



STATUTORY POLICY

First Aid in Schools

Policy Revision Date	15 th August 2025
Review Frequency	Annual
Role / Author	HT/Catherine Paradine reviewed by Rachel Blackwell, First Aider
Governing Body Committee/HT	FGB
Date of GB Meeting/HT review for approval	22 nd September 2025, HT
Due with Clerk to Governors (where applicable)	Seven days before meeting date
Governing Body/HT Approval Date	FGB 22 nd September 2025
Status (draft / approved)	Approved
Date Policy Due for next review:	September 2026

Note:

Please ensure tracked changes are used to highlight changes from the last approved version. The document status should be 'Draft'.

Once the changes have been approved by the Governing Body, the tracked changes can be accepted and the document status changed to 'Approved'.



Policy Review

The following list must be completed prior to submission to the relevant Governing Body meeting/HT for approval.

Links with other Policies	Health & Safety Policy, Off-site Visits Policy, Lettings Policy
Model or Locally Produced	CSHST Model policy localised with our school procedures
Are changes to model policy or previous policy clearly identified (e.g. track changes)	Yes
In the view of the HT is the policy related to High, Medium or Low Risk activity to the school	Medium Risk
What are the likely consequences to school of non-compliance	Lack of knowledge of process and procedure; risk of harm to children if correct procedures not followed; parents not kept informed appropriately leading to risk to school reputation and possible litigation.
Are the governors/SLT accountabilities clearly identified	Not applicable
Are other accountabilities clearly identified	Yes
Are there any particular issues/risks associated with implementation/operation of policy	No
How will policy effectiveness be evaluated	SLT monitoring of complaints related to First Aid procedure
How will HT report to governors on effectiveness and when	Not applicable
When will the policy next be due for renewal (for statutory compliance)	September 2026
Does the policy impact on available resources	No



Policy Statement

Elson Junior School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Elson Junior School is held by Catherine Paradine (Headteacher) who is the responsible manager. All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

We are committed to the safety of our school community and as such we aim to take all reasonable actions to prevent accidents happening and to deal with them immediately when they occur.

Aims and Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises.
 - It is our policy to ensure that the First Aid Needs Assessment will be reviewed annually or following any significant changes that may affect first aid provision.
 - The Children's Services First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our site.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them.

First Aid Training

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties. Training is to be renewed at least every three years.

Details of trained first aid staff are displayed prominently throughout the school including reception, staff room, main office, and staff toilets.

If any member of staff qualified, or unqualified, is unsure of what action to take following an incident they should seek the advice of the Headteacher or of the most senior member of staff available.

Appointed Persons

At Elson Junior School there is not an appointed person.

Where the first aid needs assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed



Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Note: Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However, it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

School First Aid Trained Staff

At Elson Junior School there are nine school first aid trained staff who are as follows:

- Kate Holt
- Mandy Stokes
- Charlotte Burns
- Sasha Dennett
- Jenny Barstow
- Sue Page
- Liz Hensman
- Sonia Smith
- Chrissie Carr
- Jay Cameron
- Jonathan Eaton

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE-approved first aid training which qualifies staff to provide first aid to other adults. This training should be provided only where:

- Additional training is considered to be required or appointed persons in order to enhance their role to provide first aid to children; **and/or**
- Other staff, in addition to Emergency/Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children.

Emergency First Aiders (Those completing the 1-day emergency first aid course)

At Elson Junior School there are two emergency first aiders who are as follows:

- Amber Rees-Dottin
- Rachel Blackwell

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (e.g. first aid kit inspections).

Qualified First Aiders (Those completing the 3-day first aid course)

At Elson Junior School there is not a qualified first aider.

Paediatric First Aid Trained Staff



At Elson Junior School there is not a paediatric first aid trained member of staff.

These staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations for provision of first aid to those children aged 5 years old or younger.

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- One First Aid Cupboard in the First Aid Room
- Four First Aid Boxes – one in the school's Food Tech Room, one in the Lunchtime Trolley (MSA's use this kit to top up their individual bags), one in the Emergency Grab Trolley and one allocated to the PE Manager
- Six Travel First Aid Kits – these are located in the First Aid Room and are available to use as an evacuation First Aid Kit and also to take on trips.
- Tupperware boxes in each classroom with a small supply of antiseptic wipes and plasters.

It is the responsibility of the Administrative Assistant to check the contents of all first aid kits every half-term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the First Aid binder in the First Aid Room.

The contents of first aid kits are listed under the 'required quantity' column on the checklist itself.

The First Aid Room is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room has the following facilities:

- Bed, running water first aid cupboard, access to a telephone and chairs in the main office just outside of the first aid room.

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider is to take charge of the first aid administration/emergency treatment commensurate with their training.

Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. In the event that an ambulance is unavailable, staff transport may be used and 2 members of staff would travel with the patient in those circumstances.

The first aider is to always call an ambulance on the following occasions:

- In the event of serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Wherever there is the possibility for a fracture, or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:



- Is considered to be a serious (or more than minor) injury
- Requires first aid treatment
- Requires attendance at hospital

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the emergency first aider, or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the emergency first aider or another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

In any serious case, and for all those involving hospital treatment, the First Aider will inform the Headteacher as soon as possible after the patient has been treated and is safe.

General First Aid Procedure

- For all incidences of 'head bumps' the office/lunchtime staff will send a head bump letter and place a sticker on the child.
- For more serious 'head bumps' the office staff will inform the parents by telephone where there is a significant mark or where the child is feeling nauseous and dizzy.
- If the child returns to class and there is a need for further monitoring, the person caring for the child will inform the class teacher.
- The pupil accident book should be completed.
- Before using plasters, staff will always check with the pupil if they have an allergy to plasters. Plasters will not be used if the child's emergency form identifies that the child has an allergy to plasters.
- When using an ice pack, it should be covered with a damp cloth, cover or paper towel to prevent 'cold burns'.
- Staff will follow First Aid guidelines or refer to a First Aider if unsure of the treatment required.
- Staff will follow First Aid guidelines for minimising risk of infection and use gloves and a mask where contact with bodily fluids is unavoidable.

Out of Hours and Trips

The first aid arrangements for all school managed and organised after school activities (parents' evenings, school fetes, and sports activities) are considered in this policy. On occasions where there may be the need for additional provision, the school will carry out a needs assessment for that activity.

Where the school have arrangements to let/hire out buildings to external organisations, there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by Debbie Guy (School Business Manager) who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first aid arrangements for school organised trips/visits are included in the Evolve Risk Assessments. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to



ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school. Beki Hull and Carla White have received First Aid Training for outdoor visits.

When taking pupils off the school premises, staff will ensure they always have the following:

- School mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Records

All accidents requiring first aid treatment are to be recorded with (at least) the following information in the medical book:

- Name of injured person
- Name of staff member
- Date of the accident
- Type of accident (e.g. bump on head, etc.)
- Treatment provided and action taken.

Specific medical information in relation to pupils is held on Arbor. Details including a photo of the child, medical condition and the care needed can also be found in the following places, along with Consent and Medical information summaries:

- Lunchtime Staff
- SLT
- DSL's
- Medical Room, in a folder where the Care Plans folder can also be located.

Where a special diet menu has been agreed, HC3S catering staff are made aware of any children with food or other allergies to ensure appropriate meals can be provided.

First Aiders are trained in the use of epi-pens and each year training is given to staff members for which it is required.

The master Asthma Register is kept in the medical room within the Asthma Folder. If a child suffers from asthma, their asthma inhaler is kept in a yellow bag, clearly marked with the child's name, in their classroom.

In all emergency situations adults must ultimately act in the interests of the child and whilst they should follow this policy, they must also exercise their common sense in making judgements.