BOWKER VALE PRIMARY SCHOOL

First Aid Policy

Updated	**September 26**
Approved	**22.09.26**
To be Reviewed	**September 2028**
Owner	**Nicola Richardson**

1. Policy Statement

The school is committed to providing a safe and healthy environment for all pupils, staff, volunteers, visitors and other persons on the school premises. We recognise that accidents, injuries and sudden illness can occur and that appropriate first aid provision is an essential part of our arrangements for health, safety and welfare.

The purpose of this policy is to ensure that:

- Adequate numbers of appropriately trained first aid personnel are available to respond promptly and appropriately to accidents, injuries and cases of sudden illness.
- First aid personnel have effective means of communication so that assistance can be requested quickly wherever it is required.
- First aid personnel receive appropriate training and, where necessary, additional training to address specific hazards, medical needs or activities within the school.
- Adequate first aid equipment and supplies are provided, clearly identified, readily accessible and maintained in good condition.
- First aid arrangements take account of the particular needs of children, including pupils in the Early Years Foundation Stage (EYFS), and pupils with identified medical conditions or additional needs.
- Appropriate arrangements are in place to provide first aid to staff, visitors, contractors and members of the public who become unwell or sustain an injury while on school premises.
- Appropriate first aid provision is available during educational visits, sporting activities, trips, residential visits and other off-site activities.
- All accidents, injuries and first aid treatment are recorded appropriately and, where necessary, reported to parents/carers and relevant authorities.
- Accident and incident records are monitored to identify trends and inform risk assessments and preventative measures.
- The school complies with relevant legislation and guidance relating to first aid, health and safety, and the reporting of accidents and incidents.

2. First Aid Arrangements

The following arrangements are in place to meet the requirements of this policy:

First Aid Personnel

The school maintains a team of appropriately trained first aiders, with sufficient numbers available to meet the needs of the school during the school day.

- The school ensures that appropriate first aid cover is maintained during breaks, lunchtimes, clubs, activities and other periods when pupils are on site.
- First aid qualifications are monitored to ensure that training remains current and that refresher training is completed when required.
- A nominated member of staff has overall responsibility for coordinating first aid arrangements and overseeing the availability, maintenance and replenishment of first aid equipment and supplies.
- A current list of qualified first aiders is maintained and made available to staff, together with information about how to contact a first aider promptly.
- Staff must not administer first aid beyond their level of training and competence.

First Aid Facilities and Equipment

- The school provides a suitable first aid/medical area where first aid can be administered in appropriate privacy and where pupils or adults can rest and recover if they are unwell or injured.
- The first aid area is maintained in a clean, safe and suitable condition.
- First aid kits and supplies are provided at appropriate locations throughout the school and are clearly identified and readily accessible.
- First aid equipment is checked regularly and replenished following use or when items are found to be missing, damaged or out of date.
- Portable first aid kits are provided for appropriate off-site activities and educational visits.
- First aid equipment is appropriate to the activities undertaken and the hazards identified through the school's risk assessment process.
- Where specific medical or first aid equipment is required for an individual pupil, appropriate arrangements are made in accordance with the school's supporting medical needs arrangements.

Recording and Reporting

The school uses **Medical Tracker**, a digital system which enables staff to:

- Record accidents, injuries and first aid treatment.
- Record and manage medication administration.
- Record and monitor identified medical conditions and healthcare information.
- Communicate appropriate information to parents/carers.
- Monitor accident and injury patterns and identify recurring issues.

All accidents and injuries requiring first aid must be reported to a first aider and recorded appropriately on Medical Tracker.
Records should include sufficient information to establish what happened, the nature of the injury or illness, the first aid provided and any further action taken.
Parents/carers will be informed of accidents, injuries and first aid treatment in accordance with the school's procedures. Medical Tracker may be used to communicate details of first aid provided directly to parents/carers.
Where an injury or incident is considered serious, unusual or potentially significant, the matter must be brought promptly to the attention of the appropriate member of the school's leadership team.

Emergency Situations

Where a pupil, member of staff or visitor requires urgent medical attention:

- The emergency services will be contacted without delay where appropriate.
- A qualified first aider will provide first aid within the limits of their training and competence while awaiting further assistance.
- A member of staff will remain with the individual, where appropriate, until responsibility is transferred to a parent/carer, emergency services or another appropriate person.
- Parents/carers will be contacted as soon as reasonably practicable where a pupil requires urgent medical attention.
- Relevant medical and emergency contact information will be made available to those responding to the incident, where appropriate.
- Staff will follow the school's emergency procedures and any relevant individual healthcare plan.

First aid provision does not replace the need for appropriate professional medical assessment. Where there is uncertainty about the seriousness of an injury or illness, staff should seek appropriate medical advice.

Accidents and Risk Assessment

The school maintains a system for reviewing accidents, injuries and incidents.

- Significant or recurring accidents will be reviewed by the appropriate member of the school's leadership team.
- Accident and first aid information recorded on Medical Tracker may be used to identify patterns, trends or areas of concern.
- Where appropriate, accident information will inform the school's risk assessment process.
- Existing control measures will be reviewed following significant accidents or where accident records indicate that additional preventative measures may be required.
- Where an accident or incident may meet the criteria for statutory reporting, the school will assess the circumstances against the current RIDDOR requirements and take appropriate action.

A copy of current RIDDOR guidance is available to relevant staff through the school's health and safety arrangements.

3. Off-Site Activities

The school will ensure that appropriate first aid arrangements are in place for all educational visits, trips, sporting events and other off-site activities.
The arrangements will take account of:

- The nature and location of the activity.
- The number and age of pupils attending.
- The duration of the activity.
- The identified risks and hazards.
- The availability of emergency medical assistance.
- The individual medical needs of pupils and staff.
- The availability of appropriate first aid equipment.
- The number and level of first aid qualifications held by accompanying staff.

Where required, a suitably trained first aider will accompany the activity.
Visit leaders will ensure that appropriate emergency contact information, medical information and first aid equipment are available for the duration of the activity.

4. Responsibilities

All Staff

All staff have a responsibility to:

- Take reasonable steps to ensure the health and safety of pupils and others in their care.
- Report accidents, injuries and incidents requiring first aid to a first aider as soon as reasonably practicable.
- Report incidents that could reasonably have resulted in an accident or injury where these are relevant to the school's accident prevention arrangements.

- Cooperate with first aiders and provide accurate information about the circumstances of an accident or incident.
- Ensure that first aid treatment and relevant information are recorded accurately on Medical Tracker
- Follow the advice and instructions of appropriately trained first aid personnel and seek further medical assistance where advised.
- Ensure that parents/carers are informed of pupil accidents and injuries in accordance with the school's procedures.
- Maintain confidentiality when dealing with information relating to a pupil's medical needs, injuries or treatment.

Staff must not undertake first aid procedures for which they are not trained or competent, unless acting in an emergency where immediate action is necessary to preserve life or prevent serious deterioration.

First Aiders

First aiders are responsible for:

- Responding promptly to requests for assistance.
- Providing first aid within the limits of their training and competence.
- Ensuring that first aid treatment is recorded accurately and promptly.
- Informing the appropriate member of staff where further medical attention may be required.
- Ensuring that first aid equipment and supplies used during treatment are reported so that they can be replenished.
- Maintaining confidentiality in relation to information obtained while carrying out their duties.
- Advising the designated person responsible for first aid of any concerns regarding first aid provision, equipment or training.

Nominated First Aid Lead

The nominated first aid lead is responsible for coordinating the school's first aid arrangements, including:

- Ensuring appropriate first aid equipment and supplies are available and maintained.
- Arranging regular checks of first aid kits and facilities.
- Maintaining appropriate records of first aid provision.
- Supporting the review of accident and first aid data.
- Identifying any recurring first aid or accident trends and raising these with the appropriate member of the leadership team.
- Supporting the review of this policy and related procedures.

Business Manager / Deputy Headteacher (SENCO)

The School Business Manager and Deputy Headteacher are responsible for ensuring that:

- Appropriate first aid provision is maintained across the school.
- Sufficient suitably trained staff are available to meet the school's needs.
- Appropriate resources are provided for first aid.
- Relevant risk assessments are reviewed following significant accidents or incidents.
- Statutory reporting requirements are considered where applicable.
- Health care plans are recorded on Medical Tracker
- Staff receive appropriate information, instruction and training.

5. First Aid Training

The school will provide appropriate first aid training based on its assessment of need and the activities undertaken.

- Selected staff will receive appropriate first aid training from a competent training provider.
- Training will be selected according to the needs of the school and may include emergency first aid, paediatric first aid and other relevant specialist training.
- EYFS staff who are included in the required staffing ratios will hold appropriate paediatric first aid training in accordance with current statutory requirements.
- Additional staff may receive emergency first aid training to ensure sufficient emergency cover throughout the school.
- Where particular hazards or medical needs have been identified, selected staff may receive additional specialist training.
- First aid training records will be maintained and qualification expiry dates monitored.
- Staff will receive information about the school's first aid arrangements as part of their induction.
- This policy will be made available to all staff and will be reissued or communicated when significant changes are made.
- Staff will receive appropriate training or guidance in the use of Medical Tracker for accident and incident recording where this forms part of their role.

6. Medical Needs and Medication

First aid arrangements will operate alongside the school's arrangements for supporting pupils with medical conditions.

- Staff will follow relevant individual healthcare plans and school procedures when responding to pupils with known medical conditions.
- Medication will only be administered in accordance with the school's medication procedures and relevant training/authorisation.
- Staff should be aware of pupils whose medical conditions may require an emergency response and know where relevant information and emergency medication are kept.
- Emergency medication, where prescribed and held by the school, must be readily accessible in accordance with the relevant healthcare plan and school procedures.
- Information about pupils' medical conditions will be handled sensitively and confidentially.

7. Monitoring and Review

The effectiveness of the school's first aid arrangements will be monitored through:

- Regular checks of first aid equipment and facilities.
- Monitoring first aid training and qualification expiry dates.
- Review of accident and first aid records through Medical Tracker.
- Investigation and review of significant accidents and incidents.
- Review of recurring accidents or patterns.
- Review of risk assessments where accident or incident data indicates that existing control measures may not be adequate.
- Feedback from staff and first aid personnel.
- Review of first aid provision following significant changes to the school's buildings, activities, staffing or pupil population.

This policy will be reviewed every 2 years or sooner where there are significant changes to legislation, statutory guidance, school arrangements or identified risks.

8. Related Documents and Guidance

This policy should be read in conjunction with the school's:

- Health and Safety Policy.
- Supporting Pupils with Medical Conditions Policy.
- Administration of Medication procedures.
- Educational Visits Policy.
- Risk Assessment procedures.
- Emergency Procedures.
- Cleaning and Maintenance Schedule.
- Medical Tracker procedures and guidance.
- Relevant first aid training records and procedures.

The school will also have regard to current statutory requirements and guidance relating to:

- First aid at work.
- Paediatric first aid and EYFS requirements.
- Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR).
- Health and safety in schools and educational settings.
- Supporting pupils with medical conditions.