

TOTTINGTON PRIMARY SCHOOL



First aid policy

First Aid Policy (Updated in line with current guidance and best practice)

Last Review: April 2026

Next Review: April 2027 or sooner if guidance changes

POLICY STATEMENT

The Governing Body and Headteacher accept their responsibility under the Health and Safety (First Aid) Regulations 1981 (as amended) and associated guidance. The school is committed to providing appropriate and timely first aid to pupils, staff, and visitors and to ensuring that procedures reflect current best practice, including Department for Education (DfE) and Health and Safety Executive (HSE) guidance.

AIMS

- To ensure effective first aid provision across the school
- To minimise the consequences of injury or illness
- To ensure compliance with statutory requirements
- To provide clear procedures for staff
- To ensure appropriate training and resources

ROLES & RESPONSIBILITIES

The Governing Body

- Approves, monitors, and reviews this policy
- Ensures adequate resources and staffing for first aid provision

Headteacher

- Overall responsibility for first aid arrangements
- Ensures risk assessments determine provision levels
- Ensures staff are trained and records maintained
- Ensures compliance with reporting requirements (including RIDDOR)

First Aiders

- Provide immediate care when required
- Maintain first aid equipment and report shortages
- Record all treatment given

All Staff

- Take reasonable care of pupils and themselves
- Report accidents and seek first aid support
- Follow procedures in this policy

FIRST AID PROVISION

First Aid Personnel

- The school maintains sufficient numbers of trained first aiders to meet risk assessment needs
- At least one trained first aider is present at all times (including wraparound care)
- Staff receive either:
 - Paediatric First Aid (EYFS compliant where required)
 - Emergency First Aid at Work / First Aid at Work
- Training is renewed every 3 years, with annual updates encouraged

Special Medical Needs

- Individual Healthcare Plans (IHPs) are in place for pupils with medical needs
- Staff supporting these pupils receive appropriate training

FIRST AID EQUIPMENT AND FACILITIES

The location of First Aid Kits are:

- Kitchen
- EYFS
- Playground (phase bumbags)
- Main office

Management of equipment:

- Kits are checked regularly (at least termly) and after use
- Records of checks are maintained
- Spare supplies are stored centrally

MEDICATION IN SCHOOL

- Prescription medication is stored securely and administered in line with the Supporting Pupils with Medical Conditions guidance
- Parental consent is required for administration

Inhalers

Inhalers for named individual pupils should be kept within the classroom either in the pupil's bag or by the class teacher. Parents must complete an authorisation form which is kept in the office & reviewed annually. **Must be accessible at all times. Spare emergency inhalers may be held in school in line with regulations**

Epipens

Epipens are stored in the school office where they are out of reach of children but not locked away and clearly labelled. **The school may hold spare emergency AAI devices in line with Legislation.**

Storage

Medication as detailed in individual care plans is to be stored in the first aid cupboard in the main office. Medication requiring refrigeration is stored in the dedicated fridge in the staff room.

OFF SITE ACTIVITIES

A first aid kit is taken on all visits. A trained first aider accompanies all trips. Risk assessments include first aid provision. Pupils' individual medication is carried and accessible

ACCIDENT & INCIDENT PROCEDURES**Immediate Response**

- Assess danger before approaching
- Ensure safety of self and others
- Call for a trained first aider for anything beyond minor injury
- Call 999 immediately in life-threatening situations

Key Principles

- Do not move seriously injured persons unless necessary
- Stay with the casualty until help arrives
- Reassure and monitor

RECORDING & REPORTING

Minor Injuries

- Recorded in accident books
- Parents informed where appropriate

Head Injuries

- Always assessed by a trained first aider
- Recorded and monitored
- Parents informed the same day (preferably by phone)
- A written/head injury notification provided

Serious Injuries

- Recorded on formal accident forms
- Reported to the Trust

RIDDOR Reporting (Updated Requirements)

The school complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:

Reportable incidents include:

- Death
- Specified serious injuries (e.g. fractures excluding fingers/toes)
- Injuries leading to more than 7 days absence
- Dangerous occurrences
- Injuries to non-workers requiring hospital treatment

Advice is sought from the Trust where needed.

COMMUNICATION

The school ensures:

- Staff are informed of first aid arrangements annually
- First aiders are clearly displayed around school
- First aid kit locations are signed
- This policy is shared with all staff

TRANSPORT TO HOSPITAL

Emergency Situations

- Ambulance called first
- Parents contacted immediately after

Non-emergency Situations

- Parents contacted to transport child
- If unavailable, school may transport with:
 - Appropriate insurance
 - Two adults present

Monitoring and Review

- First aid needs are reviewed annually
- Following any significant incident or change in circumstances
- Audit of incidents used to inform risk assessments

ADDITIONAL GOOD PRACTICE (ENHANCED)

- Infection control procedures followed (gloves, hygiene)
- Staff aware of safeguarding considerations during first aid
- Defibrillator (AED) access - located in the main reception area and outside on the allotment fence
- Mental health first aid awareness encouraged
- Regular drills for emergency response (where appropriate)

Signed _____ (Headteacher)

Signed _____ (Chairperson of the Governing Body)

Date _____