



First Aid Policy

Approved: May 2025

Review: May 2026

Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Roles and Responsibilities](#)
3. [First Aid Provision](#)
4. [First Aiders and Appointed Persons](#)
5. [Automated external defibrillators \(AEDs\)](#)
6. [Accommodation](#)
7. [Emergency procedures](#)
8. [Reporting Accidents and Record Keeping](#)
9. [Offsite visits and events](#)
10. [Storage of medication](#)
11. [Illnesses and Allergies](#)
12. [Consent](#)
13. [Monitoring and review](#)

Statement of Intent

Ralph Butterfield Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are noted in the various policies and procedures on the shared drive, which can be viewed by all staff.

This 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. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

1. Legal Framework

1.1. 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 (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2023) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

1.2 This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Administering Medication Policy
- Allergen Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy
- Lone Worker Policy
- Supporting Pupils with Medical Conditions Policy

2. Roles and Responsibilities

All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

Staff will always use their best endeavours to secure the welfare of pupils.

Anyone on the school premises is expected to take reasonable care for their own and other's safety.

2.1. 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.

2.2. 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.

2.3. 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.

2.4. First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- 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.

2.5. The appointed person is 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 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

3.1. The school will routinely re-evaluate its first aid arrangements through a risk assessment, 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 onsite, and the nature and distribution of pupils and staff throughout the school.

3.2. The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain a minimum provision of first aid items to include:

- A leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings, of assorted sizes
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Medium-sized individually wrapped sterile unmedicated wound dressings
- Large-sized individually wrapped sterile unmedicated wound dressings
- Pairs of disposable gloves

3.3. The appointed person 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 First Aid room
- EYFS classrooms

4. First Aiders and Appointed Persons

4.1 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.

4.2 The school will ensure that all first aiders hold a valid certificate of competence, issued by an approved organisation, and that refresher training and retesting of competence is arranged for first aiders before certificates expire. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager (SBM).

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.

4.3 The appointed person will be responsible for ensuring supplies are maintained.

4.4 First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

4.5 The current first aid appointed person(s) are:

Name	Role	Expiry	
		First Aid at Work (FAW)	Paediatric First Aid (PFA)
Alison Sterling	School Secretary	Nov 2027	Jan 2028
Bibiana Aristizabal	Teaching Assistant		Jan 2026
Danielle Walker	Admin Officer	Nov 2027	Jan 2026
Emma Moss	Appointed Person School Business Manager	Sept 2026	July 2026
Laura Wakelam	School Secretary	Jan 2028	May 2025
Nicola Gibson	Teaching Assistant		Jan 2028
Sarah Farmer	Teaching Assistant		Sept 2025
Simon Keaney	Teaching Assistant	Jan 2028	March 2027
Tess Gough	Teaching Assistant		March 2027

4.6 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 line with government guidance and taking into account staff:child ratios, the school will ensure that there is at least one member 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 a list of staff who have a current PFA certificate and make this information available to parents should it be requested.

4.7 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.

4.8 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. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

5. Automated External Defibrillators (AEDs)

The school has obtained an AED through the DfE Supply Chain, which is located in the school office.

AED checks will be completed weekly, to include: checking the device is easily accessible, the battery life and the expiry date of defibrillator pads.

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 assessment.

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 will:

- Be large enough to allow for an examination.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders.

7. Emergency Procedures

- 7.1 If an accident, 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 an ambulance immediately or calling for a first aider.
- 7.2 Teachers all have access to red medical cards in the classroom, which can be sent with a pupil, to alert members of the office/first aiders that immediate help is needed. Children with a care plan in place or children with allergies have a separate medical alert card to easily identify the specific need of that child e.g. Auto Adrenaline Injector (AAI) required.
- 7.3 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. In this instance, the key purpose is to establish the quickest and safest way to get the child to hospital.
- 7.4 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 responding staff member will call 999 immediately.
- 7.5 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.

7.6 Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene. If a child is clearly in distress they should remain in situ and a first aider be called to attend the scene either via the radio, or sending an adult or child to the office to request this, using the red card. Any adult assessing the situation should not make assumptions and should be led by how the child is presenting.
- If first aiders believe an ambulance is needed, immediately call 999 and inform or consult parent/carer as set out in section 8.
- Moving the injured pupil to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the injured pupil/staff without making the injury worse.
- See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, should they not already be aware, the incident will be reported promptly to the Headteacher, Deputy/Assistant Headteacher or most senior staff member on site.

7.7 The school is aware that responding to an emergency 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 including Health Assured (employee assistance programme).

8. Reporting Accidents and Record Keeping

8.1 In the event of such an incident or injury to a pupil, at least one of the pupil's parents/carers will be informed as soon as practicable.

In the event of a serious injury or an incident requiring emergency medical treatment, the office staff will telephone the pupil's parent/carer as soon as possible.

A list of emergency contacts will be kept at the school office, this will be accessible by all members of staff and used for occasions when online access to student files is not possible.

8.2 For an emergency response requiring a call to a parent/carer, **determining transport to hospital via car or ambulance**, please see **Appendix A** (emergency call response prompt)

For an emergency response requiring a call to a parent/carer, when **an ambulance has already been called**, please see **Appendix B** (emergency call response prompt)

8.3 In the event of a serious injury or an incident requiring emergency medical treatment where a parent/carer cannot be contacted, or the parent/carer is contacted but unable to

attend school within a required timeframe, and an ambulance has not yet been called, one of the following options will be taken as deemed most appropriate, either:

A. An ambulance will be called

or

B. Two staff members will take the child to hospital: the driver must have business insurance on their vehicle, both staff members must be willing and happy to do so and there must be no danger of worsening the child's injury

or

C. If no staff member with business insurance on their vehicle is available, a taxi may be called if this route to hospital would be quicker than an ambulance. Two staff members would travel in the taxi with the child. The staff members must be willing and happy to do so and there must be no danger of worsening the child's injury.

8.4 When/if the parent/carer arrives at school, and it hasn't already been offered, staff will endeavour to ask if they would like another person/parent or carer to be called to assist them.

All pupils who have had any injury to the head, whether minor or major, will be given a wristband to alert the parent/carer. Where the first aider feels the head injury is more serious, the parent would be informed by telephone, particularly where there is a visible mark or bump.

First aiders will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given. This will be done via Medical Tracker (online system) and 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 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 DfE Data Protection in Schools guidance.

9. Offsite visits and events

- 9.1. 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.
- 9.2. The school will take a first aid kit on all offsite visits.
- 9.3. For more information about the school's educational visits requirements, please see the Educational Visits and School Trips Policy.

10. Storage of Medication

- 10.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions.
- 10.2. All 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 child, the date of prescription and the date of expiry of the medicine.
- 10.3. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 10.4. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an Auto Adrenaline Injector (AAI).
- 10.5. Parents/carer/carers 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.
- 10.6. When a parent/carer makes a request for medication to be given the school, that is subsequently approved by a member of SLT, the first aider will always try and ensure the medication is given at the correct time but there can be no guarantee.
- 10.7. 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

- 11.1. When a pupil becomes ill during the school day, the parents/carer will be contacted and asked to pick their child up as soon as possible.
- 11.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carer to pick them up. Pupils will be monitored during this time.

- 11.3. Where a pupil has an allergy, this will be addressed via the Allergen and Supporting Children with a Medical Condition policy.
- 11.4. The school will manage and emergencies relating to illnesses and allergies in accordance with the emergency procedures section of this policy.

12. Consent

- 12.1. Parents/carer's will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the start of each school year.
- 12.2. Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – 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 – guidelines will be issued to staff in this regard. A triage document has been shared with staff with guidelines for non-first aiders.

13. Monitoring and review

- 13.1. This policy is reviewed annually by the governing board, and any changes communicated to all members of staff.
 - 13.2. Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.
- 11.3 The next scheduled review date for this policy is May 2026.



Emergency Response Call to Parent/Carer - **Determining Transport to Hospital via car or ambulance**

- “Hello. This is Ralph Butterfield Primary School. We have X in (location).”
- “They have had an accident; we suspect ... / they are presenting as very unwell (reason).”
- “They need to go to hospital to be assessed.”

“Are you in a position to be able to get to school quickly and take them in your car?”

YES

NO

“How long do you think you will be?
Would you like us to call someone else to support you?”

YES

➤ Take details and call additional person

“That’s OK. We can either call an ambulance or
school staff can take them in a staff car, which
option would you prefer?”

AMBULANCE

“Where are you? (If in local vicinity and staffing allows) are
you happy for a staff member to come and collect you”

NO

“We will meet you at the hospital”

STAFF CAR

“We will meet you at the hospital”



Emergency Response Call to Parent/Carer - When an ambulance has been called

➤ **Call to be made, with second person present.**

- “Hello. This is Ralph Butterfield Primary School. We have X in (location).”
- “They have had an accident; we suspect ... / they are presenting as very unwell (reason).”
- “They need to go to hospital to be assessed.”
- “We have called an ambulance because we think that that will be the safest way to get them there

“Can you come to school now?”

YES

NO

“How long do you think you will be?
Would you like us to call someone else to support you?”

YES

- Take details and call additional person

Where are you?

(If in local vicinity and staffing allows) are you
happy for a staff member to come and collect you
now?

NO

“We will meet you at the hospital”

YES

Arrange to collect