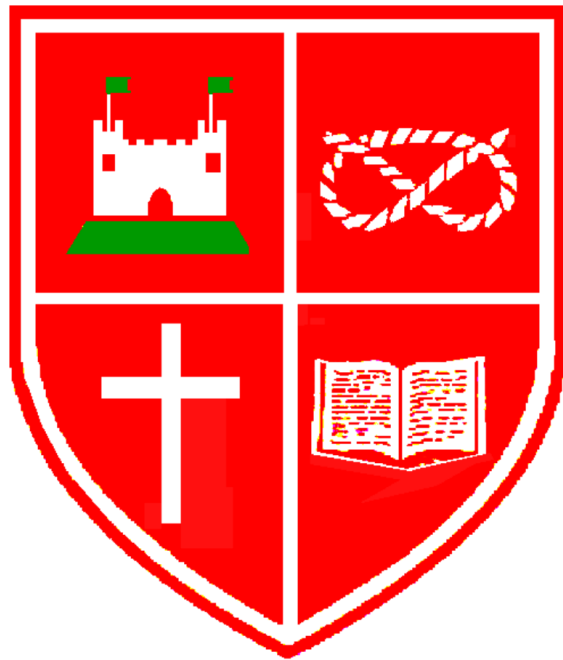




St John's CE Primary Academy

First Aid Policy

Dec 2025

Date of current policy: December 2025

Date of Next Review: December 2026

St John's CE Primary Academy First Aid Policy

1. Rationale

First aid is defined as the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need further treatment by a medical practitioner. The purpose of providing first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is possible, or before an ambulance arrives. This policy should also be read in conjunction with the Provision of First Aid Risk Assessment, the Health and Safety Policy and the First Aid Management Arrangements from the SLN.

2. Aims

- Saving life by prompt and initial action.
- Preventing an injury or condition from deteriorating.
- Helping recovery through reassurance and protection from further injury.
- Implement and maintain effective systems for making sure that the provision of first aid both on and off-site meet the school stated aims.

3. Arrangements for Applying School Policy

The arrangements which the school has in place for first aid apply to both pupils and adults who become ill or injured. The level of first aid provision in the school is determined by an assessment of need. Appendix 1 of this policy provides a copy of the assessment factors which are used in determining this provision. The First Aid Officer has delegated responsibility for completing and reviewing this assessment at least annually at the start of each academic year and at any point where school circumstances change to determine the level of need. The school Health & Safety Lead (Headteacher) will use this assessment to determine and maintain the appropriate first aid provision for the school.

It is agreed school policy that only members of staff who have undertaken approved training will administer first aid. A designated First Aider is defined in this policy as someone who holds a current First Aid at Work Certificate, Paediatric First Aid Certificate, Schools First Aid Certificate or an Emergency First Aid Certificate. It is agreed policy that at least 3 members of staff will hold current Paediatric First Aid Certification. This is to enable the school to maintain statutory requirements under the provision for children in the Early Years Foundation Stage (EYFS). The statutory requirement is that at least one Paediatric First Aider must be on the school premises when EYFS children are present. In addition to this there must also be one such person on an educational visit involving EYFS children. The school provision of three suitably qualified staff is to enable this to be met where part EYFS year group off site visits take place.

4. Completing the Assessment of Provision

The assessment of provision undertaken by the school First Aid Officer includes ensuring that:

- There are sufficient numbers of first aid trained staff to meet the need identified in the assessment throughout the time that the premises are in use.
- There is adequate provision of first aid equipment which is suitably stored and available when required.
- There is adequate provision of first aid equipment readily available to take out on educational visits.
- Sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders.
- Adequate access to a telephone is available to call emergency services if required.
- New staff are informed of first aid arrangements as part of the induction process.
- Staff are advised whenever changes to provision are made.
- A suitable first aid room is available for both adults and children.
- Visitors, those hiring the school, and contractors on site are also aware of first aid arrangements.
- First aid boxes are checked regularly and replenished when necessary
- All first aid being administered is being recorded and reported correctly.
- Suitable arrangements are in place for any educational visits or off-site approved activities undertaken by staff or children.

5. Identification and training of First Aid Staff

Staff who volunteer or are selected to be school first aiders will be judged for suitability before being put forward for training and the following factors should be considered:

- 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 to an emergency immediately

The school secretary is responsible for ensuring that all recognised first aid staff have received the necessary training. They are also responsible for ensuring that where an employee needs to update their training that this is completed.

All staff can refresh their first aid knowledge by accessing the St John Ambulance website, then clicking on the Get Advice tab - [Get first aid advice | St John Ambulance \(sja.org.uk\)](https://www.sja.org.uk)

6. Liability

Zurich insurers have confirmed that the employer's liability insurance policy provides indemnity for staff acting as first aiders. So long as treatment is administered with good intent and in accordance with current good practice and training, the local authority and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

7. Appropriate Practice

First aiders are responsible for assessing injuries or ill health and using their training to decide upon the most appropriate response.

This can involve -

- treating the casualty if their injury is within the scope of their training
- arranging for an ill or injured child to be collected and taken home
- referring them to hospital for assessment or further treatment
- calling the emergency services for urgent help.

If the first aider is in any doubt whether a casualty requires professional medical assistance, they should refer to the First Aid Manual in medical room, call NHS 111 or 999.

Urgent treatment should not be delayed in order to consult with parents or carers.

8. Calling the Emergency Services

When you dial 999 you are not calling an ambulance but alerting the emergency services to your incident. They will decide on the response that they will provide; this can range from verbal advice over the phone to an emergency evacuation by air ambulance.

9. Medical Room Staffing

During lesson times, break times and over lunchtime, the First Aid Officer is the first person on duty during their working hours. Lunchtime supervisors are on call during lunchtime if the medical room is busy and the FAO is called away for other duties.

It is also agreed school policy that when the First Aid Officer is unavailable any of the qualified designated staff will be called to administer first aid.

10. First Aid during Educational Visits

Before undertaking any off-site activities or educational visits, the visit leader should assess what level of first aid provision is needed and identify any additional items that may be necessary for specialised activities. The [Outdoor Education Advisers' Panel \(OEAP\)](#) provides advice on outdoor learning and off-site visits, including information on first aid requirements.

11. Automated External Defibrillator

There is an AED located in the academy medical room for emergency purposes. All staff have received basic training on how to use it. The AED is suitable for use on adults and children.

12. LifeVac - Anti choking device

There is a new LifeVac located in the hall for use in emergency situations if a child or adult is choking. There is an information poster next to it and all staff will be expected to watch a training video on how to use the equipment.

13. Accident Procedure, Record Keeping and Informing Parents

- Children or adults involved in an accident at school should go to the medical room, or be taken by a responsible person if assistance is needed.
- A qualified first aider will assess and treat injuries to the best of their ability.
- All accidents involving pupils are recorded on Medical Tracker - all first aid trained staff have a log in. If Medical Tracker is unavailable first aid incidents must be recorded in the academy's accident book – for the academy day. This data is analysed on a weekly basis. (APPENDIX 2)
- From January we will trial using one accident book page per year group. This will make it easier for document retention and disposal. - no longer relevant as Medical Tracker is used.

This includes:

- the date, time and place of the injury or illness occurring;
 - the name of the injured or ill pupil;
 - details of the injury or illness and what first aid was given
 - what happened to the pupil immediately afterwards, e.g. sent home, back to class
 - the name of first aider dealing with the casualty
-
- Accidents occurring to the children are reported to parents via email on MT, by text message if MT is down or the reporting notes contained in APPENDIX 3.
 - Class teachers are informed of all injuries via MT notifications in order for the child to be closely monitored.
 - Minor bumped head injuries are reported to parents via email on MT or by text message.
 - All more serious head injuries must be followed up with a phone call to parents to inform them of the situation.
 - It may be advisable that the child is collected from school to recover at home.
 -

All injuries, including head injuries, however minor will be dealt with by one of the academy's recognised First Aiders.

- Should hospital treatment or recovery at home be required the First Aider dealing with the incident is responsible for arranging contact with parents/calling an ambulance. This may mean asking another adult to make the calls.
- Should hospital treatment be necessary the Headteacher/Vice Principal must also be informed of the situation.
- All accidents involving staff members, volunteers, contractors and members of the public should be recorded in the accident book located in the office and recorded on MT.
- Staff accidents must be recorded on My Health and Safety
- When staff and pupils are out on trips, all accidents must be recorded on MT if possible or in the mobile accident book and then the completed form handed to the office on return to school for it to be filed.

14. Reporting to the HSE

Where any accident results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) an Accident Report must be completed online using the My Health and Safety reporting system.

The link is <https://staffordshirecc.info-exchange.com/Default.aspx>

The username and password are available from the office.

To report an accident/incident, you need to click on 'School Incidents' then 'Create new'

Accidents, near misses, incidents of violence or aggression, road traffic accidents or environmental incidents can be easily reported directly to the service on this system.

The system allows accurate recording, effective investigations, monitoring of trends at a glance, enabling you to make informed decisions and provide a safer working environment.

If you need any advice or support, please contact the Duty Officer on 01785 355777 or email shss@staffordshire.gov.uk

The log in details are held in the office. The Headteacher/Vice Principal is responsible for ensuring that this report is completed and reviewed. Any relevant documentation can also be uploaded. A Post Accident Risk Assessment may be needed.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Dangerous occurrences that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Further information on [Reportable incidents - RIDDOR - HSE](#)

15. Hygiene and Control of Infection

To reduce the risk of infection whilst administering first aid, for example from Hepatitis B and HIV, it is agreed policy that first aid staff must cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment.

Disposable gloves must be worn whenever blood, or other body fluids are handled. Aprons, facemasks and shoe covers are also available. Disposable materials, such as paper towels or sanitising powder must be used to absorb fluids. Contaminated areas must be suitably cleaned and disinfected with Clinell Universal Sanitising Spray. Any disposable items used for cleaning should be wrapped in a plastic bag and disposed of in the skip bins outside to reduce the risk of infection. The yellow bin in the medical room is used for blood waste only. The school has a contract with a suitable company for the provision of the yellow medical waste bin and a regular collection service.

Any soiled clothing should be sent home in a plastic bag with parents for suitable disposal/washing at home. If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

16. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Supporting pupils with medical conditions and Medicines in School policy
- Administration of Medicines policy
- First Aid Risk Assessment

17. Legislation and guidance

This policy is based on the [Statutory framework for the early years foundation stage \(publishing.service.gov.uk\)](https://publishing.service.gov.uk) advice from the Department for Education on [first aid in schools](#) and [health and safety 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
- [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
- [First aid in schools, early years and colleges - GOV.UK](#)
- [Supporting pupils with medical conditions at school - GOV.UK](#)
- [Health and safety: advice for schools - GOV.UK](#)
- [Preventing and controlling infections - GOV.UK](#)
- [Health protection in children and young people settings, including education - GOV.UK](#)
- [Managing specific infectious diseases: A to Z - GOV.UK](#)

Further general information on this topic can also be found on the following website: www.hse.gov.uk