



First Aid in School Policy

Governor Committee Responsible:	Operations Committee	Governor Lead(s):	Headteacher
Status	Statutory	Review Cycle	Annual
Last Review	October 2025	Next Review Date	October 2026

Aims

- Ensure that the school has adequate, safe and effective first aid provision in order 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 all 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.

Purpose

Charlton Kings Junior School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children 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 regards to all staff, pupils and visitors.

Charlton Kings Junior School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policies
- Administering Medicines Policy
- Educational Visits and School Trips Policy

The School Business Manager 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.

Legal framework

This policy has due regard to statutory legislation, including, but not limited to the following:

- The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance
- Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.

All staff will use their best endeavours, at all times, to secure the welfare of the pupils.

Anyone on the school premises is expected to take reasonable care for their own and others' safety.

Nothing in this policy should 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 for the emergency services 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.

First aiders

All staff working directly with children will undertake a qualification in Basic First Aid.

At all times, at least one staff member will have a current paediatric first aid (PFA) qualification that meets the requirements set out in the Early Years Foundation Stage statutory framework. In addition, the school will ensure there are at least two staff members who hold a full First Aid at Work (FAW) qualification. The school will arrange retraining before certificates expire.

Gemma Higgs is the school's Designated First Aider.

The main duties of qualified first aiders are to give immediate first aid to staff, pupils, and visitors and to ensure that an ambulance or other professional medical help is called, when necessary.

Current list of qualified personnel working at Charlton Kings Junior School:

Name	Role	Qualification
Helen Fitzsimmons	Paroral Lead, MDSA	First Aid at Work
Gary Brewer	Forest School Leader, MDSA	First Aid at Work
Will Cook	TA, Swimming Teacher	First Aid at Work
Matt Holdaway	TA, Sports Coach	First Aid at Work
Karen Booth	Higher Level Teaching Assistant	First Aid at Work
Julia Cook	Higher Level Teaching Assistant	Paediatric First Aid
Lauren John	Year Group Leader	Paediatric First Aid
Lauren Alder	Administrator	Paediatric First Aid
Kate Elton	TA, Wraparound Lead	Paediatric First Aid
Sue Tibbles	MDSA, Admin, Playworker	Paediatric First Aid
Gloria Chung	TA, Playworker, MDSA	Paediatric First Aid

Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the qualified staff members and/or Designated First Aider in school are
- Informing the Designated First Aider or their manager of any specific health conditions or first aid needs
- Following any basic first aid training requests

Emergency procedure in the event of an accident, illness or injury

If an accident, 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 qualified first aider and/or the Designated First Aider.

If called, the qualified first aider will assess the situation and act 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

In the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment 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 accident victim(s) alive and, if possible, comfortable, before professional medical help can be called.
- Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the accident 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 make the move without making the injury worse.
- Make sure 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 children who may have witnessed the accident or its aftermath and who may be worried, or traumatised.
- Make a report of the incident following the school's procedures.

Reporting first aid

- For a minor injury, a written report form should be completed and given to the Reception staff.
- Parents will be contacted if the injury is to the head or if it is recommended by the Designated First Aider.
- In the event of a more serious injury, the parent will be contacted and one of the following actions taken:
 - The parent will be invited to come to the school to assess the pupil and decide whether further medical treatment should be sought, or the pupil should be taken home.
 - An ambulance will be called and the parent will be notified and invited to the school.
 - The parent will be contacted and asked to come and take the pupil for further medical treatment.

- In the event the pupil's parent cannot be contacted, the Designated First Aider and the Headteacher will make the decision to seek further medical attention and take the child to the nearest accident and emergency unit. The school will continue to try to contact the parent.

Reporting to the Health and Safety Executive (HSE)

The Designated First Aider 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 Designated First Aider 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 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 [job title of relevant member of staff] 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 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>

Visits and events off-site

Before undertaking any off-site 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 event and persons involved. This will be reviewed by the School Business Manager, Headteacher or the Designated First Aider before the event is organised.

Please see the separate Offsite Visits Policy for more information about the school's educational visit requirements.

Storage of medication

- Medicines are always securely stored in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
- All medicines shall 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.
- All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.
- An emergency supply of medication should be available for pupils with medical conditions that require regular medication.
- Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. A health care plan will be written jointly with the school and the parent/carer.

First aid equipment

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

- A leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Face shield
- Individually wrapped triangular bandages
- Eye wash
- Hypoallergenic tape
- Individually wrapped gauze swabs
- Medium-sized individually wrapped sterile unmedicated wound dressings
- Large sterile individually wrapped unmedicated wound dressings
- Disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in each room, reception area, swimming pool pump shed and staff kitchen. The defibrillator is stored on the wall in Reception.

Illness

- When a child becomes ill during the day, the parents/carers will be contacted and asked to pick their child up from school as soon as possible.
- A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carers to arrive to pick them up. Pupils will be monitored during this time.

Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically. Parents and carers are responsible for informing the school of any changes to their child's medical needs.

Staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

Monitoring and review

This policy is reviewed annually by the Headteacher; any changes made to this policy will be communicated to all members of staff.