



# Thrunscoe Primary and Nursery Academy

## First Aid Policy

### Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Aims](#)
3. [Roles and Responsibilities](#)
4. [First aid provision](#)
5. [First aiders and appointed persons](#)
6. [Automated external defibrillators \(AEDs\)](#)
7. [Accommodation](#)
8. [Emergency procedures](#)
9. [Reporting accidents and record keeping](#)
10. [Offsite visits and events](#)
11. [Storage of medication](#)
12. [Illnesses](#)
13. [Allergens](#)
14. [Consent](#)
15. [Monitoring and review](#)

## Statement of intent

Thrunscoc Primary and Nursery 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 a suitable and sufficient risk assessment 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. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behavioural Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Allergy Policy
- Educational Visits and School Trips Policy

The school's admin team has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

### 1. Legal framework

1.1. This policy is based on the [statutory framework for the Early Years Foundation Stage](#), advice from the Department for Education (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- Health and Safety at Work etc. Act 1974
- The Road Vehicles (Construction and Use) Regulations 1986
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

- DfE (2022) 'First aid in schools, early years and further education'

This policy complies with our funding agreement and articles of association.

## **2. Aims**

- 2.1. All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.
- 2.2. Staff will always use their best endeavours to secure the welfare of pupils.
- 2.3. Anyone on the school premises is expected to take reasonable care for their own and other's safety.
- 2.4. The aims of this policy are to:
  - Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor so that they are 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
- 2.5. 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 before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

## **3. Roles and Responsibilities**

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments
- 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
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties
- Ensuring that adequate equipment and facilities are provided for the school site

- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance
- Ensuring that an 'appointed person' is selected from amongst staff to take the lead in first aid arrangements and procedures for the school

The headteacher is responsible for:

- Ensuring that an appropriate number of appointed persons and trained first aid personnel are present in school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- The development and implementation of this policy and its related procedures
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid
- Ensuring appropriate risk assessments are completed and appropriate measures 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
- 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
- Reporting specified incidents to the HSE when necessary

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
- Securing the welfare of the pupils at school
- Making pupils aware of the procedures to follow in the event of illness, accident or injury
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board
- 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
- Keeping up to date with government guidance relating to first aid in schools

The appointed person is responsible for:

- Overseeing the school's first-aid arrangements
- Taking charge when someone is injured or becomes ill
- Looking after the first-aid equipment, e.g. restocking the first aid container (the appointed person can delegate this duty to the admin staff)
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Calling the emergency services where necessary
- Maintaining injury and illness records as required

- Partaking in emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
  - What to do in an emergency
  - How to assess and monitor a casualty
  - First aid for the unconscious casualty
  - First aid for someone who is having a seizure
  - Maintaining injury and illness records as required
  - Paediatric first aid

#### **4. First aid provision**

The school will routinely re-evaluate its first aid arrangements through a risk assessment, 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.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves

All first aid containers will be identified by a white cross on a green background. No medication is stored in first aid kits.

The appointed person (or delegated Admin staff) will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes and bags are in the Medical Room and each classroom.

#### **5. First aiders and appointed persons**

- 5.1. The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.
- 5.2. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the admin officer.
- 5.3. All staff members in the Early Years Foundation Stage, level 2 and above, will undertake Paediatric First Aid training within 3 months of joining the academy.

- 5.4. At least one member of staff with a current and full Paediatric First Aid certificate will be available at all times when pupils are present, and will accompany pupils on any outings.
- 5.5. The school will ensure they have a designated qualified mental health first aider to help recognise the warning signs of mental ill health and to have the skills required to approach and support someone. Pupils will be supported in accordance with the academy's Emotional Health and Wellbeing Policy.
- 5.6. The admin team will be responsible for ensuring all first aid kits are properly stocked and maintained.
- 5.7. The current first aid appointed person is:

Name	Location	Date of first aid qualification
Sarah Toohill	Office	16/12/2025

- 5.8. Other first aiders are:

Name	Location	Date of first aid qualification (Renewal every 3 years)
Coral Albery (Paediatric)	FS	22/05/2024
Emma Allen (Paediatric)	FS	18/06/2024
Kelly Allenby (Paediatric)	KS1	5/7/2023
Gemma Ashurst (Paediatric)	FS	18/07/2024
Simon Bate (Paediatric)	Head Teachers Office	18/06/2024
Molly Brown (Paediatric)	FS/KS1	15/11/2024
Jordan Boyington	KS2	8/2/2023
Sherry Corry (Paediatric)	KS2	19/03/2024
Alice Cottingham	KS2	14/01/2026
Lisa Dickson	KS2	11/07/2023
Matt Hallam	KS2	14/09/2023
Jenny Marsh (Paediatric)	FS	30/04/2024
Kelly Ridall (Paediatric)	FS	15/03/2025
Jane Robertson	KS1	25/04/2025
Michelle Scrivener	FS	19/04/2024
Kerry Stephenson	KS1	04/10/2024
Shelly Watson	KS2	18/07/2024
Natasha Whitfield	SEND	19/04/2024
Dawn Winters (Paediatric)	FS	15/11/2024

Anna Tillett	Office	14/01/2026
Michelle Rudland (Paediatric)	FS	15/11/2024
Rebecca Hind (Paediatric)	KS2	08/01/2025
Emma Gresswell (Paediatric)	Office	07/02/2025

## **6. Automated external defibrillators (AEDs)**

- 6.1. The school has procured an AED, which is located in the staff room.
- 6.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.
- 6.3. The AED will be regularly checked to ensure the battery doesn't need replacing and any associated pads etc.

## **7. Accommodation**

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and is situated near a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Have washable surfaces and adequate heating, ventilation and lighting
- Be kept clean, tidy, accessible and available for use at all times when employees are at work
- Have a sink with hot and cold running water
- Be positioned as near as possible to a point of access for transport to hospital
- Display a notice inside the door which advises the names, locations and, if appropriate, the contact details of first aiders

## **8. Emergency procedures**

- 8.1. If an accident, illness or injury occurs, the closest member of staff 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.
- 8.2. If called, a first aider will assess the situation and take charge of first aider administration.
- 8.3. 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.

8.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims
- Call an ambulance; doctor; or if appropriate, after receiving a parent's clear instruction, take the victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene
- See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately

8.5. Once the above action has been taken, the incident will be reported promptly to:

- The headteacher.
- The victim(s)'s parents.

8.6. 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. Reporting accidents and record keeping**

9.1. All accidents are recorded on Medical Tracker and an email is sent to the parent before the end of the Academy Day. If deemed necessary by the person dealing with the injury, one of the pupil's parents will be informed as soon as practicable.

9.2. Parents will be informed by email through Medical Tracker of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

9.3. In the event of a serious injury or an incident requiring emergency medical treatment, the admin officer/assistant will telephone the pupil's parents as soon as possible.

9.4. A list of emergency contacts will be kept in the office.

9.5. The headteacher will ensure that any injury or accident that must be reported to the HSE under RIDDOR obligations is reported in a timely and detailed manner.

9.6. All records will be filed and stored in line with the Records Management Policy.

## 9.7. Reporting to the HSE:

The Headteacher will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### **School staff: reportable injuries, diseases or dangerous occurrences**

These 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) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- 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

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

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>

## **10. Offsite visits and events**

- 10.1. Before undertaking any offsite visits or events, the teacher 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.
- 10.2. Members of staff will have access to a mobile phone on all offsite visits.
- 10.3. The school will take a first aid kit on all offsite visits, the contents of which are listed in section 4.
- 10.4. There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits.
- 10.5. For more information about the school’s educational visits requirements, please see the Educational Visits and School Trips Policy.

## **11. Storage of medication**

- 11.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions.
- 11.2. All 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.

- 11.3. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 11.4. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.
- 11.5. Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP (Individual Healthcare Plan) 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. A disclaimer will be signed by the parents in this regard.

## **12. Illnesses**

- 12.1. When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.

The pupils will sit outside of the office while they wait for their parents to pick them up. Pupils will be monitored during this time.

## **13. Allergens**

Where a pupil has an allergy, this will be addressed via the school's Allergies Policy.

## **14. Consent**

- 14.1. Parents are asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions. This information is updated via annual Data Collection forms at the start of each school year.

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. Guidelines will be issued to staff in this regard.

## **15. Monitoring and review**

- 15.1. This policy is reviewed annually by the governing board, and any changes communicated to all members of staff.
- 15.2. Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

---

Policy date: February 2026

Next Review date: February 2027

