

St Mary Magdalene C of E Primary School

Headteacher: Miss S Robinson

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First Aid Policy

May 2025

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Policy:	First Aid
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VERSION CONTROL			
VERSION	DATE	AUTHOR	CHANGES
2024	16.07.24	B Enever	Values added
2025	27.02.25	B Enever	Reporting to parents via Tapestry
2025b	20.5.25	S Robinson	<ul style="list-style-type: none"> • Comprehensive review including update of legal framework, clarification on reporting procedure & staff responsibilities • Links to Values made explicit

Statement of intent

St Mary Magdalene C of E Primary 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 regards to all staff, pupils and visitors.

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.

St Mary Magdalene C of E Primary will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. This policy should be read in conjunction with the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Medicines in School Policy
- Educational Visits and School Trips Policy
- School based Risk Assessments

This policy links to our school values in the following ways:

Courage: We are called to create an environment where both children and staff aspire to be, and give, their best. Everyone is emboldened to take risks, overcome challenges and be courageous in their efforts to achieve their potential. Leaders ensure that the school is a safe place, in order that children can do this. *“Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God is with you.” (Joshua 1:9)*

Love: Jesus embodies the love and compassion of God for each person, and Christians are called to follow him in this. In our family, love impels us to put others’ needs above our own and provide a haven of compassion and safety, where children and adults know that they are cherished and cared for. *“Let all that you do be done in love.” (1 Corinthians 16:14)*

Respect: We seek to model to children an ethos of living well together. The flourishing of pupils goes hand in hand with the flourishing of the wider school community: staff, families, governors and friends of the school. Just as Jesus respected people by taking the time to care for them, we endeavor to provide an inclusive environment where special provision is afforded to those with disabilities or special educational needs. *“Whatever you wish that others would do to you, do also to them.” (Matthew 7:12)*

Forgiveness: Faults, flaws, and mistakes are an unavoidable part of human life. Though Jesus preached the importance of repentance, even in moments of great personal torture, he prayed for forgiveness for his tormentors. Therefore, in our family, we seek to hold ourselves and others accountable for our/their actions, have a robust approach to dealing with first aid incidents. *“If your brother sins, rebuke him, and if he repents, forgive him.” (Luke 17:3)*

Honesty: An honest person makes a habit of making accurate, trustworthy statements about life, self, others, and God; they represent themselves just as they are and tell others the truth about themselves. Staff will make truthful and full accounts of any first aid incidents in school. *“And you will know the truth, and the truth will set you free.” (John 8:32)*

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 (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy is implemented in conjunction with the following school policies:

- Administering Medication Policy/Supporting Pupils with Medical Conditions Policy
- Allergen and Anaphylaxis Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy
- Infection Control Policy
- Lone Worker Policy
- Records Management Policy
- Social, Emotional and Mental Health (SEMH) Policy

2. Roles and Responsibilities

The governing body 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 (SR93).
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- 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 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 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.

The headteacher is responsible for:

- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that the school has an appointed person to take charge of first-aid arrangements.
- Ensuring that the school has provided information for all employees giving details of first-aid arrangements.

The Business Manager is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- 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 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.
- Ensuring that the school has a suitably stocked first-aid cupboard.
- Completing the SR93 Building First Aid Needs Risk Assessment
- Ensuring that injuries that meet the threshold for RIDDOR reporting are reported swiftly to the appropriate bodies.

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.
- Checking that their first aid provision is suitably stocked before commencing a playground duty or school trip, and restocking after use.

The appointed person (Beverley Enever) 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 oversight of injury and illness records on Tapestry; termly analysis of these and subsequent reporting to the LGB.
- Ensuring that all records are of high quality and meet accident reporting requirements.
- Ensuring that all accident/injury/first aid reports are shared with parents/carers on a daily basis
- Undertaking an appointed persons 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. First Aid Provision

The school will routinely re-evaluate its first aid arrangements through a risk assessment, at least **annually**, 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 in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- 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 individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves
- 1 instant ice pack

All first aid containers will be identified by a white cross on a green background.

The appointed person (Beverley Enever) will routinely examine the contents of first aid containers and ice pack cool bags, 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:

- The school office
- In every classroom
- In every playground zone (kept by supervising member of staff)

4. First Aiders and Appointed Persons

- 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 School Business Manager.
- Each first aider will be responsible for ensuring their first aid kit is properly stocked and maintained. The appointed person will be responsible for maintaining supplies and regularly checking all kits.
- 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.

The current first aid appointed person(s) are:

Name	Qualification	Date of first aid qualification
Samantha Hallam	Emergency First Aid at Work	07.03.24
Amy Wain	Emergency First Aid at Work	13.03.24
Rebecca Turvey	Emergency First Aid at Work	13.03.24
Charlotte Smith	Emergency First Aid at Work	13.03.24
Emily Cave	Emergency First Aid at Work	13.03.24
Jessica Harding	Emergency First Aid at Work	13.03.24
Madeline Price	Emergency First Aid at Work	13.03.24
Paula Wilkinson	Emergency First Aid at Work	13.03.24
Samantha Robinson	Emergency First Aid at Work	13.03.24
Sarah Pearson	Emergency First Aid at Work	13.03.24

Zoe Marshall	Emergency First Aid at Work	13.03.24
Angela Churchman	Emergency First Aid at Work	03.09.24
Bethany Bower	Emergency First Aid at Work	03.09.24
Kerry Curley	Emergency First Aid at Work	03.09.24
Pam Dickens	Emergency First Aid at Work	03.09.24
Stacy Greateorex	Emergency First Aid at Work	03.09.24
Geraldine Harrison	Emergency First Aid at Work	03.09.24
Angela Padley	Emergency First Aid at Work	03.09.24
Kerry Hubble	Emergency First Aid at Work	03.09.24
Deb Rabbani	Emergency First Aid at Work	03.09.24
Jen Summers	Emergency First Aid at Work	03.09.24
Katie Murfit	Paediatric First Aid	23.09.23

- 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.
- **[EYFS only]** In line with government guidance and taking into account 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.
- **[EYFS only]** The school will ensure that PFA certificates are renewed every three years, and that training meets the criteria set out in Annex A of the 'Early years foundation stage (EYFS) statutory framework'.
- **[EYFS only]** The school will display staff PFA certificates or a list of staff who have a current PFA certificate and make this information available to parents.
- 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.
 - Availability to respond 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 staffroom**.
- 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 during first aid training.

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/immediate medical intervention is not required, but medical attention is needed, the pupil's parents/carers will be telephoned and asked to escort their child to hospital/doctor's office.
 - 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).
- The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of 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](#)'.

7. Reporting Accidents and Record Keeping

- In the event of a serious injury or an incident requiring emergency medical treatment, the appointed person will be notified and will telephone the pupil's parent as soon as possible.
- In the event of a minor incident, including a head injury, the child will be given appropriate first aid and monitored. The child's parent/carer will be informed at the end of the school day by the member of staff dismissing the class. This should be accompanied by a Tapestry Report for parents/carers to sign off.
- Parents will be informed in writing via Tapestry of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.
- A list of emergency contacts is kept on Scholarpack. A paper file is also kept in the school office.
- 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 person.
 - Details of the injury or illness, including where this is on the body, and how the injury occurred
 - Details of what first aid was given, including the length of time for treatment
 - Details of how the person was monitored after the incident, and how they presented following the incident
 - Who else was informed of, or witnessed the incident, and the time of this.
 - Whether parents were contacted prior to the end of the school day: who/when?
 - The name and signature of the first aider or person dealing with the incident.
- **The first person that any incident is reported to will be responsible for recording the incident.** If the incident is referred to a first aider, the first person must keep the child with them until a first aider arrives. **Children must not be expected to administer first aid themselves:** this includes collecting ice packs. The first person should liaise with the first aider to detail the first aid provided in the report.
- Any reports from lunchtime will be uploaded to Tapestry by 2pm.
- Lunchtime handover procedure:

- A brief written log of all incidents at lunchtime should be kept by play leaders.
- These will be reported to the Catering Manager (or deputy) at the end of lunchtime.
- The Catering Manager will then verbally pass the names of pupils involved in first aid incidents to class teachers so that they are aware of who they should expect to receive Tapestry notifications for, and need to be signed off at the end of the school day.
- The School Business Manager 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.
- All records will be filed and stored in line with the Records 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.

The school will take a first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, the school will ensure that all large vehicles and minibuses have a suitably stocked first aid box. For more information about the school's educational visit requirements, please see the Educational Visits and School Trips 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.
- 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.
- 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.

10. Illness and Allergies

- When a pupil becomes too ill to be at school 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.
- The school will manage any emergencies relating to illnesses and allergies in accordance with the [Emergency procedures](#) section of this 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 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.

12. Monitoring and Review

- This policy will be reviewed [annually](#) by the governing board, and any changes will be 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 [May 2026](#).