



First Aid Policy

Date approved: Spring 2025

Date to be reviewed: Spring 2026

Approval by: HPS ESB

First Aid Policy

The school takes all reasonably practicable steps to prevent accidents, but in such an event all students or staff will be offered First Aid and, when necessary, be seen by a qualified First Aider. The school ensures all staff understand their duty of care to children and young people in the event of an emergency. The First Aid Policy is clearly communicated to staff to ensure its full implementation. This policy links closely with our *Supporting Pupils with Medical Conditions Policy*.

Roles and Responsibilities

- The **Head Teacher** has overall responsibility for the implementation of the policy and for ensuring that children and staff receive appropriate treatment in the event of an injury or medical emergency. The day to day responsibility for this is delegated.
- **Qualified First Aiders** are available at all times during the school day. It is their role to assess any medical or accident emergency, and put appropriate care in place.
- **All staff** will;
 - act like any reasonably prudent parent in the event of illness or an emergency, including taking action such as providing basic first aid or administering medication,
 - be aware of specific medical details of individual students (HCP) in their care,
 - check if a medical condition indicates that a student suffers from a condition which requires them to carry medication with them or receive regular medical support e.g. Epi-pens, inhalers, insulin.
 - ensure that they have checked for medical conditions for every student that they take out on a school trip, having regard to a student's HCP,
 - familiarise themselves with the First Aid procedures in operation and ensure that they know who the current First Aiders are,
 - never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger,
 - never put themselves in danger to assist a casualty,
 - send for help as soon as possible ensuring that the messenger knows the precise location of the casualty,
 - reassure, but never treat, a casualty unless life/death situation i.e. bleeding heavily or not breathing.
 - handover responsibility of casualty to the First Aider but remain, if requested, to assist/take messages,
 - have regard to personal safety.
- **Parents** are asked to complete First Aid / Medical Information forms annually to outline any specific medical needs, and give permission for the school to administer First Aid to their child when necessary. Parents are responsible for updating school with any changes to their children's medical needs or condition, and for disposing of any unused or expired medication.
- The **governing body** ensures the adequate provision of First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981, and monitors and responds to all matters relating to the health and safety of all persons on school premises. They also ensure that arrangements are in place to support students with medical conditions in line with the statutory DfE guidance from December 2015 Supporting Pupils at School with Medical Conditions.

Individual Health Care Plans

Health Care Plan (HCP) collect key information and actions that are required to support children with specific medical conditions such as asthma, diabetes or epilepsy.

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Completed HCPs are saved digitally on our network drive in the child's individual file, and the school takes into consideration the following factors when deciding which information should be recorded:

- The medical condition, its triggers, signs, symptoms and treatments.
- Arrangements for self-managing medication or for administration of medication by a member of staff.
- Who needs to be aware of the condition. Where confidentiality issues are raised by the parent/student, the designated individuals need to be aware of any issues.
- The student's needs in terms of medication, facilities, equipment.
- Support for student's educational, social and emotional needs.
- Emergency arrangements and contacts.
- Additional arrangements for school trips to enable participation.

Health Care Plans are written by a suitably qualified staff member in consultation with parents, and are signed off by the Head Teacher within two weeks of a child starting school or of diagnosis. Not all students with medical conditions will require a HCP, it may only be necessary where a child has a medical condition which may require emergency treatment or where a child has complex medical needs. Where a child has Special Educational Needs or a Disability (SEND), but does not have an EHC plan, the SENDs should be mentioned in the HCP. HCPs are reviewed each year or earlier, if appropriate, and the level of detail on the HCP will vary according to the individual child's needs. See also the *Supporting Pupils with Medical Conditions Policy*.

Administering Medication without a HCP

Prescribed and non-prescribed medicines may be administered in school by named members of staff where it is deemed essential. **Aspirin is only administered if prescribed by a doctor.**

In **all** cases, written parental permission must be given outlining the medical condition, the type of medicine, the dosage and the time the medicine needs to be given. This record is kept at the school office and further information is recorded upon administration of the medicine. A copy of the record is given to the class teacher to notify them. In some cases, parents are also given the opportunity to give consent to their child receiving the school EPI-Pen and/or inhaler and/or anti-histamine in event that their own is either unavailable or unusable.

All medicines to be administered during a day are entered on to a daily record that details which children, at what time, require medication as well as who is responsible for administering it. Non-prescribed medicines will only be administered for **up to 3 days** before being reviewed with parents. All medication will be logged on medical tracker and an email sent to parents.

All medication is stored securely in the school office with the child's name clearly labelled, along with its original container, in accordance with its instructions. All unused medicine is either returned to families or taken to the local pharmacy at the end of each term.

Wherever possible, the pupil will administer their own medicine, under the supervision of an adult. If a child refuses to take their medication, staff will accept their decision and inform the parents accordingly.

All staff are aware that there is no legal or contractual duty for them to administer medication unless they have been specifically contracted to do so.

Asthma

All children with asthma must have their own inhaler kept in school. Parents sign a consent form, enabling their child to receive their reliever medication as and when they may need it. Parents are also given the opportunity to give consent to their child receiving the school inhaler, in event that their own is either unavailable or unusable. When a child uses their inhaler, this is logged on the Medical Tracker (under medication use) and an email sent to their parent or carer.

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First Aiders

The term First Aider refers to those members of the school staff who are in possession of a valid First Aid at Work certificate or equivalent. Many of our staff members are also Paediatric First Aid trained in line with statutory requirements. A list of First Aiders is kept in the school office. (See Appendix 1).

First Aiders should:

- provide effective, safe first aid and medical cover for students, staff and visitors,
- ensure that all staff and students are aware of the system in place,
- provide awareness of Health & Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents,
- ensure that their qualification is always up to date,
- ensure medical equipment is well stocked and regularly checked for expiration,
- ensure that first aid cover is available throughout the working hours of the school week and for school events between 3.30 – 6pm e.g. school extra-curricular activities.

First Aid in Event of an Accident, Injury or Emergency

Designated First Aiders will:

- always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services,
- help fellow First Aiders at an incident and provide support during the aftermath of any incident,
- make appropriate use of specific first aid equipment such as the school's Defibrillator (found outside the staffroom, attached to the wall), emergency salbutamol inhaler and the EPI-Pen (found in the bottom drawer of the filing cabinet in the HoS Office).
- insist that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital;
- ensure that a child who is sent to hospital by ambulance is either:
 - accompanied in the ambulance by a member of staff or parent at the request of paramedics,
 - followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted,
 - met at hospital by a relative.
- ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly.
- provide an accurate written record of events and actions detailing the name of the child the nature of the injury and any treatment given. Serious Incident Reports are required to be completed whenever parents or emergency services are called.

First Aid in Event of Illness or Medical Condition

Designated First Aider will:

- assess students who feel unwell on request of staff when they are unsure whether the medical condition can be cared for in school,
- use an external thermometer to take temperatures so that a student can be sent home if they are obviously unwell,
- examine or treat children discretely, if necessary, in a private, sanitary area in line with the school's Intimate Care Policy,
- send students back to class if there are no obvious symptoms,

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- be aware of safeguarding issues or Healthcare Plans and ensure the safety and wellbeing of all students,
- immediately report any safeguarding concerns to the school's Designated Safeguarding Officer.
- provide an accurate written record of events and actions detailing the name of the child the nature of the illness and any treatment given.

Complaints

Should parents or pupils be dissatisfied with the support for their medical condition, they should in the first instance discuss this with their child's class teacher. If they find themselves still dissatisfied, they may choose to make an appointment with the Head of School or the Head Teacher. Formal complaints can be made at any time using the school's complaints procedure, details of which can be found on the school website or by picking up a leaflet at the school office.

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Appendix 1: First Aid Qualifications

The following employees are First Aiders who have been trained to First Aid at Work level	
Name	Date of Expiry of Certificate
Mrs J Pezzotta	20/04/2027
Mr C Williams	05/02/2026
Mr C Lindley	06/02/2028
The following employees are First Aiders who have been trained to Emergency First Aid at Work level	
Name	Date of Expiry of Certificate
Mr C Williams	05/02/2026
The following employees are trained in Paediatric First Aid:	
Name	Date of Expiry of Certificate
Mrs T Moran	28/04/2026
Mrs R Lambley	28/04/2026
Mrs T Machin	19/05/2027
Miss L Smith	19/05/2027
Mr C Lindley	10/11/2027
The following employees are trained in Emergency Paediatric First Aid:	
Name	Date of Expiry of Certificate
The following employees have been trained in Emergency First Aid for Schools:	
Name	Date of Expiry of Certificate

The following employees are trained in Mental Health First Aid

Name	Date of Expiry of Certificate
Mrs L Richmond - Children	10.2026
Mrs L Richmond - Adult	06.2026

The person responsible for ensuring first aid qualifications are maintained is:	Mrs J Pezzotta
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The person responsible for ensuring first aid cover is provided for staff working out of normal school hours is:	Mrs T Machin/ Miss L Smith
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First Aid boxes and First Aid record books are kept at the following points in the school.

Location of First Aid Boxes	First Aid Record Books
All Classrooms	Medical Tracker (accessible on iPads, laptops and class desktops)
FS Unit	

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Bags	Location of School Inhalers	Location of Defibrillator	Location of Anaphylaxis Kit
KS2 corridor filing cabinet	Spare kept in HoS Office in the bottom drawer filing cabinet	Outside Staff room, mounted on the wall	Spare EPI-Pen HoS Office - bottom drawer filing cabinet
All Classrooms	Child's classroom - wall cabinets		

Anaphylaxis Kit checked by:	Mrs Morgan/ Mrs J Pezzotta
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Defibrillator battery and pads are checked by:	Mr C Williams
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A weekly check on the location and contents of all first aid boxes will be made by:	Class Teachers/ Mrs Pezzotta
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Use of first aid materials and deficiencies should be reported to:	Mrs J Pezzotta
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The address and telephone number of the nearest medical centre/NHS GP is:	Rainworth Health Centre Warsop Lane Rainworth 01623 794293
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The address and telephone number of the nearest hospital with accident and emergency facilities is:	King's Mill Hospital, Sutton in Ashfield, Notts. 01623 622515
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