

Learn and Prosper School

First Aid Policy Framework

1. Introduction

1.1 Purpose of the Policy

This First Aid Policy outlines the school's commitment to providing appropriate first aid provision for all pupils, staff, and visitors. The policy ensures that immediate and effective care is given in the event of injury or illness, thereby reducing the impact and severity of the incident. The policy also ensures statutory compliance with health and safety legislation and the well-being of the school community.

1.2 Aims and Objectives

- To ensure pupils, staff, and visitors receive appropriate care if they are injured or unwell.
- To ensure the school complies with the Health and Safety (First-Aid) Regulations 1981.
- To provide clear procedures for responding promptly to incidents requiring first aid.
- To ensure that staff are trained and confident in providing basic first aid support.
- To maintain records of first aid incidents and review these regularly to identify patterns and improvements.

1.3 Statutory and Regulatory Compliance

This policy is developed based on the following key guidance:

- Health and Safety (First-Aid) Regulations 1981
- DfE "Guidance on first aid for schools" (updated regularly)
- DfE "Supporting pupils at school with medical conditions" (2015)
- Ofsted School Inspection Handbook – Section on health and safety
- Statutory Framework for the Early Years Foundation Stage (EYFS)

2. Roles and Responsibilities

2.1 Governing Body

- Ensure that the school has an appropriate First Aid Policy in place.
- Review the policy annually or following significant incidents.
- Ensure suitable funding is allocated for first aid facilities, equipment, and training.
- Monitor compliance through reports from the headteacher.

2.2 Headteacher

- Implement and maintain appropriate first aid arrangements.
- Ensure a sufficient number of trained first aiders are available, including during off-site activities.
- Carry out risk assessments to inform first aid needs.
- Ensure procedures are in place for recording and reporting incidents.

2.3 Trained First Aiders

- Administer first aid in accordance with their training.
- Ensure that their certification remains up to date.
- Maintain accurate records of treatments administered.
- Report incidents requiring external medical attention to the designated safeguarding lead or appropriate manager.

2.4 All Staff

- Familiarise themselves with the First Aid Policy.
- Know how to contact a trained first aider or the school office in emergencies.
- Support the first aid process where appropriate.
- Report any accidents or health and safety concerns promptly.

3. First Aid Provision

3.1 First Aid Needs Assessment

The school will carry out a first aid needs assessment annually and following any significant changes. This assessment will consider:

- Total numbers of pupils and staff.

- Layout and size of the school environment.
- Proximity to the nearest emergency services.
- Specific needs of pupils with long-term health conditions.
- High-risk areas such as science labs, kitchens, or playgrounds.
- Off-site and extracurricular activities.

3.2 Types of First Aiders

The school will ensure the appointment of appropriately trained staff to the following roles:

- **First Aiders** (with First Aid at Work or Emergency First Aid at Work certification)
- **Paediatric First Aiders** (for EYFS provision in accordance with EYFS requirement)
- **Appointed Persons** (where necessary, to take charge in emergencies and call services)

A current list of first aiders is shared with all staff and displayed on noticeboards.

3.3 First Aid Equipment

The school will maintain fully stocked and easily accessible first aid kits across the site, in line with HSE recommendations. These are located:

- In the medical/first aid room
- In high-risk areas (e.g., PE department, science lab, kitchen)
- In vehicles used for off-site visits

A designated person is responsible for checking and restocking the kits monthly.

If held by the school, the Automated External Defibrillator (AED) is maintained and checked regularly.

3.4 First Aid Facilities

The school provides a designated first aid/medical room that:

- Is accessible, clean, and has appropriate lighting and ventilation
- Has a sink with running hot and cold water
- Contains first aid supplies and equipment
- Maintains a log of all visits and administration

Alternative spaces will be identified for temporary use if this room is unavailable, ensuring dignity and privacy.

4. Procedures

4.1 Responding to Incidents

Once an incident has occurred:

- The nearest trained first aider is alerted.
- First aid is administered in line with training.
- If emergency services are required, this will be coordinated by the school office or senior leader.
- PPE is used where there is a risk of bodily fluids.
- The injured person is monitored until recovered or further care is received.

4.2 Recording and Reporting

All incidents are recorded using the school's accident recording systems. For pupils, a standard form is completed including:

- Date, time, and location of the incident
- Nature of the injury
- Treatment given
- Name and contact of the first aider
- Outcome and next steps (e.g., return to class, collection, hospitalisation)

Accidents deemed serious or involving hospital treatment are reported to the headteacher and the LA if required.

For staff, the same principles apply; if the injury meets RIDDOR criteria, it will be reported to the HSE.

4.3 Notifying Parents/Carers

Parents/carers will be informed if their child has received first aid for:

- Any bumped head
- Any injury leaving a visible mark
- If they've been sent home or received significant treatment

Communication is made via phone, email, or a letter home the same day.

4.4 Managing Medicines

While this policy does not cover the full details on medicines, basic principles include:

- First aiders may assist in administering emergency medication such as inhalers, adrenaline auto-injectors, or diabetic pens if authorised.
- All medications are stored securely and are accessible when needed.
- See “Supporting Pupils with Medical Conditions Policy” for full procedures.

5. Training and Qualification

5.1 First Aid Training Requirements

The school will provide the following qualifications:

- **First Aid at Work (FAW)** – 3-day course for lead first aiders.
- **Emergency First Aid at Work (EFAW)** – 1-day course for other key staff.
- **Paediatric First Aid** – for all EYFS staff (12-hour course in line with EYFS statutory framework).

The training provider will be HSE-recognised and records of certifications will be held.

5.2 Refresher Training

- All first aiders must renew their formal qualification every 3 years.
- Annual refresher sessions are encouraged in line with best practice.
- Reminders for renewal dates will be issued by the school business manager or administrator responsible for training.

5.3 Record Keeping

The school keeps a central database of qualified first aiders including:

- Name
- Qualification
- Date of training
- Expiry date
- Level of competency

This list is updated termly and shared with staff.

6. Off-Site Visits, Extra-Curricular and High-Risk Activities

6.1 Educational Visits

All off-site activities must include appropriate first aid provision as part of the risk assessment and planning process. This includes:

- At least one trained first aider present on the visit.
- A portable first aid kit taken on the trip.
- Emergency contact numbers and medical information for all pupils/staff.
- Planning in line with the Educational Visits Policy and EVC procedures.

6.2 Sporting Events

For all sporting events:

- A trained first aider must be present.
- A stocked first aid kit must be available pitch-side or in the sports hall.
- Staff leading activities are responsible for identifying and responding to incidents as per this policy.
- For inter-school competitions or tournaments, equivalent arrangements must be made.

7. Infection Control

7.1 Universal Precautions

To minimise risk of infection:

- Disposable gloves and aprons must be worn when dealing with bodily fluids.
- Hands must be washed before and after handling injuries.
- Single-use items such as dressings should be used and disposed of properly.
- Resuscitation (if required) should follow UK Resuscitation Council guidelines with the use of a barrier where possible.

7.2 Cleaning and Hygiene Measures

- Spills of blood, vomit, or other bodily fluids should be cleaned using appropriate disinfectant and absorbent materials.
- Contaminated items should be double-bagged and disposed of via clinical waste channels if applicable.
- Hygiene supplies will be regularly checked and replenished.

8. Monitoring and Evaluation

8.1 Monitoring

- Accident records are reviewed termly to identify trends or staff training needs.
- Regular inspections of first aid equipment and facilities are carried out.
- Feedback from staff on first aid incidents is collected to inform future planning.

8.2 Policy Review

This policy will be reviewed:

- Annually
- Following changes to statutory guidance
- After any serious incident or concern is raised
- Following feedback from staff or first aiders

Any changes will be ratified by the governing body.

9. Related Policies

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits Policy
- Safeguarding and Child Protection Policy
- Intimate Care Policy
- Behaviour and Physical Intervention Policy

10. Appendices

Appendix A: List of Trained First Aiders

A current list is maintained and displayed across school buildings with names, locations, and expiry dates of certificates.

Appendix B: First Aid Kit Contents Checklist

Each kit includes:

- Sterile bandages

- Plasters (assorted sizes)
- Antiseptic wipes
- Disposable gloves
- Scissors and tweezers
- Eye pads
- Sterile dressings
- Burn gel

Appendix C: Accident/Incident Form Template

A standardised form is stored electronically or in hard copy form capturing:

- Time/date of incident
- Nature of injury
- Person affected
- Treatment given
- Witness statements
- Parental/carer communication

Appendix D: Flowchart for First Aid Response

A visual flowchart detailing:

- Recognition of incident
- Call for first aider
- Administer first aid
- Contact office/emergency services
- Notify parents/carers
- Record and report incident

Appendix E: RIDDOR Reporting Guidance

Explanation of injuries that must be reported to HSE:

- Fatalities
- Major injuries (e.g., fractures other than fingers/toes)
- Injuries causing over 7 days' absence

- Dangerous occurrences

For more information, see: www.hse.gov.uk/riddor