St John's Church of England VA Primary School

First Aid Policy

Agreed by the Full Governing Board

Agreed: October 2026

Review: October 2027

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First Aid Policy

Sharing joy and hope in the community

When considering matters of First Aid it is important for all the school community to reflect, considering our vision statement, 'Sharing joy and hope in the community'; along with the school values Respect, Compassion, Friendship, Service and Endurance. Through this we will ensure we are guided into good decisions to support all those in the St John's community.

Statement of intent

St John's C of E 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. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour for Learning Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy

The school's medical lead has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment. The Headteacher has the responsibility to ensure facilities and personnel are adequate, and for ensuring that the correct first aid procedures are followed.

1. 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 Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical
- conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2022) 'Automated external defibrillators (AEDs)'

2. Aims

2.1. 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.

2.2. Staff will always use their best endeavours to secure the welfare of pupils.

2.3. Anyone on the school premises is expected to take reasonable care for their own and other's safety.

2.4. 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.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that only prescribed medicines are administered at the school only when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

2.5. 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.

2.6. To achieve the aims of this policy, the school will have a suitably stocked first aid box in line with the assessment of needs which is kept in the school office. First aid kits will be kept in each classroom. 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
- 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
- 1 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

2.7. The lead first aider is responsible for ensuring the correct contents of first aid boxes in communal areas. The Class Teacher is responsible for replenishing their own kits (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.

2.8. First aid boxes are in the following areas:

- School Office
- Every Classroom
- Staff Room
- Kitchen

3. First aiders

3.1. 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.

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

3.3. Each first aider will be responsible for ensuring all first aid kits are properly stocked and maintained after items have been used. The first aid appointed person(s) will be responsible for working alongside the school office manager in maintaining supplies.

3.4. The current first aid appointed person(s) are:

Harry Foster – *First Aid at Work*

Janine Toon – *First Aid at Work*

Mark Chambers - *First Aid at Work*

Tracey Sellick – *First Aid at Work and Paediatric First Aid*

Steph Joyner – *Paediatric First Aid*

Julie Rolfe - *Paediatric First Aid*

Caroline Strange - *Paediatric First Aid*

Cherie Chambers - *Paediatric First Aid*

Alan Mitchell - *Paediatric First Aid*

All Staff – *Are given training to give basic awareness and also allergens training*

4. Automated external defibrillators (AEDs)

4.1. The nearest location of an AED is St John's C of E Primary School.

4.2. Where the use of the AED is required, individuals will follow the step by-step instructions displayed on the device.

5. Emergency procedures

5.1. 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.

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

5.3. 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.

5.4. 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.

5.5. Once the above action has been taken, the incident will be reported promptly to:

- The Headteacher
- The victim(s)'s parents

6. Reporting to parents/carers

6.1. In the event of incident or injury to a pupil, at least one of the pupil's parents/carers will be informed as soon as possible.

6.2. Parents/carers will be informed in writing and by telephone of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

6.3. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's parents/carers will be telephoned as soon as possible.

6.4. A list of emergency contacts is kept in the school office.

7. Offsite visits and events

7.1. 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. Storage of medication

8.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions.

8.2. 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.

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

8.4. 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. Relevant staff are EpiPen trained.

8.5. 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.

9. Illnesses

9.1. When a pupil becomes ill during the school day, the parents/carers will be contacted and asked to pick their child up as soon as possible.

9.2. Best endeavours will be used to provide a quiet area for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

10. Consent

10.1. Parents will be asked to complete and sign a medical form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions. See Appendix 1.

11. Monitoring and review

11.1. This policy is reviewed annually by the Board of Governors, and any changes communicated to all members of staff.

11.2. 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.

Appendix 1

St. John's Church of England VA Primary School

Please complete this form if you require a member of staff to

Administer any Medication.

CHILD'S NAME _____

CLASS _____

CONDITION/ILLNESS _____

NAME/TYPE OF MEDICATION (as described on container) _____

_____

DATE MEDICATION TO BE TAKEN: FROM_____**UNTIL**_____

DIRECTIONS FOR USE:

Dosage and method: _____

Time: Before lunch _____ **After lunch** _____ **Other time** _____

Possible side effects _____

Procedures to take in emergency _____

CONTACT NAME: _____**PHONE No** _____

RELATIONSHIP TO PUPIL: _____

Agreement:

I agree to deliver the said medication to school reception and collect by the end of each school day. I accept that this is a service which the school is not obliged to undertake.

SIGNED: _____ **DATE:** _____