First Aid Policy.

This policy is for Barleyhurst Park School and Barleyhurst Park Nursery.

Agreed by Governors: 02.06.2026

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Statement of Intent

Barleyhurst Park Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors.
The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.
The policy aims 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 medicines are only administered at the school when express permission has been granted for this;
- Ensure that all medicines are appropriately stored;
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency.

Definition and Background

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 'Supporting children and young people with medical conditions and allergy;'
- DfE 'First aid in schools, early years and further education';
- DfE 'Early years foundation stage (EYFS) statutory framework';
- DfE '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;
- Allergen and Anaphylaxis Policy;
- Behaviour Policy;
- Child Protection and Safeguarding Policy;
- Educational Visits and School Trips Policy;
- Health and Safety Policy;
- Lone Worker Policy;
- Records Management Policy;
- Supporting Pupils with Medical Conditions Policy.

2. Roles and Responsibilities

The Governing Board 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.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- 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 insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- 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.
- 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 the school has:
  - A suitably stocked first-aid kit.
  - An appointed person to take charge of first-aid arrangements.
  - Information for all employees giving details of first-aid arrangements.

The Headteacher is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- 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.

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.
- 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.

The appointed first aid team (Headteacher, Business Support Assistant and two Qualified First Aid at Work Teaching Assistants) are 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 injury and illness records as required.
- 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 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 on site, 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.
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.

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

The appointed person from the appointed first aid team will routinely examine the contents of first aid boxes, 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 medical room;
- The Nursery;
- The Foundation Stage Classroom;
- On the minibus;

Smaller first aid kits are in the middle rooms;
Bum bags and a larger first aid bags are taken out at playtime.

4. First Aiders

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 an 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 SLT.

Each classroom's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.

The current first aid appointed person(s) are:

Name	Qualification	Main base	Date of first aid qualification
Ms A Protheroe (Way)	First Aid At Work	KS1	17.04.2024
Mrs K Wolfe	Paediatric First Aid	EYFS	15.02.2024
Mrs T Beach	Paediatric First Aid	Nursery	18.02.2024
Mrs H Stangroom	Paediatric First Aid	Nursery	3.06.2024
Mrs L Hunt	Paediatric First Aid	Nursery	03.06.2024
Mrs D Lawal	Paediatric First Aid	EYFS and KS1	03.06.2024
Miss B Aldridge	Paediatric First Aid	KS1	15.02.2024
Mrs C Barringer	Paediatric First Aid	KS1	03.06.2024
Miss A Bailey	Paediatric First Aid	Main school	03.06.2024
Miss H Savill	Paediatric First Aid	Main school	03.06.2024
Mrs J Butt-Gow	Paediatric First Aid	KS2	03.06.2024
Mrs E Heron	Paediatric First Aid	Main school	04.01.2022
Mrs P Archer	Paediatric First Aid	KS2	03.06.2024
Mrs A Hughes	Paediatric First Aid	Forest School/KS2	03.06.2024

Specialised First Aid Training

Name	Medical Area
Mrs P Archer	Gastrostomy
Ms A Protheroe (Way)	Gastrostomy
Miss K Bailey	Stoma
Mrs E Heron	Stoma
Mrs H Savill	Stoma
Mrs P Archer	Stoma
Miss B Aldridge	Stoma
Miss A Bailey	Stoma
Miss B Aldridge	Epilepsy
Miss K Bailey	Epilepsy
Mrs D Lawal	Epilepsy

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.

In EYFS in line with government guidance and taking into account staff:child ratios, the school will ensure that there is at least two members 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.

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'. 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.

The school will ensure that first aid training courses cover mental health in order to help them recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe.

5. Automated External Defibrillators (AEDs)

The school has procured an AED which is located in the medical room.

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 on an annual basis, and usually during the first INSET session of the academic year.

6. Accommodation

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs.
The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and is situated near a toilet.
The first aid room will not be used for teaching purposes.
The first aid room is:

- Large enough to hold an examination or medical bed.
- Has washable surfaces and adequate heating, ventilation and lighting.
- Kept clean, tidy, accessible and available for use at all times when employees are at work.
- Has a sink with hot and cold running water.
- Is positioned as near as possible to a point of access for transport to hospital.

7. 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 a first aider and a member of Senior Leadership Team.

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 member of SLT or the Business Support Assistant 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 senior member of staff or the Business Support Assistant calls 999 immediately and follows the instructions of the operator - this may include relaying information to the first aider or from the first aider.
- Parents are called and informed of the course of action.
- Where an ambulance is required, if the parent has not arrived in time then a staff member accompanies the pupil in the ambulance. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil's parent is called as soon as possible to inform them that this course of action needs to be taken. The pupil is taken to a hospital or doctor by the parent or in a staff car (accompanied by at least **two** staff members - one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs). At least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- 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'.

8. Reporting Accidents and Record Keeping

In the event of incident or injury to a pupil, a parent will be informed by being given a medical slip. In the event of a head injury or a visible mark then the parent will be called so they are not shocked when they collect their child and the school will continue to monitor the situation. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's parent will be called as soon as possible.
A list of emergency contacts are available on SIMs and can be requested at 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 or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

The Headteacher 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.

9. 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:

- 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 first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

10. Medication

The school will ensure that staff are aware of government guidance which stipulates that the administration of first aid at work does not include the giving of tablets and medicaines

whether prescribed or not. The only exception is where aspirin may be administered as first aid for a casualty aged 16 or over who is suspected of having a heart attak. Aspirin will never be given to a child under 16 unless it has been prescribed by a doctor.
The provisions and requirements for the administration of medicines will be outlined in the following school policies and documents:

- Administering Medication Policy.
- Allergens and Anaphylaxis Policy.
- Supporting Pupils at School with Medical Needs.

In circumstances where pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the pupils' individual healthcare plan and identifies staff members will be aware of what to so.

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

11. Illnesses and Allergies

When a pupil becomes ill 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.

12. Consent

Parents will be asked to complete an admissions form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions. This information will be put onto SIMs and as information changes the pupil's records will be updated.

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.

13. Monitoring and Review

This policy will be reviewed every year by the Governing Board, and any changes will be communicated to all members of staff.