



# First Aid Policy

Our vision is to enable all to flourish

Status and review cycle: Annual

Responsible group: Executive Leadership Team

Next Review Date: August 2026

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## **Statement of intent**

Longney C of E Primary is committed to providing emergency first aid provision 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 regarding all staff, pupils, and visitors. This risk assessment is updated annually as a minimum to ensure that these arrangements continue to be appropriate for hazards and risks within the school.

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**
- **Child Protection and Safeguarding Policy**
- **Supporting Pupils with Medical Conditions Policy**
- **Intimate Care Policy**

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.

## **1.0 Legal framework**

1.1 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 (2024) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

## **2.0 Roles and responsibilities**

2.1 The Trust is responsible for:

- The overarching implementation of this policy and all corresponding procedures.
- Ensuring that insurance arrangements, arranged through the Trust, provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.

2.2 The headteacher is responsible for:

- 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 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 an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school.

- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.
- Ensuring that all employees have up to date information about first-aid arrangements
- 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.

2.3 Staff are responsible for:

- Ensuring that they have read and understood 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.

2.4 First aid staff are responsible for:

- Completing and renewing training as dictated by the headteacher.
- 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.

2.5 Schools should have at least one “appointed person” to oversee first aid provision. The appointed person is not the same as a first aider and therefore must not conduct any first aid for which they have not been trained. The appointed person should, at least, be trained in an emergency procedures as outlined below.

2.6 The appointed person 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.
- Calling the emergency services where necessary.
- Maintaining injury and illness records as required.
- Partaking in an appointed person's 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.

### **3.0 Aims**

- 3.1 All staff will read and be aware of this policy, know who to contact in the event of any illness, accident, or injury, and ensure that this policy is followed.
- 3.2 Staff will always use their best endeavours to secure the welfare of pupils.
- 3.3 Anyone on the school premises is expected to take reasonable care for their own and other's safety.
- 3.4 The aims of this policy are 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 in accordance with legislation whilst there are pupils on site.
  - The school will expect all 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.
  - 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 first aid boxes are adequately stocked and available throughout the school.
  - Ensure that all medicines are appropriately stored.
  - Promote effective infection control
  - Ensure that accurate records are kept for all accidents and injuries.
  - Ensure that the schools risk assessment is updated at least annually to ensure that the arrangements in place continue to be appropriate for hazards and risks on the school site, the size of the school, the needs of any vulnerable pupils and adults onsite and the nature and distribution throughout the school.
- 3.5 Nothing in this policy will affect the ability of any person to contact the emergency service 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.

3.6 To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs and in line with latest first aid training. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- 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 (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 3 pair of disposable gloves
- Equivalent or additional items are acceptable
- All first aid containers will be identified by a white cross on a green background

3.7 The appointed person is responsible for routinely examining the contents of first aid boxes, including any mobile first aid boxes for offsite/playground use – these will be frequently checked. Individuals responsible for mobile packs will ensure that they are restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

3.8 First aid boxes are in the following areas:

- School Reception
- All Classrooms
- Swallow Class Cloakroom
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#### **4.0 First aiders**

4.1 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.

4.2 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 ensure that the lead first aider's training includes resuscitation procedures for children and how to support mental health. First aiders will ensure that their first aid certificates are kept up to date.

4.3 The school is aware that standard first aid at work training courses do not include resuscitation procedures for children. In all cases, the school will ensure that first aiders receive additional training in paediatric first aid so they are able to execute

their duties appropriately to the whole school community. The school will ensure that first aid training courses cover mental health in order to help staff members 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.

- 4.4 First aid notices will be clearly displayed throughout the school with information on the names and locations of the 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 at least one member of staff with a current and full paediatric First Aid certificate on the premises and available at all times when pupils are present and accompanying pupils on any and all off site visits.
- 4.5 The current first aid appointed person(s) are:

Name	Contact	Location	Date of first aid qualification
Name	Email address	Location	Date
Miss R Prosser	rprosser@longney.dgat.org.uk	Swift Class	01/08/2025
Miss K Woolway	Admin@longney.dgat.org.uk	Swallow Class	22/07/2023
Miss P Prosser-Williams	admin@longney.dgat.org.uk	After School Club	14/01/2026

## 5.0 Automated external defibrillators (AEDs) (delete if inappropriate)

- 5.1 The school has an AED on site, which is located in the school office.
- 5.2 Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.
- 5.3 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.
- 5.4 Use of the AED will be promoted to pupils during PSHE lessons.
- 5.5 Maintenance checks will be undertaken on AEDs on a weekly basis by the appointed person, who will also keep an up-to-date record of all checks and maintenance work.

## 6.0 Emergency procedures

- 6.1 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.
- 6.2 If called, a first aider will assess the situation and take charge of first aider administration.
- 6.3 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.
- 6.4 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 victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly 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 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 move the victim(s) without making the injury worse.
  - Ensure 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 pupils 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 escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.
- 6.5 Once the above action has been taken, the incident will be reported promptly to:
  - The headteacher.
  - The victim(s)'s parents.

## 7.0 Reporting to parents

- 7.1 In the event of incident of 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, the pupil's class teacher will telephone the pupil's parent as soon as possible. Parents will be informed in writing via SchoolPing of any injury to the head, whether minor or major and be given advice on the action to take if symptoms develop. A list of emergency contacts is kept at the school office.
- 7.2 The appointed person 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 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.
- Details of what happened to the person immediately afterwards, eg. Whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

7.3 In the event of a serious injury or an incident requiring emergency medical treatment, the school will telephone the pupil's parents as soon as possible.

7.4 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.

## **8.0 Offsite visits and events**

8.1 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.

8.2 For more information about the school's educational visits requirements, please see the school's policy regarding educational visits.

## **9.0 Storage of medication**

9.1 The administration of medicines is the overall responsibility of parents/carers. The headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents/carers. Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.

9.2 We will support pupils through this policy in managing prescribed medicines (e.g antibiotics, inhalers) where appropriate following consultation and agreement with and written consent from, the parents and carers. We will in exceptional circumstances administer with support, non-prescribed medicines, but only with the direction of the Headteacher

9.3 All medicines will 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. The role of first aiders in school is to support pupils with administering their own medicines where possible. We recognise that with younger pupils this may not be possible.

9.4 All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.

- 9.5 An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.
- 9.6 Parents will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Health Plan (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.

## **10.0 Illnesses**

- 10.1 When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.
- 10.2 A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.
- 10.3 The school will manage any emergencies relating to illnesses and allergies in accordance with the [Emergency procedures](#) section of this policy.

## **11.0 Allergens**

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

## **12.0 Head bumps**

- 12.1 A minor head injury is a frequent occurrence in the school playground and on the sports field. Fortunately, most head injuries are mild and do not lead to complications or require hospital admission. However, a small number of children do suffer from a severe injury to the brain. Complications such as swelling, bruising, or bleeding can happen inside the skull or inside the brain. How much damage is done depends on the force and speed of the blow. Any injury involving the head that occurs during sporting activities requires the child to cease play immediately and sit out for the rest of that lesson or the duration of the match.
- 12.2 All children who suffer a head injury at school should initially be seen by a First Aider for assessment and to plan ongoing care. This may require immediate referral to an ambulance and A and E.
- 12.3 After any head injury, even when none of the worrying signs are present, it is important that the child's parents or carers are informed about the head injury and given written information about how to monitor their child using the school Head Injury Form. This must include the time of the injury.
- 12.4 Children may appear well immediately after sustaining a head injury but show signs of complications later in the day. School staff must remain vigilant and take the appropriate action if the child develops any further problems or symptoms.

## **13.0 Mouth Injuries**

13.1 Should a child experience a fall which impacts on their mouth with a permanent tooth being knocked out is a medical emergency. Appropriate storage within 30 minutes significantly impacts the chances of saving the pupil's tooth. There should not be an attempt to replant primary (baby) teeth.

### **13.2 Immediate Action: Step-by-Step Guidance**

If a permanent tooth is knocked out:

- Stay calm and reassure the pupil.
- Locate the tooth immediately and handle it only by the crown (white part) do not touch the root.
- If dirty rinse briefly (no more than 10 seconds) with; cold running water, Saline solution or cold milk.  
Do not scrub or dry the tooth.
- Place the tooth in milk.
- Do not store in water.
- Inform parents/carers immediately and advise them to contact the child's dentist or call NHS 111.

## **14.0 Consent**

14.1 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. It is parents' responsibility to ensure that they inform the school if they change or update their contact details

14.2 Staff do 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.

## **15.0 Reporting accidents and Record Keeping**

15.1 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, the school will telephone the pupil's parent as soon as possible. Parents will be informed in writing of any injury to the head, whether minor or major and be given guidance on the action to take if symptoms develop.

15.2 A list of emergency contacts will be kept in the school office.

15.3 The appointed person will ensure that accurate and precise records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given. This will include:

- The date, time and place of the incident
- The name and class of the injured ill person

- Details of the injury or illness and what first aid was given
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class
- The name and signature of the first aider or person dealing with the incident

15.4 The first aid record will be recorded centrally on CPOMs the First aider will review this regularly with the HT to ensure that they can be assured of records being maintained in line with statutory requirements.

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

15.6 All records will be filed and stored in line with the school's records management procedures.

## **16.0 Monitoring and Review**

16.1 This policy is reviewed annually, and any changes communicated to all members of staff.

16.2 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.

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