

EARLSMEAD PRIMARY SCHOOL

First Aid Policy



SUCCESS *for* ALL

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MISSION STATEMENT

At Earlsmead Primary School we encourage all members of our school community to strive to be the best they can be and develop new skills that empower them for life- long learning in order to become confident, valuable, members of society.

We create an inclusive, supportive, safe and challenging environment where all contributions are valued.

Learning is motivating and independence is encouraged hence all become reflective, self-learning team members with a positive sense of wellbeing and a love of learning.

OUR VISION

Working in partnership with children, parents, staff and Governors as a community we will achieve *Success for All* through:

Securing resilience

Understanding values and respecting others

Committing to our learning

Community involvement

Equality for all

Striving to do our very best

Setting high expectations

Introduction

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. HSE has published detailed first aid guidance to help employers comply with the regulations and offers practical advice on what they need to do.

While the regulations do not require employers to provide first aid for anyone other than their own employees, it is strongly recommended that all schools and colleges consider the needs of non-employees such as pupils, students and visitors when making provision for first aid.

In practice, most day-to-day functions in respect of health and safety and first aid are delegated to the head teacher. Employers should provide any relevant information to help them in drawing up the arrangements for the school.

First aid provision must be available while people are on school premises. It must also be available when staff, pupils and students are working elsewhere on school activities, including any off-site activities, such as educational visits. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment.

Any member of Earlsmead School may be asked to undertake first aid tasks, but they cannot be required to do so. Teachers and other staff working with the pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in education in the same way that parents might be expected to act towards their children.

In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

First Aid Needs Assessments

In addition to the legal requirement to have a Health and Safety Policy, employers should ensure that schools have a first aid policy and carry out a first aid needs assessment to help inform that policy.

It is strongly recommended that a record is kept of all incidents dealt with by a first aider or appointed person to help inform the development of the policy and any subsequent first aid needs assessments. Information from health and safety risk assessments can also inform these first aid needs assessments.

Identifying the likely causes of accidents or injuries will help **Headteachers and/or Health and Safety Leads** to work out the type, quantity, and location of first aid equipment needed, and the facilities and personnel required. The needs of pupils and visitors should be considered alongside the needs of employees when making such assessments and when putting in place appropriate first aid provision.

Provision should be enough to ensure that first aid can be administered without delay should the occasion arise, and be available at all times. This means that arrangements should take account of absences of a first aider or appointed person and reflect alternative work practices.

Employers should review their first aid needs after any major changes, such as changes to staff or premises, to make sure provision remains appropriate.

Members of SLT should ensure that staff, pupils, parents and carers are aware of their first aid arrangements. **Earlsmead meets this requirement by sharing their First Aid Policy via the school website:**
<https://www.earlsmeadprimaryschool.co.uk/page/?title=Policies&pid=21>

First Aiders

At Earlsmead Primary School, we have a **total of 4 staff members that hold a First Aid at Work Certificate and 13 staff members that hold a Paediatric First Aid Certificate (N.B. current at the time of writing and staff are trained/retrained regularly).**

To qualify as a first aider an individual should undergo appropriate training delivered by a competent training provider and hold a valid first aid certificate.

We would expect, in the vast majority of cases, that the first aid needs assessment would identify that at least one first aider is required to provide first aid to meet the needs of employees, pupils, students and visitors. There is no rule on the number of first aiders required as this will be identified as part of the first aid needs assessment and will be based on the circumstances of each individual school.

First aiders will be expected to:

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

It is the responsibility of employers and the Welfare Officer to ensure that their first aid staff have received the appropriate first aid training delivered by a competent first aid training provider.

First aid certificates are usually valid for 3 years. Employers and the Welfare Officer should arrange retraining before certificates expire. Once a certificate expires, the individual would have to undertake another full course to be reinstated as a first aider. It is strongly recommended that first aiders undertake annual refresher training to maintain their basic skills and keep up to date with any changes in procedures.

HSE provides guidance for employers to assist in the selection of a competent first aid training provider, including information on first aid course content.

Recording and Reporting

As a school, we keep a record of all incidents involving staff, pupils and visitors, which require first aid staff to be in attendance. This will help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The record for adults and students should be readily accessible (at Earlsmead it is located in the Welfare room) and details recorded should include:

- Date, time and class (if a pupil)
- Name of injured or ill person
- Details of the injury, incident or illness
- Details of what first aid was given and any other additional comments
- Signature of first aider or person dealing with the incident/injury or illness

Employers have specific statutory responsibilities in respect of recording and reporting incidents involving their employees under RIDDOR. The HSE should be notified of any fatal and major injuries and dangerous occurrences without delay.

HSE RIDDOR advice and the **HSE general RIDDOR guidance**, gives more details.

Injuries to anyone who has been involved in an accident at school, are only reportable under RIDDOR if the accident results in:

- The death of the person;
- An injury that arose and the person is taken directly from the scene of the accident to hospital for treatment.

First Aid Information

A member of SLT or the Welfare Officer should inform employees, pupils and visitors of the first aid arrangements and the location of:

- equipment
- facilities
- first aiders or appointed person

All staff should know how to contact a first aider or appointed person urgently should the need arise. At Earlsmead, first aid trained staff are identifiable by wearing a GREEN lanyard. There is also signage posted around the school to indicate who is first aid trained and to what level.

Staff should be made aware of the procedures for monitoring and reviewing the school's first aid needs. At Earlsmead, this information is included a part of induction, policy sharing and the Staff Handbook. The information should be clear and easy to understand and shared with employees, pupils, contractors and visitors to the school as appropriate.

Employers/Welfare Officer provides sufficient materials and equipment to meet the needs identified in the first aid needs assessment. The equipment should be made available, easily accessible and should be suitably labelled.

Earlsmead has a suitable accommodation that can be used for medical examination and treatment of pupils and for the short-term care of sick or injured pupils which includes a washbasin and is near a toilet.

The locations of First Aid Kits in Earlsmead School are:

- In upstairs classrooms in KS2 Coppice building
- The main office
- Welfare room
- Staffroom
- KS1 corridor (3 kits)
- KS2 ground floor corridor in Coppice building
- Acorns kitchen
- Caretakers room

The Welfare Officer is responsible for examining the contents of all first aid kits. The first aid kits should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

School Trips

When day trips, residential visits or sporting activities are organised 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.

There will always be at least 1 First Aider joining the school trips, who will bring along a fully stocked first aid kit.

Risk Assessments should be undertaken in order to plan for the inclusion of children with medical conditions (including consulting parents/carers and health care professionals if necessary).

Children with Medical Conditions who require medication, for example: inhalers or epi-pens. The children will carry their medication in a Yellow Medical bag.

Defibrillators, Spares and Pain Relief

Earlsmead Primary School has a defibrillator (AED) located on the wall in the Main Entrance. Earlsmead also has 2 spare inhaler relievers and spacers, located in the Welfare cupboard (this is to only be administered for children who are known to have Asthma).

Earlsmead Primary School does not hold any pain relief for children's use. In cases where this may be needed as a one off, parents will be called to administer to their child.

Medicines Administration

Medication should **NOT** be kept in a first aid kit.

Whilst some pupils will have long-term and complex medical conditions, they carry their own medication, for example: inhalers or epi-pens. These pupils will need to have access to their life saving medication in an emergency, the details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

Prior to staff members administering any medication, the parents/carers of the child must complete and sign either a long or short-term prescribed medication form. The completed form should be handed into the office, who will then hand it over to the welfare officer with the accompanying medication.

Any medication given to the Welfare Officer, will then be noted on the whiteboard in the Welfare room. This is for the First Aiders' information and to administer if needed.

The form must be accompanied by verification in the form of a signed or stamped letter or letterhead by the doctor, nurse or pharmacist explaining

the medical need for the medicine. The letter must detail the reason, the dosage and length of the course of medicine.

No child will be given any prescribed or non-prescribed medicines without written parental consent except in exceptional circumstances.

Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin, which must be in date but which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

Any medications left over at the end of a course will be returned to the child's parents to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Written records will be kept of any medication administered to children.

Earlsmead Primary School cannot be held responsible for side effects that occur when medication is taken correctly.

If a child refuses to comply with their health procedure, staff will not force them. Parents will be contacted and the Individual Health Plan may need to be reviewed.

Early Years First Aid

Early years education providers, including schools, must meet the Paediatric First Aid requirements set out in the statutory framework for the Early Years Foundation Stage (EYFS). This includes arrangements for off-site activities involving young children, such as day trips.

The EYFS requires that at least one person who has a current paediatric first aid (PFA) certificate should be on the premises and available at all times when children are present and should accompany children on school trips. All early years staff at Earlsmead Primary are either paediatric first aid trained or scheduled to be trained.

Paediatric first aid training must be renewed every 3 years and should be relevant for workers caring for young children and where relevant, babies. Employers should take into account, via their first aid needs assessment, the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.