First Aid Policy

Approved by Governors Nov 2026

To be reviewed at least every year
To be reviewed Nov 2027

Governor print _____

Governor signed_____ Date_____

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Statement of intent

Joseph Turner 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.

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. 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 Management of Health and Safety at Work Regulations 2006
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2014) 'Guidance on first aid for schools'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2021) 'Statutory framework for the early years foundation stage'

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

The Head Teacher 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.
- Endeavouring at all times to secure the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

- Treating and recording minor injuries e.g. small cuts, grazes and bumps etc.

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board, to ensure they have knowledge of:
  - What to do in an emergency.
  - Cardiopulmonary resuscitation, including the use of automated external defibrillator.
  - First aid for the unconscious casualty.
  - First aid for the wounded or bleeding.
  - Maintaining injury and illness records as required.
- 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.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

The Site Manager 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 containers.
- 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, including the use of automated external defibrillator.
  - First aid for the unconscious casualty.
  - First aid for the wounded or bleeding.
  - Maintaining injury and illness records as required.
  - Monthly check of automated external defibrillator.

3. First aid provision

The school will routinely re-evaluate its first aid arrangements, at least every year, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. 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 and CPR procedures.
- 20 individually wrapped water-proof sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 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 pairs of disposable gloves
- 1 Medical Scissors
- Resusciaid
- Mini body spills kit
- 1st aid recording/reporting forms

All first aid containers will be identified by a white cross on a green background.
The Site Manager will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are in the following areas: (see map appendix 1)

- Medical Room
- Year 5 / 6 wet area
- Year 5 Exit
- Corridor outside Library
- Emergency evacuation bag by main reception
- Outside Year 2 Blue Room
- In Year 1 Entrance
- Inside Cupboard in Nursery Snack Area

4. First aiders

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.

School will ensure there are adequate numbers of both First Aid at Work and Paediatric first aid staff available at all times.

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

Site Manager will be responsible for ensuring the first aid kits are properly stocked and maintained. The Site Manager will be responsible for maintaining supplies.
1st aiders will be responsible for ensuring their 1st aid bum bags are stocked and maintained accordingly.

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

The current first aiders are:

Name	Course	Location	Qualification Date	Renewal Date
Tracey Garrett	First Aider at Work	Site Manager's office	21/03/25	20/03/28
Elizabeth Dawes	First Aider at Work	Nursery	21/03/25	20/03/28
Faye Elliott	First Aider at Work	Year 6	28/11/25	27/11/28
Julie Hickman	First Aider at Work	Reception	21/03/25	21/03/28
Ellen Guest	First Aider at Work	Site Manager's office	19/10/25	18/10/28
Tracey Garrett	Paediatric First Aider	Site Manager's office	08/03/25	07/03/28
Elizabeth Dawes	Paediatric First Aider	Nursery	08/03/25	07/03/28
Lisa Yates	Paediatric First Aider	Reception	16/06/25	14/06/28
Sophie Lamb	Paediatric First Aider	Nursery	08/10/25	07/10/28
Nicola Jones	Paediatric First Aider	Reception	08/10/25	07/10/28
Kloe Edwards	Paediatric First Aider	Nursery – Lunch time	08/10/25	07/10/28
Niamh Jacques	Paediatric First Aider	Year 4	08/10/25	07/10/28
Julie Barnes Jones	Paediatric First Aider	Year 6	08/10/25	07/10/28
Claire Lovatt	Paediatric First Aider	Reception	24/09/2026	23/09/2029
Sarah Hall	Paediatric First Aider	Year 1	27/09/25	05/11/28
Samantha Lawlor	Paediatric First Aider	Nursery	23/01/24	22/01/27
Rebecca Mann	Paediatric First Aider	Year 2	08/03/22	07/03/27
Toni Hickman	Paediatric First Aider	Year 6	15/06/25	14/06/28
Katie Langford	Paediatric First Aider	Adventurers	25/06/25	24/06/28
Wendy Langford	Paediatric First Aider	Lunchtime cover	24/09/2026	23/09/2029
Faye Elliott	Paediatric First Aider	Year 6	19/10/25	18/10/28
Anu Reji	Paediatric First Aider	Explorers	29/02/24	28/02/27
Jayne Smith	Paediatric First Aider	Lunchtime cover	24/09/2026	23/09/2029
M McKenzie	Paediatric First Aider	Reception	24/09/2026	23/09/2029
D Whitten	Paediatric First Aider	Year 2	17/11/2025	16/11/2028
H Pyatt-Payne	Paediatric First Aider	Year 2	26/03/2025	25/03/2028
S Lowe	Paediatric First Aider	Nursey	21/01/2026	20/01/2029
B.L. Hughes	Paediatric First Aider	Year 5	28/01/2026	27/01/2029

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, and consider staff: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.
When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- 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.
- Normal duties – a first aider must be able to leave to go immediately to an emergency.

5. Automated external defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in the school's Medical room.

School has a 2nd AED supplied through the DFE.
The 2nd defibrillator in the emergency defibrillator box which is mounted on the perimeter fencing at the front of the school by the car park gates.
Both AED's are registered on 'the circuit'. This means that the emergency services are aware that school has AED's on site and if required can inform any 999 caller where the nearest AED is and the code for the outside AED cabinet, should the need arise.
The 'circuit' also sends reminders to the Site Manager to check batteries and pads on the AED's.

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

6. Emergency procedures

If an incident, 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.

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

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim 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:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of 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 and if appropriate the pupils parent/carer will be contacted by a member of staff and asked to come and collect the child and seek professional medical attention. If the parent/carer cannot be contacted or may have problems seeking professional help then the child may be 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.
- 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, details of the incident will be reported promptly to:

- The headteacher.
- The parents of the victim(s).

7. Reporting accidents and record keeping

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, a member of staff will telephone the pupil's parents 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.

Any injury requiring a 1st aider will be recorded onto Cpoms and Medical Tracker asap by the attending 1st aider.
Through the Medical Tracker app, a parent or care giver will receive an email notification.
Additionally, if it is thought necessary, the school will call the parent/care giver to ask them to come in and access their child, get professional help if needed, or take the child home.
Any none serious injury, i.e. scratches, small cuts, slight bumps etc can be dealt with under school's 'Duty of Care' and any member of staff can deal with these injuries.
A minor injury slip will be sent home with the child at the end of the day.

A list of emergency contacts can be found on SIMS and CPOMS.

The Site Manager 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.

- What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- Name and signature of the first aider or person dealing with the incident.
- Report accident/incident data to H&S governor committee meetings.

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

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

8. 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.

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

9. Storage of medication

Medicines will 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. 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. Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

School will accept 'over the counter' medication, i.e paracetamol, travel sickness pills etc. These need to be stored in the original container, be properly labelled and in date.
Over the counter medication will be limited to a 24 hour period and not exceed 48 hours. If symptoms persist parent/carer will be advised to seek professional medical advice.

All medication in school needs to be properly signed in signed into school by the child's parent/carer.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. Epipens, inhalers and paracetamol/ibuprofen based medication.

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.

10. 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.
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.

11. 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 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.

12. Monitoring and review

This policy will be 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 Nov 2027

Appendix 1 – 1st aid boxes - Locations

