



# Devonshire Primary Academy First Aid Policy



Adopted by Governors/HT: HT  
Implementation date: Jan 2015  
Review period: Annually  
Last review date: Sep 2025  
Person responsible for policy: HT & DHT

## **Statement of Intent**

Devonshire Primary Academy 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 suitable and sufficient risk assessments 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.

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 and make clear arrangements for liaison with ambulance services on the school site.

### **1. Definition and Background**

#### **Definition**

For the purposes of this policy, the school will follow the definition of First Aid outlined below from Wirral NHS Foundation Trust:

“First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut. First aid is generally performed by the layperson, with many people trained in providing basic levels of first aid and others willing to do so from acquired knowledge.”

#### **Background**

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. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment.

Although the regulations do not require employers to provide first aid for anyone other than their own employees, the DfE strongly recommends that all schools consider the needs of non-employees such as pupils and visitors when making provision for first aid and that first aid provision must be available:

- While people are on school premises.
- When staff and pupils are working elsewhere on school activities, including any off-site activity such as educational visits.

## **2. Legal Framework**

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 (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2024) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy is implemented in conjunction with the following school policies:

- GDPR Confidential Records Management Policy (SVT)
- Health and Safety Policy (SVT)
- Learning Outside the Classroom Policy
- Lone Worker Policy (SVT)
- Safeguarding and Child Protection Policy (SVT)
- Supporting Pupils with Medical Conditions Policy

## **3. Roles and Responsibilities**

The **Headteacher**, in conjunction with the SMT and the Business Lead, is responsible for:

- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- The overarching development and implementation of this policy and its related procedures.
- Ensuring that this policy is accessible to staff, parents and visitors.
- Ensuring a first aids needs assessment is undertaken to inform policy, practice and protocol.
- Ensuring that relevant risk assessments have been conducted to ensure the health and safety of the school community and are reviewed at least annually.
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school (currently Mrs Horabin).
- Ensuring that appropriate and sufficient first aid training is provided for staff.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that adequate equipment and facilities are provided for the school site.

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- 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.
- 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.

**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.
- Endeavouring at all times to secure the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.
- Knowing where class allergy lists are kept and ensuring that children do not select school meals or participate in food-related activities that could pose a risk to them.
- Informing the appointed person (currently Mrs Horabin), or the delegated member of staff (currently Mrs Pierce), if they have used items from a first aid box so they can be replaced as soon as possible after use.

**First aid staff** are responsible for:

- Completing and renewing training as dictated by the governing committee/senior management team.
- 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.

The **appointed person** (currently Mrs Horabin) is responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge, if required, when someone is injured or becomes ill.
- Ensuring that the school has:
  - Suitably stocked first-aid kits.
  - Information for all employees giving details of first-aid arrangements.
- Looking after the first-aid equipment, e.g. restocking the first aid container, or delegating this responsibility to a trained member of staff (currently Mrs Pierce).
- Calling the emergency services where necessary.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in first aid training and refresher training where appropriate.
- Maintaining injury and illness records as required or delegating this responsibility to a trained member of staff.

#### **4. First Aid Provision**

The school will regularly monitor and assess its first aid arrangements, 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.

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The school will have suitably stocked first aid boxes in line with the assessment of needs. All first aid containers will be identified by a white cross on a green background. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 40 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 41 individually wrapped triangular bandages, preferably sterile
- 5 low adherent dressings (approximately 5cm x 5cm)
- 3 low adherent dressings (approximately 10cm x 10cm)
- 4 medium-sized (approximately 12cm x 12cm) individually wrapped sterile un-medicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile un-medicated wound dressing
- 3 packs of 10 sterile gauze swabs (approximately 5cm x 5cm)
- 1 roll of hypo-allergenic tape
- 3 pairs of disposable gloves

Items will be safely discarded after the expiry date has passed.

First aid boxes are located in the following areas:

- The school office
- The main staffroom and the satellite building staffroom
- Every classroom
- Honeycombers out of school club room
- Minibus
- Kitchen
- 2x trip kits

Each class teacher, or class-based support staff, will be responsible for ensuring all first aid kits are properly stocked and maintained and alerting the appointed person (currently Mrs Pierce) when stock needs replenishing.

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

The school will expect staff working with pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

The school will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The school will include the provision of first aid information during induction training.

### **5. First Aiders**

All staff members should be 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

The main duties of first aiders will be to give immediate help casualties and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid first aid certificate and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire, as far as is practicable.

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.

For **pupils in Preschool and Reception**, 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. For **pupils in Years 1-6**, the school will ensure that there is a sufficient number of first-aid personnel on the premises and available at all times when pupils are present, and at least one first aider accompanying pupils on any and all outings taken.

## 6. First Aiders in the Early Years

***Please note, bumps to the head should be treated with a cold compress/covered ice pack. Do not apply ice or an iced product directly to the skin.***

The school will ensure that it meets the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities. In doing so the school will ensure the following:

- Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.
- At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings.
- PFA training is renewed every three years.
- All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff:child ratios at level 2 and/or level 3.
- It displays, or makes available to parents, a list of staff who have a current PFA certificate.

## 7. First Aid Procedures

***Please note, bumps to the head should be treated with a cold compress/covered ice pack. Do not apply ice or an iced product directly to the skin.***

In the event of a known or visible injury to a pupil, a parent will be informed as soon as practicable. In Preschool and Reception, this will be in the form of written documentation (carbonless duplicate accident books) given to the parent/contact collecting at the end of the school day. In Years 1-6,

this may be in the form of a sticker worn by the pupil, a letter sent home with the pupil at the end of the school day, a message on Class Dojo/Parentapp or a phone call. **Any injury to the head or face area must be reported to office staff so a telephone call can be made to the pupil's parent** so they may seek guidance on the action to take if symptoms develop. A list of emergency contacts are kept electronically at the school office.

If you deal with an accident that does not require an immediate phone call home, please ensure you report it to the class teacher so they can inform the pupil's parent.

### **Tier 1**

If a minor incident or injury occurs e.g. small bump, bruise or cut, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for a first aider. If called, a first aider will assess the situation and take charge of first aid administration. The first aider will enter a record of the injury/accident/illness in the appropriate first aid book. The entry 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.
- What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- Name and signature of the first aider or person dealing with the incident.

First aid books should be sent to the Business Lead at the end of each academic year for archiving and kept in line with The Sea View Trust's GDPR Compliant Records Management Policy.

### **Tier 2**

All other incidents (near misses) or injuries - or any incident or injury that results in a child being sent home or voluntarily collected by their parent due to the nature of the injury or the distress caused - must be reported using an official accident/incident form, which can be obtained from the school office. These forms should be completed in as much detail as possible and as soon as possible by the member of staff who witnessed, provided first aid, or dealt with the pupil following the accident/incident. Once completed, the H&S coordinators will conduct an immediate investigation, take corrective or preventative action and feed back to staff where necessary. The H&S coordinators will also 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.

The Business Lead is responsible for the storage of accident/incident forms. These forms and any associated paperwork should be archived at the end of each academic year and kept in line with The Sea View Trust's GDPR Compliant Records Management Policy.

## **8. Emergency Procedures**

If an incident, 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.

If called, a first aider will assess the situation and take charge of first aid 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.

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. 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.

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

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and a school administrator calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, a school administrator calls the pupil's parent as soon as possible to inform them of the course of action required. Where the parent is unable to assist, the pupil may be taken to a hospital or GP surgery in a staff car (with the correct level of insurance), accompanied by at least two staff members – one of whom to drive the car, and one of whom, a first aider, to sit with the pupil in the back seat and attend to their medical needs. At least one of the staff members remains with the pupil at the hospital or GP surgery until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to the Headteacher.

Responding to an incident can be stressful for the first aider. Following the incident, the first aider may require support such as a debrief from any ambulance crew on scene, an appointment with their GP or mental health support from external helplines and websites located at the bottom of the government page: '[Promoting and supporting mental health and wellbeing in schools and colleges](#)'.

## **9. Illnesses During the School Day**

When a pupil becomes ill during the school day, the class teacher or a member of support staff will ask SMT to make a decision about whether or not the pupil is well enough to stay in school.

When a pupil is deemed too unwell to remain in school, their parent will be contacted and asked to pick their child up as soon as possible. If the school is unable to make contact with the pupil's first contact, all other contacts will be tried.

Where possible, the pupil's class teacher will try and provide a quiet area for them to rest while they wait for their parent to collect them. Pupils will be monitored by classroom staff during this time.

## 10. **Medication and Storage**

Parents are responsible for advising the school when their 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.

The school will ensure that staff are aware of government guidance which stipulates that the administration of first aid at work does not include the giving of tablets and medicines, whether prescribed or not.

Long-Term Medication (e.g. asthma inhalers) which can be self-administered: these are accepted in school, with self-administration by the pupil after completion by the parent of the medical form. This medication should be stored in classrooms in a clearly labelled and accessible medical container. Other long-term medication to be administered by a designated member of staff should be stored in the locked central store in the Safeguarding & Family Engagement Officer's office.

Short-Term Medication (e.g. for infectious diseases): these should not generally be administered by academy staff. If necessary, parents may bring medication into the academy office to enable parental administration of medication throughout the school day. Short term medication cannot be stored in the academy as they often require refrigeration or other specialist storage, which the academy cannot offer.

Medicines will be stored securely and appropriately in accordance with individual product instructions. 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 patient, the date of prescription and the date of expiry of the medicine.

Medicine will be returned to parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. inhalers and an EpiPen.

The school keeps its own **spare inhalers**. *Inhalers and spacers are stored in a marked plastic box with a green handle in the following areas:*

- *Hall Tech Desk (Ground Floor Main Corridor) – exp 04/2028*
- *SENDCO Office (Ground Floor Admin Loop) – exp 04/2028*
- *Deputy Headteacher Office (1<sup>st</sup> Floor Landing) – exp 04/2028*
- *Central Office (2<sup>nd</sup> Floor Landing) – exp 04/2028*
- *Y6 Spare Classroom (Satellite Building) – exp 04/2028*
- *Emergency Grab Box (Ground Floor Main Corridor) – exp 10/2027*

**For pupils**, the school keeps its own **spare EpiPen Jr Adrenaline Auto-Injector 0.15mg**. *The EpiPen is stored in a red labelled bag inside a clear plastic box with green handle in the following area:*

- *SENDSCO Office (Ground Floor Admin Loop – exp 03/2027).*

**For staff**, the school keeps its own **spare EpiPen Adrenaline Auto-Injector 0.30mg**. *The EpiPen is stored in a red labelled bag next to the first aid kit in the following area:*

- *Main Office (Ground Floor Admin Loop – exp 06/2027).*

EpiPen training for staff is offered annually; training last took place 11/06/2025 and refresher training is scheduled for 10/06/2026.

## **11. Automated External Defibrillators (AEDs)**

The school, with funding from Blackpool Council, has procured a Mindray AED (shock pads expiry date 10/2026) and this is located in the staff entrance porch. Staff and visitors are made aware of the location of the AED via signage in various places throughout the building stating, *“This building is equipped with an AED. Location: Staff Entrance.”*

An AED should be used when a person is in cardiac arrest. If you see someone having a cardiac arrest or not breathing call 999 and start CPR. So that you can perform CPR without interruption, you should always send another person to get the defibrillator, operating instructions and clear pouch of first aid equipment. You must call 999 before operating the AED.

**Anyone can use a defibrillator and you don't need training. Once you open the lid of the AED, an automated voice will give clear instructions on how to use the device. The device checks the heart rhythm and will only tell you to shock if it's needed so you can't shock someone accidentally.**

Signage has also been displayed outside the school office on Devonshire Road. This means that the AED could be used to resuscitate members of the public during term time and school opening hours if needed.

## **12. Offsite Visits and Events**

Before undertaking any offsite visits or events, the staff member 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.

For **pupils in Preschool and Reception**, the school will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate accompanying pupils on any and all outings taken. For **pupils in Years 1-6**, the school will ensure that there is at least one first aider accompanying pupils on any and all outings taken.

The staff in charge will take a fully-stocked first aid kit on any and all outings.

For more information about the school's educational visit requirements, please see the Learning Outside the Classroom Policy and the Trips and Visits Risk Assessment.

## **13. Consent**

As part of the admission process, parents will complete and sign medical consent on the admission form, to include emergency numbers, alongside details of allergies and medical

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conditions. Parents will be reminded via ParentPay (push notification and email) to update these details at the beginning of every half-term.

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.

## Appendix 1 Spills Kit Instructions

### Dealing with Bodily Fluids

#### Information

Bodily fluids should be cleaned by site staff whenever possible. If site staff are unavailable, the member of staff who discovers the spill is responsible for cleaning it.

Each year group has a centrally stored mini-PPE kit containing aprons and gloves. These should be used when cleaning a soiled child, prior to collecting a body spills kit for cleaning the surrounding area.

Body spills kits are located in the main building staffroom, Mrs Horabin's office, the PPA room and the satellite building staffroom. These should be used for cleaning and disinfecting the wider affected area.

*If a mini-PPE kit or body spills kit requires refilling, please contact a member of the site staff for assistance.*

*\* Please also refer to the Bodily Fluids Risk Assessment \**

#### Instructions

1. **Isolate the Area:** Prevent access to the affected area to ensure safety.
2. **Wear Appropriate PPE:** Use disposable gloves, a disposable apron, and eye protection if necessary.
3. **Remove the Spill:**
  - Carpeted Floors:**
    - Sprinkle absorbent powder over the spill.
    - Allow the spill to solidify.
    - Use paper towels to contain the spill
    - Scrape up any residue with cardboard scrapers into the provided bags.
  - Hard Floors:**
    - Use paper towels to contain the spill.
    - Scrape up any residue with cardboard scrapers into the provided bags.
4. **Clean and Disinfect:** Spray the pale green detergent/disinfectant on the affected area and clean (designated cloth for carpeted floors / paper towels on hard floors).
  - **Dispose of Contaminated Materials:** Double-bag all contaminated items using the waste bags provided and dispose of them in the general waste bin in the bin store or return items to parents. (Important: Soiled clothes must be laundered separately and never in the Preschool kitchen.)
5. **Hand Hygiene:** Wash hands thoroughly with soap and water after cleaning, even if gloves were worn. (Note: Alcohol-based hand sanitiser is not a substitute for handwashing.)
6. **Ensure Area Safety:** Use appropriate signage for hazards that may remain, such as wet floors.
7. **Notify Site Staff:** Inform site staff so the spills kit can be replenished.

In the event of accidental exposure to a contaminant:

- Broken Skin: Wash immediately with soap under running water.
- Eyes: Rinse thoroughly with water.
- Mouth: Do not swallow; spit out and rinse with water.
- Report: Notify the appropriate person and seek medical advice or attend Accident & Emergency if necessary.

