First Aid Policy September 2026

Our school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Children at Reedley learn to become resilient and self-assured in a safe environment where challenge is key. Team Reedley are encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

(Mission statement)

Children and adults at Reedley School need good quality first aid provision. Clear and agreed systems ensure that all children are given the same care and understanding. The administration and organisation of first aid provision is taken very seriously. There are annual procedures that check on the safety and systems that are in place in this policy.

Aims of this policy:

1. To provide clear structures and guidelines to all staff regarding all areas of first aid
2. To clearly define the responsibilities of all staff
3. To enable staff to see where their responsibilities end
4. To ensure good first aid cover is available in the school and on visits

First aid in school

At Reedley Primary School, there is at least one emergency first aider trained in school at all times (during the school day and extended school day) and that all areas of the school have at least one person present; with sufficient 'spare' to cover off-site visits.

The school has nominated first aiders for playtimes and lunchtimes. When children are taking part in off-site visits, at least one of the accompanying adults is a trained first aider. Visit leaders identify this member of staff when planning visits.

Training

The school keeps a register of first aiders and when their training is valid until. All training is in Emergency Paediatric First Aid.
All reception staff have Paediatric First Aid training. The school has nominated first aiders for playtimes and lunchtimes. When children are taking part in off-site visits, at least one of the accompanying adults is a trained first aider. Visit leaders identify this member of staff when planning visits.
A list of first aiders are located with first aid boxes and in key locations around school.

Roles and Responsibilities

The main duties of a first aider in school are:

- To give immediate help to casualties with common injuries and those arising from specific hazards at school

- When necessary, ensure that an ambulance or other professional medical help is called.

Appointed Persons

The Headteacher and Pupil Support Lead are appointed persons within the school to take charge when someone is injured or becomes ill, and arrange for the emergency services to be called, if required. In the absence of these staff members, the deputy headteacher or senior staff carry out this role.

First Aid Boxes and First Aid Stations

First aid boxes are located:

- School Office
- Early Years Resource Area
- Lower Years Resource Area
- Middle Resource Area
- Upper Resource Area
- Ants Classroom
- Conference Room – first aid visit bags
- Emergency grab bag – in event of school evacuation (school office).

The boxes contain supplies recommended by the HSE. It is the responsibility of phase leaders to allocate the role of re-stocking boxes located in the resource areas to first aiders.

At break and lunch times there is a dedicated person appointed each day to administer first aid at a specific location. For early years and KS1 in the corridor outside year 2 (lower corridor) and for KS2 in the corridor outside year 5 classroom (upper corridor). All children and staff know where to go if first aid is needed. If the casualty is unable to move than the first aider goes to the casualty or if possible are moved using the evac chair located at the first aid station in upper corridor.

Accident and Injury Reporting

Whenever any first aid has been administered to a child, this is recorded on Medical Tracker with the following information:

- Name of adult who administrated first aid
- Date and time of incident
- Location of incident
- Part of body injured
- Nature of the accident/injury
- Treatment provided
- Parent/carer informed and by which method
- RIDDOR reporting (yes or no).

The parents/carers are informed via the Medical Tracker notification system (email) and if needed a phone call home. If the first aider deems it appropriate, they call parents/carers and invite them to come into school to decide whether the child needs further medical attention or whether the child needs to go home.

Where a child has a serious injury or injury to the head, the first aider should inform the headteacher or senior staff who will decide whether parents/carers should be contacted immediately. All serious injuries should be reported to the headteacher, deputy headteacher or senior staff.

Calling the emergency services

In the case of major accidents, it is the decision of the headteacher/deputy headteacher/senior staff if the emergency services are to be called. If a member of staff is asked to call the emergency services, they must:

1. Location of school by address and post code or What 3 Words (fantasic.record.packet)
2. Age and gender of person
3. Whether casualty is breathing and/ or unconscious
4. Brief description of injury/ medical emergency
5. Name of casualty
6. Any medical conditions
7. Print off details of casualty from Medical Tracker and give to emergency service personnel.

In the event of the emergency services being called, a member of staff waits by the school gate and guides the emergency vehicle onto the premises. If the casualty is a child, their parents/carers are contacted immediately and given all the information required. If the casualty is an adult, their next of kin are called immediately. All contact numbers for children and staff are clearly located in the school office. If the child needs to go to hospital and parent has not arrived then a senior member of staff travels with them in the ambulance and waits until parent arrives.

Anaphylaxis

A safe is located in the school hall for the storage of personal epi-pens, which is accessed using a pin number. Each wallet is labelled with:

- Name
- Photograph
- Type of allergy
- Dosage

Reedley also has a secure box located on the hall wall that contains emergency epi-pens (Kit Medical). All staff complete on-line training on how to use the medication. The service provider checks these annually.

School have 1 set of spare epi-pens that are used for school trips. These are located in the DSL conference room.

Automatic External Defibrillator (AED)

The school has 2 defibrillators. One is located outside the school office and another in a secure box in the school hall. School regularly check that they are charged. Any adult is able to use the defibrillator if needed.

Children's Emergency Medication

When children have emergency medication (other than an epi-pen) for a medical condition it is stored in the DSL conference room.