



First Aid Policy

Updated: May 2024
To be reviewed: May 2026

**EQUALITY SCHEME
EQUALITY IMPACT ASSESSMENT FOR
FIRST AID POLICY**

Staff / Committee involved in development:	L + M Committee; Headteacher / Bursar
For use by:	Staff and Parent/Carers
This policy relates to statutory guidance:	Supporting pupils with medical needs 2014 DFE guidance on asthma 2016 EYFS 2014 Children and Families Act 2014 Equality Act 2010 HSE First Aid in the work place
Key related Farndon Policies:	Health and Safety Policy Asthma Policy Medicines Policy Risk Assessment Policy

Equality Impact Assessment: Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach.

Groups:	Yes/ No	Positive/Negative impact
Disability	No	
Race	No	
Gender	No	
Age	No	
Sexual Orientation	No	
Religious & Belief	No	
Gender Reassignment	No	
Marriage & Civil Partnership	No	
Pregnancy & Maternity	No	
Other	Yes	Pupils with medical needs have full and equal access to curriculum.

Reviewed by	L + M Committee
Agreed by	L + M Committee Policies with negative impact must be notified at full governing body
Next Policy review date	May 2026

A copy of this form, and any related impact assessment form or action plan must be sent to the school office

Policy Statement

First Aid is the first assistance or treatment given to a casualty for an accident or sudden illness before the arrival of an ambulance or qualified medical expert. Circumstances may determine that any adult undertakes first aid in the absence of a qualified first aider. It is the policy of the school to provide all staff with the opportunity to attend First Aid training courses to enable the aims of First Aid policy to be achieved. **See Appendix 1 for staff training list**

[This policy adheres to the Rights of the child and article 24 where every child has the right to the best possible health.](#)

Aims of First Aid

- To preserve life.
- To prevent the condition worsening
- To promote recovery

Guidelines

First Aid is employed in two situations.

- 1) In cases where a person will need help from a medical practitioner or nurse, treatment for preserving life and minimising the consequences of injury and illness until such help is obtained.
- 2) Where treatment or minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner.

Definitions

Qualified First Aider

Is a person who has successfully completed a Health and Safety Executive approved First Aid course over a period of not less than four days. The qualifying certificate is valid for three years, and has to be renewed within the subsequent three years by successfully completing a regulation requalification course (not less than 2 day duration). Again this course must be organised by a body approved by the Health and Safety Executive for the certificate to be valid.

First Aid Officer: Mr A.Bond

Others qualified: Mrs E Davis Mrs P Axon Mrs L Cooper

Emergency First Aiders: Whole Staff

Paediatric First Aid: Mrs Sarah Roderick Miss G Roberts Mrs K Richards

First Aid equipment is available opposite the main office. A portable First Aid kit is available for activities off the school site and the midday assistants carry emergency first aid in their waist packs. Telephones, which can be used to summon the emergency services, are located in the school office, Year 6 classroom, Year 2 classroom, Pre School and the Staff Room.

Recording Procedures

All incidents where first aid has been administered must be recorded. Recording forms are to be found in a folder in the intervention area. When completed, these forms will be placed in a secure place in the school office. This is to ensure confidentiality for the child and to comply with the Data Protection Act. These forms will also provide evidence of responses. **See Appendix 2 for recording sheet.**

If the child has been seen by a First Aider within school, the record slip that is filled is shared with the class teacher and then shared with the child's Parent at the end of the day and the form is signed. Where it can't be signed, the Parent is contacted by telephone.

Where the injury is to the head, a head bump letter is completed. **See Appendix 3 for Head Bump letter.** This is given to the pupil to take home. Parents are seen at the end of the day. If the child is not collected at the end of the day by the parent, a phone call is made to them to share the information. If the pupil attends hospital, **PRIME** is completed on-line.

Sports Injuries and Field Trips

The portable first aid kit must be taken when children take part in sporting events on the school field or away from the school grounds. Whenever possible a qualified first aider will accompany sporting events or field trips (however, in most instances a member of staff is acceptable as they are all emergency first aid trained). EYFS pupils will be accompanied by a Paediatric First Aid qualified person at all times. Whenever taking pupils off site, their medical needs must be considered. A risk assessment must be completed and the medical draw string bag must be taken by the person leading the group.

Legal Situation

Staff who act for the school as qualified First Aiders are covered for their actions at work through the employers liability and third party insurance. The appropriate certificate can be viewed on the staff room wall.

Children with asthma: (see separate Asthma Policy)

Children with asthma are required to have their inhalers with them in school and to keep them close to hand so that they can be used quickly; these will be kept in a red grab bag that will hang on the back of the store room door.

Reminders are sent periodically to Parents to say that it is their responsibility to keep all inhalers within date. At the start of the year, a letter is sent to Parents asking if any medical needs or information has changed. This is shared with class teachers in their register packs.

Details of each pupils' inhalers are kept on a database in the school office and reminders are set for when expiry dates are due. In each classroom, pupils have access to their inhalers in the medical draw string bag which can be found on the back of the store-room door. When a pupil needs their inhaler, a slip is sent home to parents and it is logged on the asthma card, located in the medical bag.

Parents whose children are diagnosed with asthma are asked to give authorisation for the use of an emergency inhaler. In the very rare event of a pupils' inhaler not being available, the emergency inhaler must be used; this is located in the school office locked cupboard.

Children requiring Epi Pens

All staff including lunchtime assistants receive appropriate training from the Headteacher and / or Teaching Assistant who leads on medicines. Epi pens can be found in the school office in the locked filing cabinet immediately in view when entering the room. All pens are stored in clear plastic boxes with the pupil's name clearly marked. **In a situation where hospital treatment is required write clearly on the child's hand the dosage and the time administered.** The school's Bursar texts Parents 1 month in advance of the Epi Pen running out.

HIV / Aid and Hepititus B Protection

It is possible that a child / adult may have any of the above. It is therefore necessary to use the protective equipment provided at all times. Disposable gloves are to be found in the first aid box. Gloves should be worn when dealing with any body fluids.

Signed by:

Chair of Governors: M Rudd Date:

Head Teacher: A Walker  Date:01.06.24

Agreed at the Meeting of the Governing Body on:

To be reviewed: May 2026

Appendix 2



Minor Accident / Incident Report Form

Pupils name:		Age:	M	F
Date:	Time:	If fall, extent of drop Mtrs		
		If Head Bump, has letter been sent home? Y/ N		
How and where did the accident / incident happen?				
Details Of First Aid Administered:				
What control measures have been put in place to prevent it happening again?				
Signed:		Date:		



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What control measures have been put in place to prevent it happening again?				
Signed:		Date:		

Appendix 3

Head Bump Notification

Dear Parent/Guardian,

Your child _____ received a bump to his/her head today. Your child was seen by a first aider and has not displayed any adverse effects. However, as a precautionary measures you may wish to observe your child for any of the following and seek medical attention if necessary.

- Confusion/Memory Loss
- Nausea /Vomiting
- Vision changes
- Excessive Sleepiness
- Severe headache
- Slurred speech
- Restlessness/Irritability
- Dizziness

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Signed

Date