

Policy for First Aid

Meanwood Church of England Primary School



Approved by:

Mr Jamie Chapman (Headteacher)

Date Approved:

September 2026

Next Review Due:

September 2027

School Vision and Values

Ethos & Commitment to Wellbeing:

Meanwood Church of England Primary School is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. At Meanwood C of E Primary School, we continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, faith, sexuality, or disability. The school provides an inclusive environment and curriculum that meets the medical, first aid, and developmental needs of all pupils, including those with special educational needs and disabilities (SEND) or English as an additional language (EAL).

Our Vision & Values:

Our vision is that every person is valued, nurtured, and empowered to achieve their full potential, underpinned by Jesus' commandment to 'love one another as I have loved you' (John 15:12). This policy is guided by our core values: **Open Hearts, Open Minds, and Open Arms.**

1. Aims of Policy

The aims of our first aid policy are to:

- Ensure the health, safety, and physical wellbeing of all staff, pupils, and visitors across school premises and off-site activities.
- Ensure that staff, leadership, and governors are fully aware of their responsibilities regarding first aid provision, emergency response, and statutory health and safety standards.
- Provide a robust, consistent framework for responding to medical incidents, administering first aid, and accurately recording and reporting outcomes.

2. Legislation and Statutory Guidance

This policy is based on advice from the Department for Education (DfE) on first aid in schools, health and safety in schools, the Statutory Framework for the Early Years Foundation Stage (EYFS), and the following statutory legislation:

- **Health & Safety Regulations:** The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment, facilities, and qualified first aid personnel.
- **Risk Assessment Standards:** The Management of Health and Safety at Work Regulations 1992 and 1999, which require employers to carry out risk assessments, implement necessary health and safety measures, and arrange appropriate information and training.

- **RIDDOR 2013:** The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which mandate that specified serious accidents, diseases, and dangerous occurrences must be reported to the Health and Safety Executive (HSE).
- **Record Retention:** The Social Security (Claims and Payments) Regulations 1979, which govern the retention and maintenance of accident records.
- **School Premises Standards:** The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils.
- **Emergency Medication:** Human Medicines (Amendment) Regulations 2017, allowing schools to obtain and hold spare emergency Adrenaline Auto-Injectors (AAIs) without prescription for pupils at risk of anaphylaxis.

3. Roles and Responsibilities

3.1 Staff Training & Qualification Status

In order to ensure comprehensive safety, immediate emergency response, and highest standards of care across all key stages and school activities, all members of staff in school are either Paediatric First Aid or First Aid at Work trained. First aid qualifications and training records are regularly updated and centrally maintained in line with the School's official administrative and personnel records.

Qualified first aiders act as immediate responders and are responsible for:

- Acting as first responders to any accidents or medical emergencies, assessing situations where an individual is injured or ill, and providing immediate, appropriate care.
- Deciding whether a pupil is too unwell to remain in school and ensuring parents or carers are contacted promptly.
- Ensuring appropriate emergency medical help or an ambulance is summoned immediately when required.
- Completing a digital accident report on Medical Tracker on the same day or as soon as reasonably practicable following an incident.

3.2 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school, delegating operational management and policy implementation to the Headteacher and leadership team.

3.3 The Headteacher

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

- Ensuring that an appropriate and fully qualified complement of trained first aid personnel is present on school premises at all times.
- Ensuring all staff maintain valid qualifications, update their certifications prior to expiry, and remain fully competent in their first aid duties.

- Ensuring all staff are fully briefed on first aid procedures, medical emergency protocols, and Medical Tracker reporting.
- Ensuring thorough risk assessments are completed for school activities, premises, and off-site educational visits.
- Reporting specified reportable accidents and serious incidents to the HSE under RIDDOR regulations.

3.4 Staff

All members of school staff are responsible for:

- Following established first aid procedures and maintaining current first aid competence.
- Completing accident and incident reports promptly on Medical Tracker.
- Informing the Headteacher or line manager of any specific health conditions, personal first aid requirements, or medical training needs.

4. First Aid Procedures

4.1 In-School Emergency Procedures

In the event of an accident or sudden medical illness:

- The closest member of staff present will immediately assess the seriousness of the injury and provide initial first aid treatment.
- The first aider will assess whether further medical assistance is needed or if emergency services (999) must be called. They will remain with the injured person until care is handed over.
- If a pupil is judged too unwell to remain in school, the school office will contact parents/carers immediately to arrange collection.
- If emergency services are called, the Headteacher or School Admin Officer will inform parents/carers immediately.
- An accident form must be logged on Medical Tracker on the same day by the attending member of staff.

4.2 Emergency Equipment: Defibrillator (AED) & Emergency Allergy Pens (AAIs)

In line with DfE guidelines and health recommendations:

- **Automated External Defibrillator (AED):** An Automated External Defibrillator (AED) is located in the front office, maintained in full working order, and accessible to trained staff for cardiac emergencies.
- **Emergency Allergy Pens (AAIs):** In accordance with Human Medicines (Amendment) Regulations 2017, the school holds spare emergency Adrenaline Auto-Injectors (AAIs) to be administered to pupils with known severe allergies or Individual Healthcare Plans in emergency anaphylactic situations.

4.3 Off-Site Visits and Educational Trips

When taking pupils off school premises:

- Staff will carry a mobile phone, a fully stocked portable first aid kit, and relevant Individual Healthcare Plans / medical information.
- Thorough risk assessments are completed prior to any off-site visit.
- **EYFS Requirement:** In accordance with EYFS statutory framework, at least one qualified Paediatric First Aider will accompany all Early Years Foundation Stage visits.
- **KS1 & KS2 Requirement:** At least one qualified first aider will accompany all Key Stage 1 and Key Stage 2 off-site visits.

5. First Aid Equipment and Locations

First aid kits are maintained across school and typically contain general first aid leaflets, bandages, eye pads, triangular bandages, adhesive tape, safety pins, disposable gloves, antiseptic wipes, assorted plasters, scissors, cold compresses, and burns dressings. No oral medication is kept in general first aid kits.

First aid equipment and supplies are stored in central, accessible locations including: the Main School Office, classroom stock cupboards / wet areas, and the school minibus.

6. Record-Keeping and Statutory Reporting

6.1 Digital Recording via Medical Tracker

All first aid incidents, treatments, and head bump notifications are recorded digitally on Medical Tracker. At the end of each school day, the school administration team sends automated digital notifications to parents/carers detailing any first aid administered. For serious incidents or head injuries, parents are contacted directly via phone.

6.2 HSE Statutory RIDDOR Reporting

The Headteacher will notify the Health and Safety Executive (HSE) under RIDDOR 2013 as soon as reasonably practicable and within 10 days of any specified reportable event, including: fractures (other than digits), amputations, serious eye injuries, severe burns, loss of consciousness from head injury, or injuries resulting in over 7 consecutive days of absence for staff.

6.3 Notifying Ofsted and Child Protection Agencies

The Headteacher will notify Ofsted of any serious accident, illness, or injury to, or death of, a pupil while in the school's care as soon as reasonably practicable and no later than 14 days after the incident. Notifications will also be submitted to local authority child protection agencies where appropriate.

7. First Aid Training and Qualification Maintenance

All members of staff in school hold up-to-date qualifications in either Paediatric First Aid or First Aid at Work. Training certifications are renewed every three years prior to expiry, with central records maintained by school leadership to monitor refresher training cycles and ensure statutory compliance at all times.

8. Monitoring and Review

This policy is formally reviewed by the Headteacher every two years (or sooner if national statutory guidelines change). At every review, the policy is submitted for approval by the Governing Body.

Appendix 1: First Aid Training & Qualification Records

In accordance with school operational policy, all members of staff at Meanwood CE Primary School are qualified in either Paediatric First Aid or First Aid at Work. Training certifications and renewal schedules are maintained centrally within the school's official administrative and personnel records.