



FIRST AID POLICY

Althorpe and Keadby Primary School

Date: October 2025

Review: September 2026 or earlier if legislation changes

Approved by Local Governing Body: _____

1. Statement of Intent

Althorpe and Keadby Primary School is committed to ensuring the safety and wellbeing of all pupils, staff, and visitors by providing safe, effective first aid provision

Althorpe and Keadby is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children, 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 Local Authority has ultimate responsibility and the school is supported by Local Authority Health and Safety advisors to provide guidance and assist in building a positive H&S culture. Their focus is to enable the school to comply with legislation and ensure that the school is operating efficiently, effectively, and safely.

1.1 Legal Framework

This policy has due regard to statutory legislation, including, but not limited to the following: The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

This policy should be read alongside:

Althorpe and Keadby Primary School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Supporting Pupils with Medical Conditions Policy
- Asthma Policy

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Health & Safety and Risk Assessment Policies

1.2. Accident Investigation and Review

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. At Althorpe and Keadby the leadership, monitoring and review of First Aid provision is delegated to Laura Fox the school SENDco.

Althorpe and Keadby Primary School is responsible for reporting specified incidents to the HSE when necessary. Any RIDDOR reporting will be reported via TopDesk and to the Local Authority immediately.

Administration of daily first aid paperwork takes place via an accident book. All accidents and incidents, whether they result in an injury or not, have to be reported to The headteacher and depending on the nature and circumstances, a report may have to be made to the local enforcing authority (HSE or Local Authority).

The main purpose of reporting accidents is that information can be obtained regarding the cause of the incident to allow steps to be taken to prevent a similar occurrence happening in the future.

The medical lead Laura Fox will review accident trends termly.

2. Aims

2.1 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.

2.2. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

2.3. Anyone on the school premises is expected to take reasonable care for their own and others' safety.

2.4. The aim of this policy is to:

- Ensure that the school has adequate, safe, and effective first aid provision in order 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 all 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 and they are prescribed.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

2.5. Nothing in this policy should 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 for the emergency services 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.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes and bags. Where there is no special risk identified, a minimum provision of first aid items would be:

- A leaflet giving general advice on first aid.
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads
- Two individually wrapped triangular bandages (preferably sterile)
- Six individually wrapped moist cleaning wipes
- Two rolls of micropore tape
- Two large (approximately 18cm x 18cm) sterile individually wrapped un-medicated wound dressings; and
- One pair of disposable gloves
- Equivalent or additional items are acceptable.

2.6. Trained First aiders in each area are responsible for examining the contents of first aid boxes.

These should be checked monthly and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed. Laura Fox/ School medical lead is responsible for ensuring these checks take place and recording monitoring and ordering replacements.

2.7. First aid boxes are located in the following areas:

Each Key Stage corridor

- In the office beside the main office

- In the 'Wet room'

3.0 First aiders

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

The majority of staff are first aid trained. Those that are not trained know to notify a first aider.

Appropriate staff will be first aid trained depending on their role. There will First Aiders available at all points of the school day.

The Early Years Unit will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

3.2. First aiders are to ensure that their first aid certificates are kept up to date through liaison with the Business Manager. First aid and Paediatric first aid lasts 3 years. This qualification needs to be refreshed once expired.

3.3. First aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. An order must be placed timely via the School Business Manager

4.0 Emergency procedure in the event of an accident, illness, or injury

4.1. 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.

4.2. If called, a first aider will assess the situation and take charge of first aid administration.

4.3. 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.

4.4. 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:

- 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.
- 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.

- 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.
- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite 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.
- When the above action has been taken, the incident must be reported to:
 - o The Headteacher (in absence Senior Leader on site)
 - o Business Manager (for accident reporting form)
 - o The parents/carer of the injured person(s)

5.0 Reporting

5.1. In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.

5.2. Parents/carers must be informed in writing of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.

5.3. In the event of serious injury or an incident requiring emergency medical treatment, the school will telephone the pupil's parents as soon as possible. (details are held in Arbor, our MIS system)

5.4. A list of emergency contact details is available in Arbor, our MIS system.

5.5 All first-aid incidents should be recorded on in the accident book. A slip will be sent to the parents. Where a child has a serious injury or injury to the head, the staff member should inform SLT who will decide whether parents should be contacted immediately. All serious injuries should be reported Headteacher and Business Manager and should be recorded on the relevant Accident Investigation Forms and submitted accordingly.

5.6 For all Head Injuries; parents/carers should receive a 'bumped head message' and where appropriate a phone call. Additionally pupils with a bumped head will receive a red wrist band. This will have the injury and time written on it. This identifies quickly identifies a pupil as having suffered a head injury/ bump that day and allows all staff to monitor accordingly. Where the pupil remains in school, The details of the injury must be passed on to any staff teaching the child that day.

5.7 Where first aid has been given, all pupils will receive a first aid slip to be taken home. In EYFS where pupil communication is at this early stage, a verbal handover will also happen at pick up where appropriate.

6.0 Visits and events off-site

6.1. Before undertaking any off-site events, the member of staff 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 as part of the risk assessment.

6.2. Please see the separate Educational Visits and Trips Policy for more information about the schools educational visit requirements.

6.3 First Aid kits are to be brought on all trips by a staff first aider.

7.0 Storage of medication

7.1. Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. See separate 'supporting pupils with medical conditions policy

7.2. 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.

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

7.4. An emergency supply of medication should be available for pupils with medical conditions that require regular medication. These emergency medications are located in the locked cupboard inside the staff room. The Appointed person (Laura Fox) keeps a record of medication expiry dates.

7.5. 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. Pupils with medical conditions will fall under the Supporting Pupils with Medical Conditions Policy

7.6 When medicine is administered by a first aid staff to a pupil, this is logged and recorded on pupil tracking forms.

8.0 Illness

8.1. 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.

8.2. A quiet area will be found for pupils to rest while they wait for their parents/carer to arrive to pick them up. Pupils will be monitored during this time.

9.0 Consent

9.1. Parents will be asked to complete and complete a medical consent form when their child is admitted to the school or attends any visits, 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.

9.2. 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.

10.0 Monitoring and review

10.1 This policy is reviewed each academic year in conjunction with the Local Governing Body and Althorpe and Keadby policies and any changes made to this policy will be communicated to all members of staff.

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