

EXCALIBUR PRIMARY SCHOOL

FIRST AID POLICY

The First Aid Policy in respect of Excalibur Primary School has been discussed and adopted by the Governing Body

Chair of Governors/Committee: *Ian White*

Head Teacher: *Juliet Jones*

Ratified at the meeting of Full Governing Body on: 9th February 2026

To be reviewed February 2029

Statement of intent

Excalibur Primary School 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.

This policy aims to:

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

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.

First Aid Policy

1. Legal framework

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

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulation 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2021) 'Statutory framework for the early years foundation stage'
- DfE (2022) 'First aid in schools, early years and further education'

1.2. The policy is implemented in conjunction with the following trust and school policies:

- Health and Safety Policy
- Administration of Medicines Policy
- Allergen and Anaphylaxis Policy
- EYFS Policies and Procedures
- Supporting Pupils with Medical Conditions Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Lone Worker Policy
- Learning Outside the Classroom and Educational Visits Policy

2. Roles and responsibilities

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

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that all relevant risk assessments are conducted to ensure the health and safety of the school community.
- Ensuring that there is a sufficient number of qualified first aiders within the school based upon the school's risk 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 the school has:
 - A suitably stocked first-aid kit.
 - An appointed person to take charge of first-aid arrangements.
 - Information for all employees giving details of first-aid arrangements.

2.2. The headteacher is responsible for:

- 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 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.

2.3. 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.

2.4. 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.

2.5. 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.

- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services where necessary.

3. First Aid Provision

3.1. First aid needs assessment

The school will regularly monitor and assess its first aid arrangements by conducting a first aid needs assessment, at least annually.

The school will maintain a register of trained first aiders, ensuring at least one staff member has a current paediatric first aid ('PFA') certificate and having a well-stocked first aid kit. The PFA certificate must be updated every 3 years.

The school will ensure that this assessment informs first aid policies and protocols and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the school premises.
- The size of the school.
- The needs of any vulnerable individuals onsite.
- The nature and distribution of pupils and staff throughout the school.

The school will ensure that first aid provision is sufficient and can be administered without delay at all times.

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.

The school will expect teachers and other staff working with pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

The school will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The school will conduct risk assessments to identify potential hazards and ensure appropriate first aid measures are in place. Risk assessments will be reviewed:

- At regular intervals.
- After serious accidents, incidents or near misses.
- After any significant changes to the workplace, working practices or staffing.

- Following any identified trends or accident statistics.

3.2. Material, equipment and facilities

The school will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

3.3. First aid containers

The school will ensure it has suitably stocked first aid boxes in line with the first aids needs assessment. As there are no statutory requirements in place the school will, where there is no special risk identified, follow the HSE guidelines on the minimum provision of first aid items, as set out below:

- A 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 and medium-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.

The appointed person 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 will be located in the following areas:

3.4. First aid boxes are in the following areas:

- The school office
- EYFS Corridor
- Key Stage 1 Building
- Key Stage 2 Corridor

4. First aiders

- 4.1. 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.

- 4.2. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager.
- 4.3. First aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The first aid appointed person in the school office will be responsible for maintaining supplies.
- 4.4. The current first aid appointed persons will be listed at each first aid station and in the school office.

4.5. First aid training

The school will ensure that all first aiders hold a valid first aid certificate, issued by an HSE-approved organisation.

The school is aware that first aid certificates are usually valid for three years and will therefore ensure that adequate monitoring procedures will be in place to ensure that refresher training is arranged for first aiders before certificates expire. First aiders will ensure that their first aid certificates are kept up to date through liaison with the SBM.

The school is aware that standard first aid at work training courses do not include resuscitation procedures for children. In all cases, the school will ensure that first aiders receive additional training in paediatric first aid so they are able to execute their duties appropriately to the whole school community. The school will ensure that first aid training courses cover mental health in order to help staff members recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

5. Emergency procedures

- 5.1. 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.
- 5.2. If called, a first aider will assess the situation and take charge of first aider administration.
- 5.3. 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.
- 5.4. 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 or a doctor, if this is 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.

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

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

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of 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](#)'.

6. Offsite visits and events

- 6.1. 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.
- 6.2. Staff members will take mobile phones with them when undertaking off-site visits or events, as well as information about specific medical needs of pupils, and parents' contact details.
- 6.3. The school will also take a fully-stocked first aid kit on all offsite visits
- 6.4. For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

7. Storage of medication

- 7.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions.
- 7.2. All medicines will be stored in the original contained 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.
- 7.3. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 7.4. 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.
- 7.5. Parents will advise the school when a child has a chronic medical condition or severe allergy so that an 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.
- 7.6. Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

8. Illnesses and allergies

- 8.1. When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible. There will be a clear procedure for contacting parents in case of illness or injury and where necessary, emergency services.
- 8.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.
- 8.3. Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

9. Consent

- 9.1. 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.

- 9.2. 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.

10. Reporting and Recording

- 10.1. In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parent as soon as possible. Parents will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.
- 10.2. A list of emergency contacts will be kept at the school office.
- 10.3. The school will keep a record of all incidents involving staff, pupils and visitors, which require first aid staff to be in attendance. The school will use a system for reporting and recording accidents, injuries and illnesses and notify Ofsted and relevant child protection agencies for serious incidents. The school will use this record to help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.
- 10.4. The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:
- The date, time and place of the incident.
 - The name and class of the injured or ill person.
 - Details of the injury or illness and what first aid was given.
 - Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
 - The name and signature of the first aider or person dealing with the incident.
- 10.5. The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

11. Automated external defibrillators (AEDs)

- 11.1. The school has procured two AED's through the NHS Supply Chain, which is located in the school office.
- 11.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis. Use of the AED will be promoted to pupils during PSHE lessons.

12. Early Years

- 12.1. The school will ensure that it meets the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities.
- 12.2. In doing so the school will ensure the following:
 - At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings - the certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS framework.
 - PFA training is renewed every three years and is relevant for people caring for young children.
 - All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3.
 - Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.

13. Monitoring and review

- 13.1. This policy is reviewed every three years by the governing board, and any changes communicated to all members of staff.
- 13.2. 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.