure that at least one adult accompanying the trip has an appropriate first aid qualification (paediatric certificate for trips involving EYFS pupils) and undertake a risk assessment to ensure an appropriate level of first aid cover, with reference to the educational visits guidance from Lewisham.

A First Aid kit and rucksack for educational visits must be collected from the school office. This must be returned to the school office for replenishing on return. Any accidents/injuries must be reported to the Headteacher and to parents and documented in the accident book / forms in accordance with this policy. RIDDOR guidelines for reporting accidents must be adhered to. For any major accident or injury, the appropriate health & safety procedure must be followed.

## 10. Bodily fluids

To maintain protection from disease, all body fluids should be considered infected.

To prevent contact with body fluids the following guidelines should be followed.

- When dealing with any body fluids wear appropriate PPE – gloves / apron
- Wash hands thoroughly with soap and warm water after the incident.
- Keep any abrasions covered with a plaster.
- Spills of the following body fluids must be cleaned up immediately - bodily fluids include:
  - blood, faeces, nasal and eye discharges, saliva, vomit

Disposable towels should be used to soak up the excess, and then the area should be treated with a disinfectant solution. Never use a mop for cleaning up blood and body fluid spillages.

All contaminated material should be disposed of in the yellow waste bin in the Medical Room.

PPE is available in the medical Room and the School Office to avoid getting any body fluids in your eyes, nose, mouth or on any open sores.

## 11. Training

All first aiders must have completed an HSE Approved training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and until when this is valid. Lists will be displayed in the Medical Room and prominently around the school. Refresher training for existing first aiders will be no more than three years after they attended the original course.

First aid refresher training can be undertaken within 3 months prior to and 28 days after expiry.

Paediatric first aid training will be available for staff in Early Years.

## 12. Monitoring and Review

This policy will be reviewed by the Headteacher every two years or sooner if there have been any changes in legislation or guidance.

At every review, the policy will be approved by the Health & Safety Link Governor.