

Newington Community Primary School



FIRST AID POLICY

2025-2026

Amended:	Term 1 2025
Updated by:	Suzanne Legge and Sharon Robb
Approved by the Governing Body:	
Signed:	(Chair of Governors)
Review:	Term 1 2026

First Aid Policy 2025 -2026

The aim of this policy is to.

- Ensure the health, safety and well - being of all staff, pupils and visitors.
- Ensure that staff are aware of their responsibilities with regards to health and safety.
- Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
- Ensure that all staff, pupils and visitors are aware of the procedures for responding to an incident and recording and reporting the outcomes in the event of any illness, accident or injury.

Legal Requirements and Guidance for this Policy.

This policy has due regard to statutory legislation, including, but not limited to the following:

- The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance
<https://www.hse.gov.uk/firstaid/legislation.htm>
- The DFEE Guidance on First Aid for Schools
- https://www.kelsi.org.uk/__data/assets/pdf_file/0009/27918/DfEE-First-aid-guidance-for-schools.pdf
- Department for Education Guidance - First aid in schools, early years and further education.
<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>
- The Statutory Framework for the Early Years Foundation Stage
- <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>
- (RIDDOR) 2013, which states that some accidents or incidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.
- <https://www.kelsi.org.uk/news-and-events/news/primary/health-and-safety-executive-hse-riddor-f2508-and-f2508a-forms>.

Medical Officer, Appointed Person(s) and First Aiders

Medical Officer – Sharon Robb

Emergency appointed First aiders –Steph Rowden
Keilly Bowyer
Grace Gunn
Terri Keeler

School staff are invited to undertake first aid training and can request training as part of their personal school development. All first aiders must have completed a valid training course and must hold the appropriate certificate of competence to prove this. The school will arrange an appropriate and valid training course when the need arises in school. The school will keep a register of all trained first aiders, what training they have received and when this is valid until - see chart below. This chart is displayed in all rooms and areas of the school. All staff should make themselves aware of the first aiders in school.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Newington Community Primary School currently has a full time Medical Officer, First Aid at Work trained staff, Paediatric First Aiders, and Emergency Paediatric First Aiders.

Emergency First Aiders are responsible for:

- Assisting, treating or contacting SLT, medical officer or other appointed person when someone is injured or becomes ill for advice and next step guidance if deemed necessary.
- Treating and dressing minor injuries seeking advice if needed.
- Recording injuries that need medical room treatment in the accident book and informing the class teacher or TA.
- Calling the parent and notifying them of injury and treatment given, delegating call if needed ensuring that staff member calling is aware of details needed to relay.
- Following protocols outlined in this policy in the event of a significant injury.
- Ensuring they have a fully stocked medical bag in the area they work, support or manage.

Medical Officer, First Aid at work and Paediatric First Aiders are responsible for:

- Acting as first responders in their area and upon being called to any significant accidents or incidents; they will assess the situation where there is an injured or ill person, and provide immediate, appropriate treatment and next step advice. They will stay with the injured or ill party until appropriate handover.
- Filling in the accident book located in the medical room on the same day, or as soon as is reasonably practicable, after an accident or incident that required call out for first aid treatment.
- Notifying SLT and complete accident reports if the accident or incident was serious and needs follow up and reporting.
- Ensuring they have a fully stocked medical bag in the area they work, support or manage.
- It is the medical officer's responsibility to ensure first aid supplies and appropriate PPE is stocked and distributed.
- It is the medical officer's responsibility to ensure the medical room is suitably stocked, sterilised and prepared in the event of a medical need.

Name	Class/Area	Certification
Keilly Bowyer	All Years	First Aid at Work - St John Ambulance - 24/05/2028

Name	Class/Area	Paediatric First Aid
Steph Rowden	Nursery	Paediatric - Adult, Infant, Child First Aid - Expires 21/03/26
Wendy Rice	Year 1	Paediatric - Adult, Infant, Child First Aid - Expires 21/03/26
Sam Wiffen	Pegasus	Paediatric - Adult, Infant, Child First Aid - Expires 21/03/26
Rachel Emery	Gemini	Paediatric - Adult, Infant, Child First Aid - Expires 21/03/26
Sharon Robb	On call	Paediatric - Adult, Infant, Child First Aid - Expires 21/03/26
Diane Stevens	Saturn	Paediatric - Adult, Infant, Child First Aid - Expires 21/03/26

Name	Class/Area	Emergency First Aid
Abbie James	Nursery	Emergency Paediatric First Aid - Expires 17 th November 2025
Grace Gunn	Orion	Emergency Paediatric First Aid - Expires 30 th June 2028
Jana Brecjchova	Libra	Emergency Paediatric First Aid - Expires 30 th June 2028
Fruzsina Juhasz	Pluto	Emergency Paediatric First Aid - Expires 30 th June 2028
Vickie Anderson	Pluto	Emergency Paediatric First Aid - Expires 28 th June 2025
Terri Keeler	Earth	Emergency Paediatric First Aid - Expires 28 th June 2025
Elaine Williams	Jupiter	Emergency Paediatric First Aid - Expires 28 th June 2025
Lillie Halliday	Luna	Emergency Paediatric First Aid - Expires 30 th June 2028
Billy Mack	PE Assistant	Emergency Paediatric First Aid - Expires 30 th June 2028
Steve Webber	Site Team	Emergency Paediatric First Aid - Expires 30 th June 2028

The Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders and appointed persons 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 all staff are aware of accident, incident reporting and recording 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 HSE when necessary

Staff

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 is called.
- Informing the Headteacher or the HR Manager of any specific health conditions or first aid needs that may need reasonable adjustments in order to support their role in school.

First aid administering.

In-school procedures

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – experienced and trained first aid staff will always aim to advise and guide, act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind.

- Classroom and playground bumps and scrapes can be cleaned and dressed by all first aiders at the time with class teacher or TA informed so parent can be informed at the end of the day – medical bags are in each classroom.
- First aiders are always on duty during playground duty and lunchtime time supervision.
- There is always a first aider on site in the event of need for first aid during after school clubs.
- Breakfast and wraparound have 1x paediatric first aid trained staff who manage the club from start to finish.
- Advice should always be sought if there is any doubt about the seriousness of any injury or illness, or the nature of treatment to be given.
- In the event of an accident to a staff member the injured party must fill in the accident book and notify the medical officer or other appointed person for a return to work assessment if deemed necessary or directed to by the Headteacher or member of SLT
- All first aiders are aware of wearing appropriate PPE to deal with bloods or bodily fluids, appropriate bins are provided for PPE swabs, wipes, plasters and coverings.
- In the event of an accident to a visitor, parent or carer incident reports from witnesses will be needed with any first aid or additional treatment given. The Headteacher and Health and Safety lead will be informed in case of HSE reporting and follow up.
- All reports will be kept on file.

Recording accidents, incidents and injuries

All accidents and injuries recorded in the accident book should include.

- Name and full date
- Class
- Time and place of incident or accident
- As much information of injury sustained as possible and first aid treatment given.
- Signed
- Outcome - such as call home, SLT notified, CT aware, sent home - SLT authorised.
All follows up should be signed, initialled and dated on accident report.

Any injury to the neck, face or head or those injuries which require first aid treatment must be recorded in the accident book, located in the medical room.

- A call to parent and class teacher must be completed for all injuries of this type to notify them of injury.
- All significant head bumps that quickly, raise, bruise, or mottle should be assessed, treated and observed by an appropriate first aider. They will need to be monitored for 15 minutes for any signs and symptoms of concussion. If well they can return to activities. They will be escorted back to the adults in class with an accompanying head injury letter and they must be informed to look for any sickness, drowsiness or mood changes as they will need reassessing and go home to rest.
- Parent will be notified of all head bumps and injuries.
- Cold packs for head injuries are always available in the medical fridge located in the medical room.

Sports accidents and incidents

Accidents and minor injuries are inevitable in sports and games involving children. Risks assessments are in place to minimise this risk and to ensure the safe use of equipment and that all pupils and staff are aware of health, safety and expected school behaviour while participating in sports games and activities.

- All sports injuries requiring first aid treatment need to be recorded in the accident book located in the medical room.
- Any injuries requiring a cold pack - the pupil should be escorted into medical room, to be assessed and injury recorded before returning to activity.
- Keilly Bowyer should be made aware of all sports accidents and injuries in case of further follow up care.
- Keilly Bowyer is an experienced first aider in all sports injuries so is able to manage and assess significant accidents or injuries following procedures set out in this policy.
- If a significant injury to leg, back, or head which occurs on the top tarmac, playground or field which requires assisted and supported moving and handling then the procedures set out in the risk assessment should be followed.
- If significant injury requiring an ambulance is needed, then emergency procedures will be followed as set out by the Headteacher.
- Any intervention sports injury should be reported to the Assistant Headteacher/SENCO immediately for appropriate treatment, recording and call home if necessary.

Off-site trips and visits

When taking pupils off the school premises, the medical officer will ensure staff have:

- Trip box with items for the care of pupils in the event of need.
- Medical bags and emergency over the counter medicines (children's paracetamol children's antihistamine, travel sickness tablets in case of need)
- Information about the specific medical needs of pupils in their year group.

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

Risks assessments for individual pupils with complex medical needs will be discussed with the SENCO prior to any school trips or visits

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.

There will always be at least one or more first aider on school trips and visits in Key Stage 1 and 2

In the event of an accident resulting in a significant injury in school:

- 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 emergency 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 is safe to move to continue treatment.
- If the first aider judges that a pupil is too unwell to remain in school, and in agreement with a member of SLT parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If the first aider feels a hospital assessment is necessary, then SLT will be notified immediately with parents being informed if parent is a non-driver, transport can be provided at the discretion of the Headteacher or SLT if deemed urgent.
- If emergency services need to be called and in agreement with a member SLT, they will contact parents immediately, inform site team of ambulance call and arrange to meet and greet parents and escort them to area.
- The 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 return to the medical officer for follow up and report for Headteacher and site manager.
- All injuries requiring hospital treatment or pupils needing recovery at home or not returning to school after 3 days due to injury must be reported to HSE online – The medical officer or other appointed person with guidance from the Headteacher or site manager will collate all records, timelines and follow up of the accident ready for reporting.
- The Headteacher, site manager, medical officer or other appointed person will then report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident or accident occurring.

In the event of an accident resulting in a significant injury outside of school:

- The parent will notify the school as soon as they are able and notify them of the injury.
- A return to school call or meeting will be arranged by the Headteacher or Assistant Headteacher/ SENCO in order to ensure their child's needs can be managed and met in school safely.
- If the pupil has sustained a fracture or break which causes restrictions or immobility in school such as casts, bandages, slings, supports, crutches, frame, temporary wheelchair or pushchair then a risk assessment will need to be agreed by parents and staff and signed off.
- Care suite use is available for pupils if the need arises, support can be given if needed.
- Break and lunch support is available away from the classroom.
- Welfare team and staff in the injured child's year group will be notified to ensure consistency of care.
- If the injury is complex, then a temporary medical healthcare plan may need to be implemented.
- If a child with complex medical conditions and needs is injured outside of school, then a meeting with the Assistant Headteacher/SENCO or Medical Officer will be needed to ensure all specialist or hospital paperwork is seen so procedures and risks are implemented to meet the individual pupils care needs,

temporary reasonable adjustments may need to be made to their EHCP, MHCP or personal risk assessments with advice sought from the specialist teaching service and site manager if necessary.

In the event of a school emergency evacuation due to fire or another significant event.

- Medical room has a first aid grab box located on the wall a member of SLT or the office can grab on route to muster point.
- Medical room has a grab bag of emergency medicines, additional PPE in the event of need for staff, pupils and visitors located with the first aid box. A member of SLT or office staff can grab on route to muster point.
- First aiders are deployed across the school so each year group is covered and supported in the event of need.
- Medical Officer is responsible for all children and adults who require a PEEP (see PEEP Policy).
- The Medical Officer will have a working register in the event of an emergency.

AED – Automatic External Defibrillator

Newington Community Primary School has a defibrillator for pupils, staff, visitors, sports events and requests from the community and emergency services if the need arises.

- An AED is a portable electronic device that automatically diagnoses and treats life threatening cardiac arrhythmias through the application of electrical therapy, allowing the heart to re-establish an effective rhythm.
- Modern AEDs are simple to operate and safe for users.
- The AED will analyse the individual's heart rhythm and apply a shock to restart it, or advise that CPR should be continued.
- Voice and/or visual prompts will guide the rescuer through the entire process from when the device is first switched on.
- These include positioning and attaching the pads, when to start or restart CPR and whether or not a shock is advised.

It is located at the front entrance and is maintained and regularly checked by the medical officer and site manager. All first aid trained staff as part of their training understand the when and how to use a defibrillator and why it is needed. Any adult can use the defibrillator if the need arises and if directed or advised by emergency services.

Complaints Procedure

Any issues or concerns regarding the treatment or care of a pupil at Newington Community Primary School, is taken seriously and should be reported to the Headteacher in the first instance.

As a school

- We will deal with your concern or complaint in a professional manner.
- It will be looked into thoroughly, fairly and as quickly as possible.
- We will keep you up-to-date with what we are doing.
- We will apologise if the school has made a mistake.
- We will tell you what we are going to do to put things right.

Monitoring and Review

This policy will be reviewed annually or changed if legislation or school guidelines change by Suzanne Legge and Sharon Robb in conjunction with the Headteacher and school Governors with any changes made to this policy will be communicated to all members of staff.

This first aid policy is linked to:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Managing or Administering medicines
- SEND Policy and Information Report
- PEEP Policy

For full details of the Newington Community Primary School's privacy notice and compliance with GDPR regulations, please navigate to: www.newington-ramsgate.org.uk