



POLICY:

First Aid in School

Review

Approving Body:	Board of Directors	Effective Date:	July 2026
Review Cycle:	Annual	Next Review Due:	July 2027

This policy applies to Kennet School, developed in line with Equinox Learning Trust expectations and guidance. It operates within the Trust's governance framework and Scheme of Delegation.

Where this policy reflects statutory requirements, compliance is mandatory. Any significant non-compliance or concerns will be escalated in line with the school's governance arrangements.

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Statement of Intent

Kennet School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting 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
- 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
- Provide a framework for responding to an incident and recording and reporting the outcomes.

Definition & Background

Definition

For the purposes of this policy the school will follow the definition of First Aid outlined below, from Wirral NHS Foundation Trust:

"First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut."

Background

Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees, pupils and visitors receive attention if they are injured or taken ill on:

- School site
- Or when staff and pupils are working elsewhere on school activities, including any off-site activity such as educational visits.

The regulations require employers to provide adequate and appropriate equipment, facilities and personnel.

1. Legal Framework

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) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE 'Supporting children and young people with medical conditions and allergy'
- DfE 'First aid in schools, early years and further education'
- DfE 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'.

The policy will be implemented in conjunction with the following school policies:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy
- Data Protection

- Supporting Pupils with Medical Conditions Policy.

2. Roles & Responsibilities

The Local Governing Board will be responsible for:

- The overarching development and implementation of this policy and all corresponding procedures
- 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 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.

The headteacher is responsible for:

- The day-to-day 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 there is a sufficient number of qualified first aiders within the school
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours school activities, e.g. educational visits or parents' evenings
- Ensuring that appropriate and sufficient first aid training is provided for staff
- 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.

Ensuring that all pupils and staff are aware of the process of accessing First Aid support in school. Staff will be 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
- Informing the Headteacher or School Matron of any specific health condition or first aid needs.

The Trust Estates Director will be responsible for:

- Ensuring that all relevant risk assessments are conducted to ensure the health and safety of the school community
- Ensuring that adequate equipment and facilities are provided for the school site.

First aiders will be responsible for:

- Completing and renewing training as dictated by the governing board
- 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.

The School Matron will be 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 kits/boxes
- Calling the emergency services where necessary.

3. First Aid Provision

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 has a well-stocked first aid kit. The PFA certificate must be updated every three years.

The school will ensure that first aid provision is sufficient and can be accessed throughout the school day and during off-site activities.

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.

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 (Medical Tracker).

Material, Equipment & 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.

First Aid Boxes/Kits

The school will ensure it has suitably stocked first aid boxes in line with the first aid 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
- individually wrapped sterile plasters
- Sterile wipes
- Eye wash pods
- Sterile eye pads
- individually wrapped triangular bandages
- medium-sized individually wrapped sterile unmedicated wound dressings
- large individually wrapped sterile unmedicated wound dressings
- disposable gloves
- Clinical waste bag
- Foil blanket
- Eye wash pods
- Tough Cut scissors.

All first aid containers will be identified by a white cross on a green background.

The School Matron 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:

- Main School Reception
- In every department
- Swimming pool (Managed by the Leisure Centre)
- Minibuses.

Information for Staff

The school will inform staff, pupils, contractors and visitors to the school, as appropriate, of the first aid arrangements, including the following:

- How to contact a first aider or appointed person urgently should the need arise.

The school will include the provision of first aid information during induction training.

4. First Aiders

First aiders will be expected to:

- Give help/support to casualties with injuries or illnesses
- Ensure that an ambulance or other professional medical help is called when appropriate.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The school will ensure that there is always a sufficient number of first-aid personnel available on site to provide adequate cover during the school day.

First Aid Training

The school will ensure that all appointed first aiders hold a valid first aid certificate from a competent training provider, selected in accordance with HSE guidance and appropriate to the school's first aid needs assessment.

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 HR.

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 pediatric 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.

5. Emergency Procedures

In the event of an accident resulting in injury or a serious illness incident:

- The closest member of staff present will assess the seriousness of the injury/ illness and seek the assistance of the School Matron or a qualified first aider, if appropriate, who will provide the required first aid treatment
- The School Matron / first aider, if called, will assess the injury/ illness and decide if further assistance is needed from emergency services. They will remain on scene until help arrives
- School Matron/ First aider will ensure that Headteacher/ SLT are informed
- The School Matron/ first aider will also decide whether the injured/ ill person should be moved or placed in a recovery position
- Where necessary, a trained staff member will administer emergency help and first aid to all injured/ ill persons.
- If the School Matron/ first aider judges that a pupil is too unwell to remain in school, they should contact parent/ carer and ask for their child to be collected. Upon their arrival, the School Matron/first aider will recommend next steps to the parents
- If emergency services are called, Matron/ First aider will contact parents/carers or arrange for School office to call parents/carers
- In the event of someone having to attend hospital due to injury/ serious illness incident Matron/ First aider will complete an accident report form on the same day or as soon as is reasonably practical after the incident resulting in an injury/illness
- All other medical room attendances for illness and injury will be logged in Medical Tracker by School Matron/ First aider
- Where an ambulance is required, and if a parent/carers is not available, a staff member accompanies the pupil in the ambulance. The staff member remains with the pupil at the hospital until a parent takes over the care

- Where an ambulance is not required but medical assistance is still required and parents/carers are not available, pupil is taken to hospital/doctor by 2 members of staff in insured staff car. One staff member to drive and the other to give First aid medical support. One staff member to remain with the pupil until care can be handed over to parent/carer
- If required the school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be supported and comforted. 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.

6. Offsite Visits & Events

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, with the school matron.

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.

The school will also take a fully-stocked first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid
- individually wrapped sterile plasters
- Sterile wipes
- Eye wash pods
- Sterile eye pads
- individually wrapped triangular bandages
- medium-sized individually wrapped sterile unmedicated wound dressings
- large individually wrapped sterile unmedicated wound dressings
- disposable gloves
- Clinical waste bag
- Foil blanket
- Eye wash pods
- Tough Cut scissors.

7. Accommodation

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available.

The first aid room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The first aid room includes a wash basin and is situated near a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination or medical couch
- Have washable surfaces and adequate heating, ventilation and lighting
- Be kept clean, tidy, accessible and available for use at all times when employees are at work
- Have a sink with hot and cold running water
- Be positioned as near as possible to a point of access for transport to hospital.

8. Medicines

Administration

The school will ensure that staff are aware of government guidance which stipulates that the administration of first aid at work **does not** include the giving of tablets and medicines, whether prescribed or not. The only exception is where aspirin may be administered as first aid to a casualty aged 16 or over who is suspected of having a heart attack. Aspirin will never be given to a child under 16 unless it has been prescribed by a doctor. Aspirin will be given under the guidance from the 999 operator.

The provisions and requirements for the administration of medicines will be outlined in the following school policies and documents:

- Supporting Pupils at School with Medical Conditions.

In circumstances where pupils may need to have access to life saving prescription drugs in an emergency, the details will be recorded in the pupil's individual healthcare plan and identified staff members will be aware of what to do.

The school is aware that the administration of prescription only medication specified in [Schedule 19 of the Human Medicines Regulations 2012](#) should only be given by those trained to do so. Where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, the school will consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

The school will incorporate clear procedures for the storing of medication and for the administration of medication. This will include obtaining parental consent.

Storage

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container 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.

Medication will not be kept in a first aid container.

Medicine brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired. Parents may also request the school to dispose accordingly.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. Auto Injector.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHCP 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. IHCP will be shared with parents and uploaded onto the school system for staff to have access. Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

9. Illnesses & Allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to collect their child if necessary. There will be a clear procedure for contacting parents in case of illness or injury and where necessary, emergency services.

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

The school will manage any emergencies relating to illnesses and allergies in accordance with the [Emergency procedures](#) section of this policy.

10. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated by parents when details change.

Staff will 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.

11. Reporting & Recording

In the event of incident or injury to a pupil, a parent/carer will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the school matron/ First aider will telephone the pupil's parent/carer as soon as possible. Parents/carers will be informed in writing by e-mail of any injury to the head and be given guidance on the action to take if symptoms develop.

A list of emergency contacts is maintained on the school Management Information System (MIS).

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.

The School Matron 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 tutor 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 of the first aider or person dealing with the incident.

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.

All records will be filed and stored in line with the Data Protection Policy.

12. Automated External Defibrillators (AEDs)

The school has procured two AEDs, which are located in the school main reception and in the PDR.

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 during first aid training, and during the first INSET session of the academic year. Use of the AED will be promoted to pupils during PSHE lessons.

13. Monitoring & Review

This policy will be reviewed annually by the governing board, and any changes will be communicated to all members of staff.

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.