

First Aid Policy

This Policy applies to the whole school and is published to staff, pupils and parents

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Approval: Finance Director (VB)

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Reference Document: ISBA First Aid Policy Guidance March 2023

1.1 Scope

This policy is applicable to all those involved in the provision of first aid related to school activities. It applies to all pupils, staff and visitors and covers arrangements for first aid provision both on and off the school site.

1.2 Objectives

The school's objective is to ensure that arrangements are in place:

- to provide a readily available medical room affording privacy and confidentiality for medical consultations, including facilities for short-term care with toilet and washing facilities adjacent.
- to provide adequate first aid cover in the school (including its boarding accommodation), with the competence of the staff trained to provide it.
- for taking appropriate action where further treatment or advice is needed, including the circumstances where an ambulance should be called.
- to inform parents, teachers and other appropriate persons of the action taken.
- where appropriate, for following up and monitoring progress after treatment.
- for proper and confidential recording of treatment given and action taken and to make the above provision available to all pupils, staff and visitors.
- to comply with any statutory public health requirements issued by the UK Government or relevant health authorities.

1.3 Guidance

1.3.1 School Matron Responsibilities

The school provides a Matron who is available on site during agreed working hours to oversee first aid arrangements and health matters. Outside these hours, qualified first aiders and designated staff will provide first aid cover and manage medical incidents in accordance with this policy.

Matron will, so far as is practicable:

- undertake with assistance from the Health and Safety Coordinator a risk assessment to determine the first aid needs of the school.
- ensure all children have a valid medical health form signed by a parent/carer (this gives consent for the headmaster or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anesthetic and surgical procedure under the NHS if the school is unable to contact a parent)
- be available to pupils and staff for a consultation period during school hours.
- co-ordinate arrangements for pupils with conditions (e.g. allergies, asthma and epilepsy).
- liaise with parents as necessary regarding medical matters, including following up injuries.
- complete care plans detailing arrangements for pupils with long term medical conditions such as asthma, epilepsy or diabetes.
- ensure the safe and secure storage of medicines within the school, including keeping all records relating to the retention and administering of medicines, including prescribed medication.
- The first aid boxes will be replenished as necessary and checked termly by the school Matron and lists of the

- first aid box locations will be displayed at key locations within the school buildings
- oversee the defibrillator located within the school.
- oversee the use of Accident /Incident forms and reporting of accidents and incidents and maintain, analyze and when required investigate with help from the Health and Safety Coordinator the associated records.

1.3.2 Senior Leadership Responsibilities

The Senior Leadership Team will ensure:

- first aid qualifications to be renewed in accordance with the requirements of the awarding body and current statutory guidance.
- a first aider (Pediatric first aid for EYFS pupils) will accompany pupils on visits out of school.
- ensure that all staff are aware of how to summon assistance for first aid and medical emergencies, including how and when to summon an ambulance if necessary
- facilities are available for the provision of first aid, including a Medical Room.
- staff are trained and available to deal appropriately with spillage of body fluids.
- facilities are available to enable staff to summon assistance in case of accident; and decide to ensure that contact details for a pupil or member of staff are available in case of an incident, whether within school or not.
- The Finance Director or Nominated Deputy is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority as per RIDDOR 2013. The Health and Safety Coordinator and the school Matron maintain the accident paperwork.

1.3.3 Pupil Illness

- If a pupil becomes ill during the day the school will contact the parents so that the child can be collected.
- There is access to the school medical room which is managed by the Matron.
- The Matron is on duty in the medical centre from 10-2 pm every day and at other times when pupils are in school and they will administer first aid and deal with accidents and emergencies or when someone is taken ill.
- The school will notify parents if a pupil suffers anything more than a minor injury or becomes ill during the school day.

1.3.4 Specific First Aid Provision

a. First Aiders

- give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called. (The Matron will normally be responsible for summoning an ambulance and for escorting the pupil to hospital. If Matron is unavailable a suitably qualified staff member will escort the pupil. If unavailable a member of staff will always stay with a pupil in hospital until their parents have been contacted.)
- if the incident is within school and within school hours, inform the Matron or Reception, who, if appropriate, will arrange to inform parents (in the case of a pupil) or other adult in the case of a member of staff or adult visitor
- There are staff trained specifically in pediatric first aid who are available to assist with younger children in EYFS
- There are staff trained specifically in Forest school / Outdoor First aid who are available to assist with any support required in these areas
- if the incident is outside school and/or outside school hours, inform the parents or responsible adult directly

b. First Aid Boxes

- First aid boxes will be provided in areas of the school where accidents are considered most likely, a first aid box will also be taken when pupils leave the school on organized trips or participate in sports events.
- The Senior Leadership Team will ensure that first aid equipment and supplies will only be used or administered by qualified first aid staff, in accordance with the instructions for their safe use. First aid boxes will contain materials appropriate to the location and activity and will meet the requirements of current HSE first aid guidance.

c. First Aid Notices

First Aid notices will be displayed at key locations in the school, lists giving the names of qualified first-aid staff (stating their level of qualification).

d. Access to First Aid

All pupils and staff will be given information on the provision of first aid at their induction.

e. Records

Accident data will be reviewed periodically to identify trends and determine whether further control measures or changes to first aid provision are required. Accident and first aid treatment records will be maintained and retained in accordance with the school's Data Protection and Records Retention policies.

f. Calling an Ambulance

The School Nurse will normally be responsible for summoning an ambulance and for escorting the pupil to hospital. If unavailable a member of staff will always stay with a pupil in hospital until their parents have been contacted.

g. Emergency Medical Treatment

In accepting a place at the school, parents are required to give their consent for the Head Teacher or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, use of defibrillator, general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent.

1.3.5 Medical care

This procedure is limited to the provision of first aid, but the school has arrangements in place for:

- dealing with pupils who have special educational needs or specialist medical needs.
- provision of medical examinations and immunisations.
- holding medical records; and dealing with medicines and treatments brought to school for pupils.

Further details relating to first aid and medical provision in school are available in the Administration of Medicines Policy.