



First Aid Policy

Approved by:	Governing Body	Date: September 2026
Last reviewed on:	November 2024	
Next review due by:	Governing Body 2027	

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GENERAL INFORMATION

At Roberttown C of E Primary School we follow the guidance 'First aid in early years and further education' and Supporting Children and Young People with Medical Needs' which can be viewed by clicking the following link:

[First aid in schools, early years and further education](#)

[Supporting pupils at school with medical conditions](#)

Objectives

Roberttown C of E Primary School is committed to:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in school
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

Roles & Responsibilities

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons/trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the LA, who will then report to the HSE when necessary

Governing Body

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

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School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

In-school procedures:

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the school office staff will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury and complete an incident form.
- If an ambulance is called a member of staff wearing hi vis will be stationed at the front of school to direct the ambulance.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Information about the specific medical needs of staff
- Parents' contact details*

Risk assessments will be completed by the party leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

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It is unlikely that school staff who take pupils to hospital after accidents will be asked by the hospital to sign consent forms but if asked, they should decline. The hospital will have procedures for obtaining consent from other sources if the parents are not available.

Detailed Arrangements

Administration of medication

Procedures for the administration of medication are in accordance with the DFE guidance 'Supporting pupils at school with medical conditions (December 2015). Authorisations forms and recording forms for these procedures are kept in the school office. Parents who wish for prescribed medication to be administered at school must complete an authorisation form before the medication can be administered. In accordance with the guidance non-prescription medication should not normally be given to children at school. Therefore, non-prescription medication will not be administered without prior parental consent. For children with medical conditions requiring the administration of prescription medication parents will be asked to complete and sign a consent form. Where there is a training need linked to the administration of medication, this will be arranged through the appropriate professionals.

Pupils with asthma inhalers are responsible for their administration. Parents will be asked to complete and sign an inhaler consent form. Inhalers are kept by the class teacher in the classroom for easy access. Class teachers are made aware of any medical conditions affecting pupils in their class.

Children with complex or chronic medical needs

Roberttown C of E Primary School will make every effort to support pupils with complex or chronic medical needs in line with our other policies. We will liaise with parents, health professionals and relevant outside agencies prior to the pupil starting school in order to ensure that the appropriate support is in place.

Examples of adaptation may include:

- Administration of prescription medication during the school day
- Provision of a quiet, calm area or place for a pupil to rest during the school day
- Provision of a support assistant where funding allows
- Regular liaison with parents and health professionals
- Adaptations to furniture and classroom organisation
- Other support linked to an individual medical needs (where training has been given)
- Emergency first aid where necessary

Employee training and record keeping

Additional training and support will be sought where appropriate. This may include:

- Paediatric and Emergency first aid training EpiPen/allergy
- Team teach training where necessary
- Training from a specialist nurse
- Other training linked to specific medical needs

For pupils with specific medical needs the administration of medication will be documented on an individual record sheet. Medication must be administered, checked and signed by two members of staff.

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Guidance for administering medication

- Any member of staff may be asked to provide support to pupils with medical needs, but they are not obliged to do so
- The maximum dosage and when the previous dosage was administered must be checked before administering medication. A second adult should sign to confirm that they have observed and checked the dosage given
- A record should be kept of all medication administered. The record should state the type of medication, the dosage and the date and time it was administered. Both members of staff should sign to confirm
- Parents should be informed if their child has been unwell at school
- Medicines should be stored safely
- Member of staff should be aware of where emergency medication is stored so that it can be accessed immediately

Individual care plans should be updated annually by liaising with medical professionals.

Emergency procedures

Minor cuts, bruises etc can be attended to by using the first aid kits. Any treatment should be noted on the minor injury notices kept in each classroom.

Injuries should be referred to the first aiders. The Headteacher or SLT should be informed as soon as possible. If there is a need for hospital attention this decision will be made by the Headteacher or SLT in conjunction with the first aider. If necessary, an ambulance will be called from the main school office where all of the pupil details are held. Parents will be contacted where possible to accompany the child in the ambulance. Where it has not been possible to contact parents, the Headteacher or a member of the SLT will accompany the pupil and remain with them until a parent arrives.

All accidents should be reported on the accident forms and passed to the School Business Manager as soon as possible after the event.

Staff should put on disposable gloves and aproned before dealing with a child who has an injury that is bleeding. All blood waste must be disposed of in a yellow clinical waste bag and put in the clinical waste bin.

Location of first aid boxes each classroom, and staff room

Location of accident forms Each classroom

Head injuries

Any child who has had a bump on the head but needs no further treatment should take home a bumped head letter. Parents will be advised by telephone in the event of a more serious bump. The parent of any child who has a cochlear implant and bumps their head should be informed immediately.

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Food allergies and intolerances

Roberttown C of E Primary School acts in accordance with Kirklees guidelines in meeting the needs of pupils with food allergies. Information from a medical professional is required to confirm a pupil's condition. School and Kirklees Catering liaise with parents in order to ascertain how best to meet the needs of pupils with food allergies. The risks and consequences of providing a school meal will be discussed fully and documentation will be completed to ensure pupil safety. Documentation will be updated upon any changes to either the pupil's condition or the school menu.

All children's and staff allergies are identified and recorded and individual care plan created where appropriate. Care plans for pupils with known food allergies are updated annually in conjunction with medical professionals. Emergency treatment, e.g., EpiPen and inhaler, are stored in on a cupboard just outside the staffroom. Training will be provided for staff. School will liaise regularly with parents.

Safe storage of medication

All medication should be handed in to the school office and clearly marked with the pupil's name. Parents are asked to complete and sign a consent form if they wish medication to be administered to their child. With the exception of inhalers, EpiPens and epilepsy medication, no other medication should be kept in the classroom or in the possession of a pupil.

Medication is placed in locked locker clearly marked with the child's name, unless they need to be kept refrigerated, in which case they will be kept in the small locked fridge in the staffroom.

Emergency medication:

- Stored safely and in an accessible location (staff room)
- Clearly identified and regularly checked
- Monitored for expiry dates and condition
- All staff aware of its location

First aid and accident record book

- Minor accidents are recorded in the accident book and the slip is sent home with the child.
- Head bumps should always be checked by a First Aider. The Head Injury information slip must always be given to parents/carers.
- In some circumstances the First Aider treating the child will contact the parent to let them know about an injury e.g. grazes on the face
- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. The form will be completed by office staff liaising with the relevant First Aider.
- As much detail as possible should be supplied when reporting an accident, including the circumstances of the accident, location, names of witnesses
- Records held in the first aid and accident book will be retained by the school as per our records management policy, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

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Partnership with parents

Partnership with parents is important in allowing children with medical needs to achieve their potential. We promote a culture of cooperation between parents, school, medical professionals and other outside agencies.

Roberttown C of E Primary School will make every effort to acknowledge and draw on the knowledge and expertise that a parent will have in relation to their child.

Review and evaluation

This policy will be reviewed on an annual basis in accordance with the school development plan.

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