



Stoke Prior First School

First Aid Policy

First Aid Policy

This policy outlines the School's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors and the procedures in place to meet that responsibility.

The policy is reviewed every three years.

Aims

- To identify the first aid needs of the School in accordance with the Management of Health and Safety at Work Regulations 1992 and 1999.
- To ensure that first aid provision is available at all times while people are on the School premises and while on school visits in accordance with the Health and Safety First Aid legislation 1981.

Objectives

- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school.
- To provide relevant training and ensure monitoring of training needs is regularly carried out.
- To provide sufficient and appropriate resources and facilities.
- To keep staff and parents informed of the School's First Aid arrangements
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- To give clear structures and guidelines to all staff regarding first aid and medicines.
- To ensure the safe use, administration and storage of medicines in school and on educational visits.

Personnel

The Trust and School Governors are responsible for the health and safety of their employees and anyone else on the school premises. They must ensure that risk assessments of the School are undertaken and that the appointments, training and resources for first aid arrangements are appropriate and in place.

The School Governors should ensure that the insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

The Headteacher is responsible for putting the policy into practice and for developing detailed procedures.

The Headteacher should ensure that the policy for first aid is available to all staff and parents.

In the event of a medical emergency and the school being unable to contact the parents/carers the Headteacher will act in 'Loco Parentis'

First Aiders must have completed the 'Emergency First Aid in the Workplace' training course approved by the Health and Safety Executive (HSE), and keep this training updated.

The 'Designated First Aider' must have completed the 'First Aid at Work' (HSE) training course and keep this training updated; they will:

Look after the first aid equipment, restocking first aid boxes as required and keeping necessary documentation such as care plans, policy and staff training records up to date.

Ensure that an ambulance or professional medical help is summoned when appropriate.

First Aiders and the Designated First Aider must be able to leave their normal duties to immediately attend to first aid and emergencies.

Copies of all First Aid training are kept with this policy in the staff room.

A list of First Aiders and the Designated First Aider is kept with this policy. At Stoke Prior First School we have a minimum of two teachers trained in paediatric first aid.

The designated First Aider is Ashleigh Lowe

First Aid Equipment and Facilities

The Designated First Aider, directed by the Headteacher, will ensure that the appropriate number of first-aid containers according to the risk assessment of the site are available and restocked when necessary.

All first aid boxes are marked with a white cross on a green background. The boxes are stocked in accordance with the HSE recommended and mandatory contents.

First aid boxes and equipment are taken on all school educational and sporting visits.

Basic hygiene procedures must be followed by staff administering first aid treatment. Single-use disposable gloves must be worn when treatment involves blood or other body fluids.

Asthma Treatment and Inhalers

Asthma sufferers are permitted to bring their own treatments (inhalers etc) to school provided a Form 2 and 3a Health Care form has been completed by the parents/carers. Forms are available from the school office.

Copies of the Care Forms are kept in the pupil's classroom.

Asthma treatments for pupils (inhalers etc) are kept in their classrooms in an accessible central area.

Asthma treatments are to be administered by the pupil and an adult.

Asthma treatments are taken on Educational Visits and 'off site' sporting activities.

Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

School will be responsible for checking

Adrenalin Auto Injector Pens and Anaphylaxis Shock Training

A list and photograph of anaphylaxis sufferers are displayed in the staff room.

Adrenalin auto-injector pens, for anaphylaxis sufferers, are kept out of reach in the individual's classroom and a back-up is kept in the First Aid cupboard.

Adrenalin auto-injector pens can only be administered by members of staff who have received Adrenalin auto-injector pen training.

Specific staff that have already had First Aid training are trained in the use of Adrenalin auto-injector pens . All staff will be trained annually if a child with anaphylaxis is in school and may require the use of an adrenalin auto-injector pen. Each anaphylaxis sufferer has an individual protocol to follow when receiving the treatment. The trained staff are aware of the procedure.

Adrenalin auto-injector pens and the appropriate trained member of staff are taken on Educational Visits and off site sporting activities.

Parents are responsible for checking that the treatments are still within their 'Use by dates' and for replenishing them.

Administering First Aid Off Site

First Aid provision must be available at all times including off site on school visits.

The level of first aid provision for an off-site visit or activity will be based on risk assessment.

A trained appointed person or first aider will accompany all off site visits and activities along with a suitably stocked First Aid kit.

The First Aider must be aware of the contents of the First Aid kit and its location at all times throughout the visit.

All adults present on the visit should be made aware of the arrangements for First Aid.

If any First Aid treatment is given the Visit Leader will advise the school office, by mobile telephone if urgent, or on return so that the pupil's parents can be informed.

If a pupil is taking a prescribed medicine, a 'Parental Agreement' form will have been completed.

A copy of the Parental Agreement form will be taken along with the relevant medication on the visit. The medication will be kept in a container, with a cool pack if necessary, and will be administered by the First Aider at the necessary time, witnessed and recorded.

The above procedure will also apply on Residential Visits, although a separate 'Medicine Box' will also be taken as well as the First Aid Box.

All parents/carers of pupils attending a Residential Visit will complete a Medical Form, this gives information about the child and also is a consent form agreeing to First Aid and Emergency Medical Treatment being given.

Record Keeping and Reporting Accidents

All minor injuries and First Aid treatments given are recorded on treatment sheets kept with First Aid kits.

Parents are notified by text message of any child that has received a bump to the head, insect sting or a significant incident.

For more serious injuries, a record must be submitted to Worcestershire County Council using the Cority online accident reporting system via the Children's Portal. In the event of a medical emergency and the School is unable to contact parents/carers then the Headteacher acts in 'Locum Parentis'.

Statutory requirements; under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995 (RIDDOR) require some accidents to be recorded to the HSE, (fatal and major injuries).

Telephone HSE 0845 300 9923

PERSON(S) RESPONSIBLE:	A Paisley
DATE POLICY AGREED:	September 2025
TO BE REVIEWED BY:	September 2028
DISTRIBUTION:	Staff / Governors / Website (delete as required)