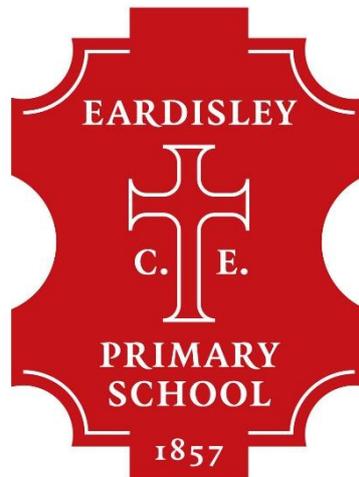


# Eardisley CE Primary School

## First Aid Policy



*In all that we do our values shine through*

*At Eardisley CE Primary School, our vision is to live out through Friendship and Determination, the Christian teaching to 'love one another.' This vision, rooted in our shared values, will guide, inspire and nourish, bringing Joy to all. (John 15:12)*

Policy agreed: February 2026

Review date: February 2027

# Eardisley CE Primary School

## First Aid Policy

### 1. Introduction

Eardisley CE Primary School undertakes to promote good health and safety within the school and during activities where there will be areas of risk. It aims to ensure that all members of our school family can live out our vision: to live out, through Friendship and Determination, the Christian teaching to 'love one another.' This vision, rooted in our shared values, will guide, inspire and nourish, bringing Joy to all (John 15:12). Therefore, it strives to provide a secure environment for pupils, parents, employees and visitors.

This policy outlines the school's commitment and responsibility to provide caring, adequate and appropriate first aid and medical attention to all who are part of the environment. It will be shared with all established members of staff and those newly entering the school environment.

The policy will be reviewed annually by the Head Teacher and the Governing Body.

### Objectives

- to ensure the health and safety of all staff, pupils and visitors
- to ensure that staff and governors are aware of their responsibilities with regards to health and safety
- to provide a framework for responding to an incident and recording and reporting the outcomes
- appoint the appropriate number of 'First Aiders at Work' and 'Paediatric First Aiders' to least meet the needs of the school (DFE guidelines)
- to provide sufficient and appropriate resources
- to report incidents and accidents to the HSE if required by means of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR); this is at the Head Teacher's request.

### 2. Legislation and Guidance

This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety \(First-Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [The Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

### 3. First Aid Provision and Responsibilities (see Appendix A)

No member of staff is a qualified paramedic; all have volunteered to take on this post. The team will give immediate help to casualties with minor injuries, illnesses and those that require more specific medical intervention. All emergency incidents will be referred to a member of the First Aid Team who will assess the situation and decide on the appropriate action in conjunction with the Head Teacher or equivalent in her absence. If appropriate, the casualty will be accompanied by a first aider until the parents / carers arrive, or an ambulance arrives.

First Aid at Work and Paediatric First Aid training is updated every three years through an accredited independent provider. First aiders must also agree to in-house training to administer specific life-saving medication for designated children with specific conditions. First Aiders' names can be found on labels in first aid area and situated around the school. All school staff will be informed of the designated First Aid Team and where they can be found if needed. A designated member of staff will be responsible for checking and ordering first aid supplies in accordance with the DFE guidance.

### 4. Contacts

In all instances of illness or accident, every attempt will be made to contact a parent / carer or next-of-kin, but if it is deemed that emergency action is required, the school undertakes to refer the patient to the appropriate professionals without prior consent. Therefore, all contact numbers are kept up to date in the school office near the phone or on Arbour; we aim for at least two contact numbers for each pupil.

### 5. First Aid Equipment

The main first aid supplies are located in the first aid area. Prescribed medication for identified children is kept in a locked first aid cabinet in the School Office or in the staffroom fridge.

Other first aid boxes and resources are located in:

- 1) The fridge in the hallway for cold compresses
- 2) There is a 'playground bag' located in the First Aid area which is taken outside during playtimes
- 2) There is a first aid 'offsite bag' also located in the First Aid area which is taken when on off site visits

*Any member of staff (including lunch-time supervisors, teaching and non-teaching staff) who has used any of the first aid resources at any time should replace used items to ensure that the bags and first aid boxes are kept fully equipped. All supplies are kept in the first aid area. This is checked weekly by the nominated First Aider.*

*Plastic gloves are supplied in all bags and boxes and should be worn by everyone to protect themselves and the casualty when dealing with any open cuts / wounds.*

### 6. Accident Forms

Accident forms and medical file are situated in the First Aid area. Any accidents and injuries must be recorded on these sheets by the first aider who assessed the casualty.

**For all injuries to the head and other significant injuries, an injury form / head bump letter must go home to the parent / carer of the casualty.**

These forms are then to be scanned to ensure the school holds a copy and the original sent home with the child. If a member of staff assesses the casualty and who does not have the First Aid at Work certificate, they should seek immediate support and advice but at no point leave the pupil or adult unattended.

If there has been a hazard that has caused the child to need medical attention, then the hazard must be recorded on My Concern and investigated by the Designated Safeguarding Lead. All information relating to an incident or accident is kept in accordance with document retention regulations ('accident reporting – children - retention period DOB of the child + 25 years') and monitored by the First Aid Team every three months (see below).

'Near miss' information must also be recorded. These are found in the first aid folder.

There is a 'Injury at Home' record log which is kept in the First Aid folder and any significant injuries are reported to the Designated Safeguarding Lead, who monitors these.

## **7. Monitoring of Accidents/Injuries**

Monitoring of the accident forms will take place on a termly basis by one of the First Aid Team (JWS or LW) and by the School Governors to ensure that any recurring injuries may be investigated promptly, and any new procedures put in place and communicated to staff. This also allows staff to ensure effective safeguarding of children. After completing a monitoring form, any cause for concern, whether a particular child, or a procedure / piece of equipment at school (including near miss-type information) must result in My Concern Form being completed online and passed directly to the Designated Safeguarding Lead.

## **8. Medical Information**

First aid and medical provision is made according to an assessment of risk for each situation, (classroom, field, forest area, playground, extra-curricular activities, trips and DT etc), and with knowledge of specific children. These will be reviewed as far as it is reasonably possible according to the changes in information and the medical needs of pupils and employees.

It is the responsibility of parents / carers to keep the school informed and updated in writing of any changes to the health and medical requirements of their children. The school cannot be responsible for any shortcomings in medical provision if this information is not forthcoming.

The school will keep medical information about particular pupils and the members of staff responsible for that pupil should make themselves aware of his or her medical requirements.

**It is the responsibility of employees and voluntary helpers to keep the school informed and updated of any changes to their own health and any medication that may pose a risk to the health and safety of themselves, the pupils and their colleagues during the everyday performance of their tasks.**

## **9. Procedures for pupil illness and accidents during school hours**

If a child is unwell or injured and the class teacher (in discussion with a first aider) deems they should go home, parents should be contacted in order to pick up their child. If the child has a significant or worrying injury, then the school will contact parents / carers to assess their individual child. In such circumstances, children should wait in the entrance corridor or in the office until picked up. If the child is particularly unwell / injured (e.g. being sick), a first aider should wait with them. If this is not required, a first aider should check up on the child every 10 minutes. If a child's circumstances change or if the school office is unattended at any time whilst a child is waiting for collection, a first aider will be sought to remain with the child.

When making a phone call to the emergency services, 112 should be rung (rather than 999) as this enables the call centre to triangulate the exact location. In the event of a call being made out of range of the cordless phone, a staff member's mobile phone should be used. Information regarding ICE (In Case of Emergency) is in the school office.

## **10. Provision and Administration for Medicines**

A record of allergies and medical conditions are listed in the first aid folder in the first aid area, in the classrooms and the office. These are on individual and class care plans. An allergy and updated medical list are provided to each class at the start of an academic year and updated accordingly. An allergy list is provided to the lunchtime staff also.

It is usually not necessary for medication to be taken during the school day. In exceptional circumstances, a member of staff may undertake to administer a dose of prescription medication, with the consent of the Head Teacher. This should be named and in the original packaging with a medical consent form completed by the parent / carer. Both are then stored in the school office, or the staffroom fridge.

Asthmatics are encouraged to carry an inhaler with them at all times and to provide an additional inhaler to be kept with their class teacher. Reception children's inhalers are kept in the classroom and administered by a named person with written parental consent. Inhalers should be carried off-site in the first aid 'outdoor bag' e.g. for sports activities and other visits. The school has 2 spare inhalers, one of these is kept in the First Aid area cupboard and the other is in the offsite bag.

Medication for specific medical conditions that require care plans must be kept in the locked main first aid cabinet in the School Office, only to be administered by staff and with written parental consent.

Diabetics who require medication during the school day will be aided by trained staff, with written parental consent and guidelines.

Contagious diseases and infections (for example impetigo, chickenpox, conjunctivitis etc.) if suspected, should be referred to the doctor, and appropriate action taken. The Head Teacher may elect to refuse attendance for a specified period, on the grounds of contagion risk based on advice given from Health Services.

## **11. Defibrillator**

The school has its own defibrillator, stored in the First Aid area to the left of the cupboard. There is a public access defibrillator on site at the Village Hall for use by the village. Members of staff with First Aid training have been trained to use this piece of equipment.

After a cardiac arrest, every minute without CPR (cardiopulmonary resuscitation) and defibrillation reduces someone's chance of survival by 10 per cent.

When you call 112/999, the operator can tell you if there's a public access defibrillator nearby and supply the code to open the storage box. Don't delay or interrupt chest compressions to get it, send someone else.

The machine will give spoken instruction on its use to the operator

## **12. Health and Education**

Pupils throughout EYFS and KS1 follow structured programmes of study about the body, relationships and keeping healthy. In KS2, pupils are introduced gradually to topics such as relationships, bodily changes, menstruation, etc.

### **13. School Visits and Activities**

On all trips, members of staff are required to check the medical requirements of all those taking part and to carry all relevant information with them. Staff have emergency contact numbers with them and a thorough risk assessment is completed beforehand. Staff are equipped with the 'offsite first aid bag' and any individual medications and care plans for specific children. Staff will ensure a mobile phone is available to use in case of an emergency. In the event of a child being taken to hospital by emergency services, a member of staff must remain with the child where possible.

## Appendix A

### FIRST AID TEAM and TRAINING SCHEDULE

Lead first aider: Jenna Wayne-Smith

Paediatric First Aid		
Trained staff member	Base	Renewal date
Laura Williams	Office	May 2027
Jenna Wayne-Smith (including Forest School first aid training)	School	September 2026
Chloe Pritchard	Rowan	January 2029
Angela Evans	Rowan	February 2029
Elaine Plumstead	Beech/Lunchtime/ASC	October 2028
Jen Howard	Beech/ASC	October 2028
Jacqui Lewis	Oak	September 2027
Chantel Compton	Willow	July 2027
Caitlyn Hoskins	Beech	July 2027

Governor responsible for Safeguarding, including First Aid: Caroline Morris

This policy will be reviewed at least annually.