



"Who you are is God's gift to you. Who you become is your gift to God."

Reepham Church of England Primary School

First Aid Policy

Statement of intent

Reepham Church of England Primary 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.

Reepham Church of England Primary 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 Policy
- Administering Medicines Policy
- Educational Visits and School Trips Policy

The named first aiders have overall responsibility for ensuring that the school has adequate and appropriate first aid equipment and that correct first aid procedures are followed. The headteacher is responsible for ensuring that staff have appropriate training.

1. 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

2. Aims

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.

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

The aim of this policy is to:

- i) 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.



“Who you are is God’s gift to you. Who you become is your gift to God.”

- ii) Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- iii) Ensure that medicines are only administered at the school when express permission has been granted for this.
- iv) Ensure that all medicines are appropriately stored.
- v) Promote effective infection control.

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.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes , and these are checked on an annual basis. First aid kits stocked with the recommended contents are located in classrooms. In addition, one kit can be found outside the main hall and in the kitchen for playground duty.

The kitchen and office contains the first aid kits for school away trips as well as resupply items for the school First aid supplies. In addition, the office caters for the secure storage of pupil medication. The school administrators are responsible for checking the contents on a monthly basis and replacing any items used.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head Injuries

Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard form of any non-significant head bumps which show no signs or only slight reddening.

Other Injuries

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Infection Control

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster ‘Guidance on infection control in schools and other childcare settings’ updated April 2010 should be followed to prevent the spread of infection.

3. First aiders

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



“Who you are is God’s gift to you. Who you become is your gift to God.”

First aiders are to ensure that their first aid certificates are kept up -to-date through liaison with the school business manager or headteacher.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual’s:

- i) Reliability and communication skills.
- ii) Aptitude and ability to absorb new knowledge and learn new skills.
- iii) Ability to cope with stressful and physically demanding emergency procedures.
- iv) Normal duties – a first aider must be able to leave to go immediately to an emergency.

4. 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 first aider.

If called, a first aider will assess the situation and take charge of first aid administration.

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

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 accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate. We will always try to obtain parent’s clear instruction before we take the accident victim(s) to a doctor or to a hospital. However, we have a duty of care and if consent cannot be obtained the Headteacher or acting headteacher will take the decision to call a doctor or ambulance. 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, in spite of not being directly involved. They will need to be taken



"Who you are is God's gift to you. Who you become is your gift to God."

away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.

When the above action has been taken, the incident must be reported to:

- The Headteacher;
- The parents/carer of the victim(s)

Reporting to parents

- Parents must be informed in writing of any injury to the head, minor or major, or when first aid has been administered.
- In the event of serious injury or an incident requiring emergency medical treatment, the pupil's class teacher or a member of SLT will telephone the pupil's parents as soon as possible.
- A list of emergency contact details is kept at reception/admin office.

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 educational visits coordinator before the event is organised.

Please see the separate Educational 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. If the medicine is required to be refrigerated, it is kept in the staff fridge in a locked container. The key for this container is held in the school office.

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 disclaimer will be signed by the parents in this regard.

Illness



“Who you are is God’s gift to you. Who you become is your gift to God.”

When a child becomes ill during the day, the parents/carer 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/carer 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.

Staff do not act ‘in loco parentis’ in making medical decision as this has no basis in law – 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.

Monitoring and review

This policy will be reviewed annually by the governing body, and any changes communicated to all members of staff.

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.

Date Approved: January 2026

Date for Review: January 2027