

First Aid Policy



September 2025

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Statement of intent

Coldean Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are noted in the following policies:

- **Health and Safety Policy**
- **Behavioural Policy**
- **Child Protection and Safeguarding Policy**
- **Supporting Pupils with Medical Conditions Policy**
- **Educational Visits Policy**

The Headteacher has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

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.

This policy is based on a template from The SchoolBus (last updated 31.10.23)

This policy was written with respect to Brighton & Hove's **First Aid Standard HS-S-11** (last updated September 2018.)

Definition and background

Definition

For the purposes of this policy the school will follow the definition of First Aid outlined below, from Wirral NHS Foundation Trust:

"First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut. First aid is generally performed by the layperson, with many people trained in providing basic levels of first aid, and others willing to do so from acquired knowledge."

Background

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment.

Although the regulations do not require employers to provide first aid for anyone other than their own employees, the DfE strongly recommends that all schools consider the needs of non-employees such as pupils and visitors when making provision for first aid, and that First Aid provision must be available:

- While people are on school premises.
- When staff and pupils are working elsewhere on school activities, including any off-site activity such as educational visits.

1. 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 (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2024) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy will be implemented in conjunction with the following school policies:

- Administering Medication Policy
- Allergen and Anaphylaxis Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Early Years Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy
- Infection Control Policy
- Lone Worker Policy
- Records Management Policy
- Supporting Pupils with Medical Conditions Policy

2. 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 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, Miss Dawn Andrews, is 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.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
- What to do in an emergency.

- Cardiopulmonary resuscitation.
- First aid for the unconscious casualty.
- First aid for the wounded or bleeding.
- Maintaining injury and illness records as required.

3. First Aid Provision

The school will regularly monitor and assess its first aid arrangements by conducting a first aid needs assessment, at least annually.

The school will maintain a register of trained first aiders, ensuring at least one staff member has a current paediatric first aid ('PFA') certificate and having a well-stocked first aid kit. The PFA certificate must be updated every 3 years.

The school will ensure that this assessment informs first aid policies and protocols and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the school premises.
- The size of the school.
- The needs of any vulnerable individuals onsite.
- The nature and distribution of pupils and staff throughout the school.

The school will ensure that first aid provision is sufficient and can be administered without delay at all times.

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.

The school will expect teachers and other staff working with pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

The school will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The school will conduct risk assessments to identify potential hazards and ensure appropriate first aid measures are in place. Risk assessments will be reviewed:

- At regular intervals.
- After serious accidents, incidents or near misses.
- After any significant changes to the workplace, working practices or staffing.
- Following any identified trends or accident statistics.

Material, equipment and facilities

The school will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

- A leaflet giving general advice on first aid
- 5 Sterile water ampoules (eyewash/wound)
- 20 Sterile moist cleansing wipes

- 10 Gauze swabs (wrapped or Ziploc bag)
- 20 Individually wrapped sterile adhesive dressings (assorted sizes) *plasters*
- 2 Sterile eye pads
- 2 Individually wrapped triangular bandages
- 1 Micro-pore tape
- 6 Safety pins
- 6 Medium wound dressings – unmedicated (approximately 12cm x 12cm)
- 2 Large wound dressings – unmedicated (approximately 18cm x 18cm)
- 4 Disposable gloves (wrapped/sealed)
- 2 Clinical waste bags
- 4 Sick bowls / bags
- 1 Safety scissors
- 1 Bottle of water
- 4 Sanitary towels
- 1 Ice pack (chemical)
- 2 Foil Blanket
- All first aid containers will be identified by a white cross on a green background

(Appendix 2 has a stock check grid to go in each first aid bag/box.)

Teaching assistants are responsible for examining the contents of class first aid bags – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed. Office staff are responsible for examining the contents of class first aid bags/boxes around the school.

First Aid bags used on off-site visits are the responsibility of the Group Leader, e.g. *PE fixture at another school*. Where appropriate the Group Leader may assign this role to the designated First Aider.

First aid boxes are in the following areas:

0/011 Infant foyer: for Infant playground
 0/021 Art Room / After-school Club
 0/037 Staffroom
 0/046 Moonbeam Room: Learning Mentors
 0/058 Junior Hall
 0/057 Canteen
 0/060A Medical Bay
 0/072 Sunrise Room: Cookery Room
 0/076A Junior corridor (in the end cupboard): for Junior playground

Additional first aid bags are available as follows:

0/058APE Store: *for PE & Sports fixtures*
 0/072 Forest School: *for outdoor Forest School activities*

For minor accidents (bumps and grazes) a member of staff should administer basic first aid.

4. First aiders

First aiders will be expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or college or on educational visits.
- Ensure that an ambulance or other professional medical help is called when appropriate.

When selecting first aiders, the school will consider the following factors set out in the government [guidance](#):

- 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.

Each classroom's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.

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

Coldean Primary School has the following risk criteria and subsequent First Aid requirements:

Group at Risk	Minimum Provision required	Actual Provision
Maximum of 32 Nursery aged pupils on-site.	1 x Paediatric First Aider (2-day course) <i>Statutory Framework EYFS</i>	2 x Paediatric First Aiders
Maximum of 60 Reception aged pupils on-site		

Group at Risk	Minimum Provision required	Actual Provision*
Maximum of 360 Primary aged pupils on-site	1 x Emergency Paediatric First Aid (1-day course) per 100 pupils <i>HSE Recommendations for employees</i>	17 x Emergency Paediatric First Aid
50 – 100 Employees on-site	1 x First Aid at Work Qualification (3-day course)	2 x First Aid at Work Qualification
Pupils aged 0 – 5 years old on Educational Visit	1 x Paediatric First Aider	At least 1 x Paediatric First Aider
Primary pupils on Educational Visit	1 x Emergency Paediatric First Aid (1-day course) per 100 pupils	At least 1 x Emergency Paediatric First Aid
Pupils at after-school club	1 x Emergency Paediatric First Aid (1-day course) per 100 pupils	At least 1 x Emergency Paediatric First Aid
Pupils at after school sports event	1 x Emergency Paediatric First Aid (1-day course) per 100 pupils	At least 1 x Emergency Paediatric First Aid

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Business Manager.

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 regarding EYFS, and taking into account staff to 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.

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.

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.

Each class teaching assistant is responsible for ensuring all class first aid kits are properly stocked and maintained. The Deputy Head and Office team are responsible for maintaining supplies in the Medical Bay.

The current first aid appointed person(s) are detailed in Appendix 1.

5. 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.

1. If called, a first aider will assess the situation and take charge of first aid administration.
2. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.
3. Where an initial assessment by the first aider indicates a **moderate to serious** injury has been sustained, or the individual(s) has become seriously unwell, a responding staff member will call 999 immediately.
4. Where necessary, a trained first aider will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) 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:

- The **second** member of staff to attend the accident/incident liaises between the first aider and other staff/services e.g. phoning emergency services, collecting first aid kit/water/blanket, liaising with front officer.
- Where the seriously injured or unwell individual(s) is a pupil, a responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of additional 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 of whom to drive the car, and one of whom, 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.

Should a medical incident require the emergency services dial 999, ask for ambulance and be ready with the following information:

- School's telephone number: **01273 094911**
- Location: **Coldean Primary School, 12 Kenwards, Coldean, BRIGHTON**
- Postcode is: **BN1 9EN**
- Re-iterate that the main entrance to the school is via KENWARDS and NOT Selham Drive
- Give your name.
- Give name of staff member / child and a brief description of their symptoms.
- State that the crew will be met at the school's entrance and taken to the injured party.
- **Speak clearly and slowly and be ready to repeat information if asked.**
- For incidents off-site you may need to consult relevant risk assessment for specifics of location and postcode and give them your mobile number

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.

Once the above action has been taken, the incident will be reported promptly to:

- The headteacher.
- Parents/Carers of any victim(s) involved.

Responding to an incident can be stressful for the first aider. Following the incident, the first aider may require support such as 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](#)'.

6. Offsite visits and events

Before undertaking any offsite visits or 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 visit or event and the persons involved.

Staff members will take mobile phones with them when undertaking off-site visits or events, as well as information about specific dietary and medical needs of pupils,

For more information about the school's educational visits requirements, please see the Educational Visits Policy.

7. Accommodation

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room is situated near a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders.

8. Medicines

Administration

The school will ensure that staff are aware of government guidance which stipulates that the administration of first aid at work **does not** include the giving of tablets and medicines, whether prescribed or not.

The provisions and requirements for the administration of medicines will be outlined in the following school policies and documents:

- Administering Medication Policy
- Administering Medication Risk Assessment
- Allergen and Anaphylaxis Policy
- Supporting Pupils at School with Medical Conditions

In circumstances where pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

The school is aware that the administration of prescription only medication specified in [Schedule 19 of the Human Medicines Regulations 2012](#) should only be given by those trained to do so. Where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, the school will consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

The school will incorporate clear procedures for the storing of medication and for the administration of medication. This will include obtaining parental consent.

Storage

Any medication provided by parents/carers should only be stored and administered in line with the school's policy on *Supporting Pupils with Medical Conditions*.

Medicines are stored in a locked cabinet/locked fridge in a locked room, in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

All medicines will be stored in the original contained 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 for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. *Salbutamol Inhalers, Adrenaline auto injectors (AAIs/EpiPen)*

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and 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*.

9. Illnesses and allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible. There will be a clear procedure for contacting parents in case of illness or injury and where necessary, emergency services.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

The school will manage any emergencies relating to illnesses and allergies in accordance with the [Emergency procedures](#) section of this policy.

10. 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, alongside details of allergies and chronic conditions – these forms will be updated at the **start** of each school year.

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

11. Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent/carer will be informed as soon as practicable.

In the event of minor incident or injury to a pupil, the following protocol is followed:

- First aider completes the appropriate School Accident/ Incident Book.
- The top copy is given directly to the receiving class teacher.
- The class teacher then hands this to the parent/carer at pick-up time.

In the event of any head injury, the following protocol is followed:

- Parent/carer is sent a text to advise of the head injury. If this is as serious incident, the parent/carer will be called.
- A copy of Head Injury for Children (Appendix III) leaflet is completed with details of the injury and first aid administered. The pupil then hands this to their teacher so they are aware. The teacher then hands this to the parent/carer at pick-up time.

In the event of a serious injury or an incident requiring emergency medical treatment, a member of the office team / SLT will telephone the pupil's parents as soon as possible.

A list of emergency contacts is kept in the school's Management Information System (MIS), accessible online. In the event of power failure/loss of Internet a paper copy is kept in a locked cabinet in the front office.

The first aider who dealt with the incident will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The accident book number and incident record e.g. *KS2 248*
- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.

- What happened to the person immediately afterwards in the additional information box, e.g. *whether they were sent home or went back to class.*
- When and how parent/carer was informed of the incident.
- Receiving teacher after the incident.
- Name and signature of the first aider or person dealing with the incident.

The school will keep a record of all incidents involving staff, pupils and visitors, which require first aid staff to be in attendance. The school will use this record to help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

The Office Manager will update the Pupil Accident and First Aid record on the Ancillary tab of pupils' MIS record with accident and incidents when each Accident Book is completed.

All records will be filed and stored in line with the Record Management Policy.

12. Automated external defibrillators (AEDs)

The school has procured an AED, which is located in the main foyer outside the Junior Hall's Door 2.

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.

A group of staff receive training every three years in the operation of the AED and CPR.

Use of the AED will be promoted to pupils during PSHE lessons.

13. Early Years

The school will ensure that it meets the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities.

In doing so the school will ensure the following:

- At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings - the certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS framework.
- PFA training is renewed every three years and is relevant for people caring for young children.
- All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3.

- It displays, or makes available to parents, staff PFA certificates or a list of staff who have a current PFA certificate.
- Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.
- All newly qualified entrants to the early years workforce who have completed a level 2 or level 3 qualification on or after 30 June 2016, have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios. The school will organise PFA training to be renewed every three years. The list of staff who hold PFA certificates can be found displayed on classroom walls and in the entrance foyer.

14. Monitoring and review

This policy is reviewed annually by the governing board, and any changes communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

The next scheduled review date for this policy is **September 2026**.

Appendix 1 - Staff First Aid Qualifications and expiry dates

			Combined First Aid at Work and Paediatric (3 days)		Paediatric First Aid (2 days)		Outdoor First Aid (2 days)	
			3 years: Face to Face		3 years: Face to Face		3 years: Face to Face	
Title	Firstname	Surname	Achieved	Refresher	Achieved	Refresher	Achieved	Refresher
Miss	Dawn	ANDREWS	25/04/2025	24/04/2028				
Mrs	Lucy	BOASE	25/04/2025	24/04/2028				
Mrs	Louise	CHATFIELD			16/11/2022	16/11/2025		
Mrs	Rebecca (Bex)	ZAGRAGJAJ			16/11/2022	16/11/2025		
Mrs	Jen	AUSTIN			04/10/2023	04/10/2026		
Mrs	Ness	FADDEN			09/10/2023	08/10/2026		
Mrs	Keely	FULLER			09/10/2023	08/10/2026		
Miss	Jude	O'SULLIVAN			09/10/2023	08/10/2026		
Mr	Pete	SMART			09/10/2023	08/10/2026		
Mr	Andy	WILSON			09/10/2023	08/10/2026		
Mr	Richard	BULMER			30/09/2024	29/09/2027		
Miss	Dory	CAMPBELL			30/09/2024	29/09/2027		
Mrs	Karis	COOPER			30/09/2024	29/09/2027		
Mrs	Natasha	DOUGLASS			30/09/2024	29/09/2027		
Mrs	Amy	ETHERINGTON			30/09/2024	29/09/2027		
Mrs	Julie	FOWLER			30/09/2024	29/09/2027		
Mrs	Cathy	MASLIN			30/09/2024	29/09/2027		
Miss	Michelle	PALMER			30/09/2024	29/09/2027		
Mrs	Emma	SIMMONS			30/09/2024	29/09/2027		
Mrs	Julie	TIBBS			30/09/2024	29/09/2027		
Miss	Abbey	WHITE			30/09/2024	29/09/2027		
Mrs	Donna	TIMMONS					11/06/2023	10/06/2025

FIRST AID BAG/BOX CONTENTS & EXPIRY CHECKLIST: Academic Year:

Bag/ Box no:

Location:

[illegible]

Tick by each and then
CHECKED BY INITIALS

RED FLAG SYMPTOMS

If your child:

- is sleepy and you cannot wake them
- has had three or more vomiting episodes
- has a bad headache or is persistently irritable, even after pain medicine
- has difficulty speaking or understanding what are saying
- has weakened in their arms or legs or loss of balance
- has a convulsion or fit



Phone 999
for an ambulance or

POST-HEAD INJURY SYMPTOMS

After a head injury your child may experience some symptoms called *post-concussion syndrome*:

- mild headache, especially while watching TV or mobile device screen
- being off their food
- tiredness or trouble getting to sleep
- irritability or bad temper
- concentration problems
- feeling sick

Advice:

- give your child medicine such as paracetamol or ibuprofen if they are in pain. *Always follow the manufacturers' instructions for the correct dose*
- make sure your child is drinking enough fluid
- allow them plenty of rest until they are feeling better, avoiding TV or mobile device screens and rough play/contact sports



Please tell your child's teacher if they still have any symptoms when they go back to school. See your GP if things don't get better in one week.

ABOUT HEAD INJURIES

Most head injuries are not serious and simply result in a bump or bruise. Minor bumps and bruises to the head without any red flag symptoms or change in your child's normal behaviour can usually be managed at home:

- observe your child closely for the next 2-3 days. Check that they respond to you normally
- give your child pain medicine such as paracetamol or ibuprofen if they are in pain. *Always follow the manufacturers' instructions for the correct dose*
- make sure your child is drinking enough fluid
- allow them plenty of rest until they are feeling better

Useful numbers

Walk-in centre 03333 21094

Open every day from 8am to 8pm, including bank holidays.

www.brightonstationhealthcentre.co.uk

For advice: NHS 111 telephone 111

www.nhs.uk/111 for advice and out of hours GP service contact

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Disclaimer

The information in this leaflet is for guidance purposes only and is in no way intended to replace professional clinical advice by a qualified practitioner.

the
alex

Head injury
advice for
children

Children's Emergency Department

Date	Time	Area & Activity	Nature of accident
Injury sustained	Treatment given	Delete as applicable	Parents/Carers' signature
		Witnessed by:	
		Adult first responder:	

