

Kingsland CE Primary School

First Aid and Medical Policy



Let your light shine

“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16

As God's children, overflowing with His light, we will shine before others to inspire, nurture and bring joy so all may embrace life in its fullness to the glory of God.

September 2026

Kingsland CE Primary School

First Aid and Medical Policy

with reference to the Asthma Policy

Date for full implementation: September 2026
Review date: September 2027



Kingsland CE Primary School undertakes to promote good health and safety within the school and during activities where there will be areas of risk. Therefore, it strives to provide a secure environment for pupils, parents, employees and visitors.

This policy outlines the school's commitment and responsibility to provide caring, adequate and appropriate First Aid and medical attention to all who are part of the environment. It will be shared with all established members of staff and those newly entering the school environment.

The policy will be reviewed annually by the Headteacher and the Governing Body.

Objectives

- to appoint the appropriate number of 'First Aiders at Work' and 'Appointed Persons' to meet the needs of the school (DFE guidelines)
- to provide training and monitoring
- to provide sufficient and appropriate resources
- to inform all staff, volunteers and parents of the school's arrangements for First Aid
- to keep appropriate records of all accidents
- to report incidents and accidents to the HSE if required by means of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); this is at the Head Teacher's request

First Aid Team Provision and Responsibilities (see Appendix A)

No member of the First Aid Team is a qualified paramedic; all have volunteered to take on this post. The team will give immediate help to casualties with minor injuries, illnesses and those that require more specific medical intervention. All emergency incidents will be referred to a member of the First Aid Team who will assess the situation and decide on the appropriate action in conjunction with the Head Teacher or equivalent in his absence. If required, the casualty will be accompanied by a first aider until the parents / carer arrive, or an ambulance arrives.

First Aid at Work training is updated every 3 years through our SLA provider – Fire and Risk Management Services. First Aiders must also agree to in-house training to administer specific life-saving medication for designated children with specific conditions.

First Aiders' names can be found on labels next to first aid boxes situated around the school and a list will be included in the classroom information folder. All school staff will be informed of the designated First Aid Team and where they can be found if needed.

The Lead first aider is responsible for regularly checking all supplies and medication are in date and taking appropriate action as required.

All first aiders MUST dispose of bodily fluids using the appropriate bin in the disabled/staff toilet.

Contacts

In all instances of illness or accident, every attempt will be made to contact the parents / carer or next-of-kin, but if it is deemed that emergency action is required, the school undertakes to refer the patient to the appropriate professionals without prior consent. Therefore, it is imperative that all contact numbers are kept up to date in the school office. Parents have the ability to keep the school up to date with changes via the Arbor app.

First Aid Equipment

The main First Aid supplies are located in the disabled toilet / First Aid room/ office. Prescribed medication and care plans for identified children are kept in an additional locked First Aid cabinet in the School Office. Medication consent forms are kept in the classroom.

Other First Aid boxes and resources are located in:

- 1) The kitchen area of the main school hall. This can be found on the shelf to the right of the fridge freezer;
- 2) Disabled toilet / First Aid / school office room - portable first aid kit, waist bags and the red backpack used for sporting activities and off-site visits;

(The waist bags are for playtimes, for use on the playground, field and tennis courts. These can also be used for short local trips and also for medication for individual children with medical care plans when they are off-site.)

Any member of staff (including lunch-time supervisors, teaching and non-teaching staff) who has used any of the first aid resources at any time should replace used items to ensure that the bags and boxes are kept fully equipped. All supplies are kept in the drawers in the disabled toilet / First Aid room.

Plastic gloves are supplied in all bags and boxes and must be worn by everyone to protect themselves and the casualty when dealing with any open cuts / wounds.

Accident / Medical Book

The Accident / Medical book is situated in the office with the lunchtime medical box. Any accidents and injuries must be recorded in this book by the First Aider who assessed the casualty.

For all injuries to the head and other significant injuries, an injury form / head bump letter must go home to the parent / carer of the casualty.

In addition, a sticker will be given to a child if they have bumped their head during the school day. Stickers and forms are situated in the First Aid Folder. All accidents are recorded on the appropriate accident forms and their aftercare followed up.

If there has been a hazard that has caused the child to need medical attention, then the hazard must be recorded on My Concern and investigated by the Designated Safeguarding Lead. All information relating to an incident or accident is kept in accordance with document retention regulations ('*accident reporting – children - retention period DOB of the child + 25 years*') and monitored by the First Aid Team.

'Near miss' information must also be recorded.

Monitoring of Accidents/Injuries

Monitoring of the Accident Book will take place termly by one of the First Aid Team (Miss Y Williams) and termly by the School Governors to ensure that any recurring injuries may be investigated promptly, and any

new procedures put in place and communicated to staff. This also allows staff to ensure effective safeguarding of children. The accident book must be signed as evidence of monitoring.

After completing a monitoring form, any cause for concern, whether a particular child, or a procedure / piece of equipment at school (including near miss-type information) must result in a My Concern entry being completed online and passed directly to the Designated Safeguarding Lead.

Medical Information

First Aid and Medical provision is made according to an assessment of risk for each situation, (classroom, playing fields, play area, extra-curricular activities, trips and DT etc), and with knowledge of specific children. These will be reviewed as far as it is reasonably possible according to the changes in information and the medical needs of pupils and employees.

It is the responsibility of parents / carers to keep the school informed and updated in writing of any changes to the health and medical requirements of their children. The school cannot be responsible for any shortcomings in medical provision if this information is not forthcoming. Parents can update school in writing or via the Arbor app.

Separate forms are required for school trips and sporting activities with current contact numbers. The school will keep medical information about particular pupils and the members of staff responsible for that pupil should make themselves aware of his or her medical requirements.

It is the responsibility of employees and voluntary helpers to keep the school informed and updated of any changes to their own health and any medication that may pose a risk to the health and safety of themselves, the pupils and their colleagues during the everyday performance of their tasks.

Procedures for pupil illness and accidents during school hours

If a child is unwell or injured and the class teacher (in discussion with a first aider) deems they should go home, parents should be contacted in order to pick up their child. In such circumstances, children should wait outside the school office if a parent has been contacted and is on their way, with the office door open. If contact with parents cannot be made, the child should remain under the supervision of the classroom teacher or first aider. If the child is particularly unwell / injured (e.g. being sick), a first aider should wait with them. If a child's circumstances change or if the school office is unattended at any time whilst a child is waiting for collection, a first aider will be sought to remain with the child.

If a child is deemed not poorly enough to go home, they will remain in the classroom. The red chairs in the entrance corridor should not be used as somewhere for children to be placed to 'see if they will get better' or for a period of 'time out', as the school office is busy and cannot be relied upon to supervise children.

When making a phone call to the emergency services, 111 should be rung (rather than 999) as this enables the call centre to triangulate the exact location. In the event of a call being made out of range of the cordless phone, a staff member's mobile phone should be used.

Provision and Administration for Medicines

A record of allergies, dietary needs and medical conditions are circulated to relevant staff members at the start of each term, or whenever it changes, to be kept in classroom information folders. An allergy list is provided to the lunchtime staff and wrap-around care staff, also termly.

It is usually not necessary for prescribed medication to be taken during the school day. In exceptional circumstances, a member of staff may undertake to administer a dose of prescription medication, with the consent of the Head Teacher. This should be named and in the original packaging with a medical consent form completed by the parent / carer. Both are then stored in the School Office, or the staffroom fridge.

Asthmatics are encouraged to carry an inhaler with them at all times and to provide an additional inhaler to be kept with their class teacher. Reception children's inhalers are kept in the classroom and administered by a named person with written parental consent. Inhalers should be carried off-site in a First Aid waist bag e.g. for sports activities and other visits. School has 2 spare inhalers and these are kept in the first aid cabinet.

- Epipens are kept in the cupboard in the first aid room, only to be administered by trained staff and with written parental consent.
- Medication for specific medical conditions that require care plans must be kept in the locked main First Aid cabinet in the School Office, only to be administered by trained staff and with written parental consent.
- Diabetics who require medication during the school day will be aided by trained staff, with written parental consent and guidelines.
- Contagious diseases and infections (for example Impetigo, Chickenpox, Conjunctivitis, etc.) if suspected, should be referred to the doctor, and appropriate action taken. The Head Teacher may elect to refuse attendance for a specified period, on the grounds of contagion risk based on advice given from Health Services.

Defibrillator

The school has its own defibrillator, stored in the First Aid Room cupboard. There is a public access defibrillator on site at the Doctors Surgery for use by the village. Members of staff have been trained to use this piece of equipment.

After a [cardiac arrest](#), every minute without CPR (cardiopulmonary resuscitation) and defibrillation reduces someone's chance of survival by 10 per cent.

When you call 112/999, the operator can tell you if there's a public access defibrillator nearby and supply the code to open the storage box. Don't delay or interrupt chest compressions to get it, send someone else.

The machine will give spoken instruction on its use to the operator.

Health and Education

Pupils throughout KS1 follow structured programmes of study about the body, relationships and keeping healthy. In KS2, pupils are introduced gradually to topics such as relationships, bodily changes, menstruation, etc.

School Visits and Activities

On all trips, members of staff are required to check the medical requirements of all those taking part and to carry all relevant information with them. Staff have emergency contact numbers with them, and a thorough risk assessment is completed beforehand. Staff are equipped with the mobile First Aid bag and any individual medications and care plans for specific children. Staff will ensure a mobile phone is available to use in case of an emergency. ***In the event of a child being taken to hospital by emergency services, a member of staff must remain with the child where possible.***

Legislation was passed in Westminster to allow schools in the UK to keep spare adrenaline auto-injectors (AIs) for emergency use. AIs deliver a potentially life-saving dose of adrenaline in the event of a severe allergic reaction (anaphylaxis). The legislation came into effect on 1 October 2017.

On all school visits, medical and dietary information will be taken, requested on the consent form, to be carried in a sealed envelope in order to conform to best practice GDPR guidance.

Appendix A

FIRST AID TEAM and TRAINING SCHEDULE

Lead first aider: Miss Yvonne Williams

First Aid at Work Trained			
Staff member	*First aid at work	Base	Renewal date
Mina Vale	FAW L3/Paed	Class 1	February 2029
Tracy Davis	FAW L3/Paed	Class 1	September 2027
Caroline Smith	FAW L3	Class 3	September 2027
Yvonne Williams	FAW L3	Class 5	September 2027
Alex Powis	FAW L3	Class 4	September 2027
Kelly Oliver	FAW L3	Class 4	November 2026
Stewart Debenham	Emer FAW	Playground	September 2027
Nicky Gurney	Emer FAW	Playground	September 2027
Cathy Perrigo	Emer FAW	Playground	September 2027
Alex Walker	FAW L3	Year 2	January 2029

PAEDIATRIC FIRST AID TRAINED

Paediatric First Aid		
Staff member	Base	Renewal date
Mrs Tracy Davis	Class 1	September 2027
Miss Mina Vale	Class 1	February 2029

Governor responsible for Safeguarding, including First Aid: Mr Ed Wallington

This policy is written in reference to the school's Supporting pupils with Medical Conditions Policy and related government guidance, which can be found [here](#).