

Samlesbury CE Primary School

'Let your light shine!'

Live as a light to others

Live to do good

Live to love God

Based on Matthew 5:14-16



First Aid and Medicines Policy

Policy written: May 2026

Review date: May 2028

Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. – Ephesians 4:32

Samlesbury Church of England Primary School
First Aid and Medicines Policy

First aid policy May 2026

1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes
- All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.
- To maintain a sufficient number of staff members trained in first aid.

Implementation:

- A sufficient number of staff to be trained as First Aiders (2 with paediatric first aid and at least 3 additional staff with first aid training with at least one member of staff Forest School trained out on a forest school session).
- First aid kits will be located in the first aid area (staff kitchen area).
- A confidential up-to-date register located in the school office will be kept of all injuries or illnesses experienced by children that require first aid.
- First aiders will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, more serious injuries - parents will be notified.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication, including headache tablets or liquids, will be administered to children without the express written permission of parents or guardians.
- Parents of all children who receive first aid for head bumps, will receive a completed form indicating the nature of the injury, and treatment given. For more serious injuries/illnesses, the parents/guardians must be contacted by staff so that professional treatment may be organised. All injuries to a child's which have required treatment in school must be reported to parents/guardians at the end of the day or earlier if this is felt appropriate.
- Any student who is collected from school by parents/guardians as a result of an injury, or who is administered treatment by a doctor/hospital or ambulance officer as a result of an injury, or has an injury to the head, face, neck or back, or where a teacher considers the injury to be greater than "minor" will be reported on Form HS1 - Accident/Incident Record

- Parents of ill children will be contacted to take the children home.
- All staff have authority to call an ambulance immediately in an emergency. If the situation and time permit, a teacher or a member of support staff may confer with others before deciding on an appropriate course of action.
- All staff can administer the epi-pens for allergic reactions if they consider it necessary – all staff have had training on how/when to administer them. The epi-pens are located in the cupboard in the bursar's office in a clearly labelled box.
- A comprehensive first aid kit will accompany all trips, along with a mobile phone.
- All children on a residential school trip will have provided a signed medical form providing medical detail and giving teachers permission to contact a doctor or ambulance should instances arise where their child requires treatment. Copies of the signed medical forms to be taken on school trips as well as kept at school.
- All children, especially those with the documented asthma management plan, will have access to their Ventolin and a spacer at all times.
- A member of staff is to be responsible for the purchase and maintenance of first aid supplies, first aid kits, ice packs and the general upkeep of the first aid area (appointed person: Sandra Hill)

Medicines in School

Staff can administer prescription medicines where:

- The medicine is prescribed, and in the original container, clearly showing the child's name, and dosage. Where the medicine can equally be safely administered at home, when the child returns from school then this should be done so. Children will be encouraged to manage their own medicines where appropriate, but they must always be given to a staff member for safe keeping. A medicine administration form must be completed by a parent/carer giving school permission to do so.
- Non-prescription medication such as paracetamol, ibuprofen, antihistamine etc can be administered by school staff but a form must be completed by parents giving permission, exact dosage, and the time of the last dosage. Staff do reserve the right to request that parents/carers should come back to school to administer a medicine.
- Staff cannot administer medicines which are not prescribed unless there is a letter from the child's doctor.
- If children refuse to take prescribed medicines, the parents will be contacted immediately and must resolve the situation.
- Should a child have long-term medical needs, a plan will be made by the school, in collaboration with parents and involved agencies to ensure the child's continuing education.
- Children may keep chronic medical support such as inhalers, about their persons and manage these themselves however school must be provided with additional inhalers so that one is always at hand in a central location.
- Staff members who need to bring medicine to school must store it in an area where children are not permitted, and this must be out of sight. Under no circumstances should medicine be left in classrooms or any area which the children use.

- Any medication administered is recorded in the medicine in school log.

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school has 2 trained paediatric first aiders and 9 first aid at work trained staff. For Forest School activities there are also Outdoor trained first aiders. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)

- Keeping their contact details up to date

Our school's paediatric first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

Lancashire Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.3 The Headteacher

The Co-Headteachers are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider is not called and passing these on to the school office to add to the first aid record.
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment

- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Headteacher or if not available the school bursar, will contact parents immediately.
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit.
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. There will always be at least one first aider on school trips and visits in Key Stage 1 and 2

5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The main office
- The staff kitchen

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will be retained by school
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

6.2 Reporting to the HSE

The Co-Headteachers will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). They will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment

- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The class teacher or teaching assistant will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The Co-Headteachers will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Head teacher in conjunction with the Resources committee every 2 years.

At every review, the policy will be approved by the full governing board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy

- Risk assessment policy
- Policy on supporting pupils with medical conditions