‘Achieving Potential Together as a School Family.’

- Compassionate
- Curious
- Courageous
- Resilient
- Inclusive

Stretham Community Primary School

First Aid Policy

This policy was ratified on: October 2026

Implemented on: October 2026

Review date: October 2027

Signed by the Headteacher: N Swann

Signed by the Chair of Governors: H Parkinson

Stretham Community Primary School

FIRST AID POLICY

Purpose:

To ensure that the welfare and well being of pupils is secure.

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility. This policy will be reviewed annually.

Aims

- To identify the first aid needs of the School in line the Health and Safety at Work etc Act 1974.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep accident records and to report to the Health and Safety Executive (HSE) under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR).

Staff and Governors have been consulted in the development of this policy.

Relationship to other policies

This policy should be read in conjunction with the school's health and safety policy and the local authority policy relating to educational visits.

Roles and Responsibilities

The **Headteacher** is responsible for implementing the policy, identifying a responsible senior staff member for managing first aid, the administration of medicines, and ensuring that appropriate resources and staff are available and trained. He/She should ensure that the policy and information on the School's arrangements for first aid are made available to parents.

The **staff member/s** responsible must draw up procedures in consultation with health specialists, ensure that they are kept up to date and that records are maintained, and provide information to staff.

The Appointed Person need not be a First Aider, but should have undertaken emergency first aid training. He/She will:

- Take charge when someone is injured or becomes ill
- Ensure that an ambulance or other professional medical help is summoned when appropriate

The First Aider First Aiders are volunteers, however they must attend refresher training every 3 years.

He/she will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.

In selecting first aiders Headteachers should consider the person'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.

The governing body will receive an annual report on the number of pupils treated for first aid by year group, the programme of staff training, and the nature of any complaints received.

Re-assessment of first-aid provision

As part of the School's annual monitoring

- The Headteacher will review the Schools' first aid needs following any changes to staff, building/site, activities, off-site facilities etc.
- The Headteacher will monitor the number of trained first aiders, and provide refresher first aid training when required.
- The Headteacher will also monitor the emergency first aid training.
- The first aider will check the contents of the first aid boxes termly.

Providing Information

The Headteacher will ensure that all staff are informed about the schools' first aid arrangements.

The First Aider will:

- Provide information packs for new staff as part of their induction programme.
- Maintain a first aid notice board
- Give all staff information on the location of equipment, facilities and first aid personnel. This will appear in the staff handbook.

PROVISION

How many first aid personnel are required?

The Headteacher will consider the findings of a first aid needs risk assessment in deciding on the number of first aid personnel required. The Headteacher will consider the needs of specific times, places and activities in deciding on their provision.

In particular consideration to the following will take place:

- Off-site PE

- School trips
- Adequate provision in case of absence, including trips
- Out of hour's provision, eg. Afterschool clubs.

Arrangements should be made to ensure that the required level of cover of both First Aiders and Appointed Persons is available at all times when people are on school premises.

Qualifications and Training

The school is responsible for making sure whoever trains its staff is competent.

There are four types of provider to choose from. They offer:

- regulated qualifications from an awarding organisation (AO) – these are recognised and regulated by Ofqual, the Scottish Qualifications Authority (SQA) or the Welsh Government
- voluntary approval schemes, such as a trade body accredited by a third party – the United Kingdom Accreditation Service (UKAS) is the national accreditation body recognised by government
- independent training where the provider can prove their competence
- training from one of the three Voluntary Aid Societies recognised by the government:
    - St John Ambulance
    - British Red Cross
    - St Andrew's First Aid

First Aid materials, equipment and facilities

The Headteacher must ensure that an appropriate number of first aid kits for the site are available, this can be decided by the level of risk identified in risk assessment and the first aid needs risk assessment.

All first aid kits must be marked with a white cross on a green background

- First aid kits must accompany PE teachers off-site

Spare stock should be kept in school.

The responsibility for checking and restocking first aid kits are:

- In school, the Administrator
- On buses, the Transport Manager
- For off-site PE, a named member of staff organising or attending the event

Accommodation

The Headteacher must provide a suitable area for medical treatment and care of unwell children during school hours. This need not be a dedicated area but should be close to a lavatory and contain a washbasin.

Hygiene / Infection control

Staff must follow basic hygiene procedures.

Single use disposable gloves must be worn when treatment involves blood or other body fluids.

Care should be taken when disposing of dressings or equipment.

Medication:

If a child requires medication, this should be stored in the main office where a qualified first aider will administer this. Parents should fill in a medicine form to accompany this.

If a child has an individual care plan and requires medication for allergies (for example an inhaler or an epipen) both the care plan and the medication should be stored in the child's classroom and accompany them to PE sessions and any external trips.

Reporting accidents
The First Aider must keep a record of any reportable injury, disease or dangerous occurrence. This must include:

- The date and time
- Method of reporting,
- Place of the event; exact location
- Personal details of those involved and a
- Brief description of the nature of the event or disease.

This record can be combined with other accident records.

The following accidents must be reported to the health & safety team:

- Accidents resulting in death or major injury (including as a result of physical violence)
- Accidents which prevent the injured person from doing their normal work for more than three days

Involving pupils and visitors:
Accidents resulting in the person being killed or being taken from the site of the accident to hospital and the accident arises out of or in connection with a work activity.
I.e. if it relates to

- Any school activity, both on or off the premises
- The way the school activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises

The HSE must be notified of fatal and major injuries and dangerous occurrences without delay. The school will report accident to the Health and Safety team who will then report, as necessary, to the HSE under RIDDOR.

The Appointed Person or First Aider must complete incident report form on-line available at www.reportincident.co.uk/cambridgeshire

Record keeping
Statutory accident records: The First Aider must ensure that readily accessible accident records, written or electronic, are kept for a **minimum of three years**.

The Headteacher must ensure that a record is kept of any first aid treatment given by first aiders or appointed persons. This should include:

- The date, time and place of incident
- The name (and class) of the injured or ill person
- Details of their injury/illness and what first aid was given
- What happened to the person immediately afterwards
- Name and signature of first aider or person dealing with the incident.

The Headteacher must have in place procedures for ensuring that parents are informed of significant incidents.

Monitoring

Accident records can be used to help the Headteacher and the Governing Body identify trends and areas for improvement. They also could help to identify training or other needs and may be useful for insurance or investigation purposes.

The Headteacher should establish a regular review and analysis of accident records.

This policy will be reviewed every 3 years. At every review, the policy will be approved by the governing body.