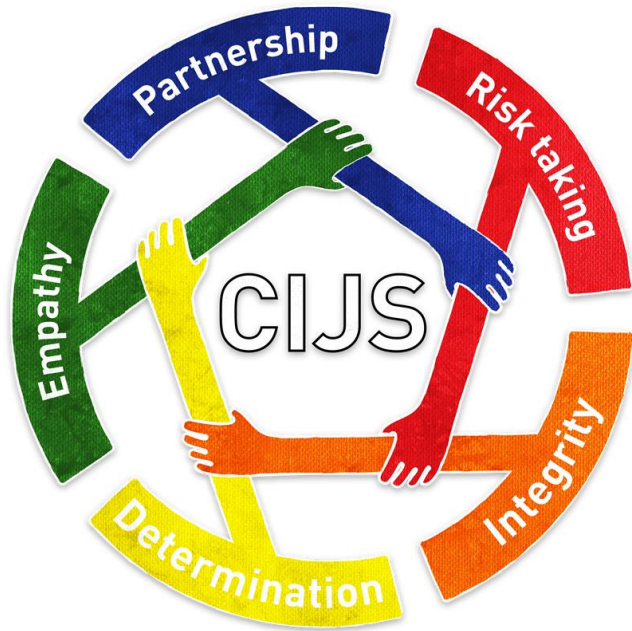


First Aid Policy

Chellaston Infant and Junior Schools



Policy owner	Headteacher
Approved by	Governing Body
Approval date	Autumn 2026
Review date	Autumn 2029 (or sooner if legislation, guidance or school arrangements change)

Purpose and scope

Chellaston Infant and Junior Schools are committed to providing prompt, appropriate first aid for pupils, staff and visitors. This policy sets out the arrangements for first aid on the school premises and during school-led off-site activities. It should be read alongside the schools’ Health and Safety Policy, Supporting Pupils with Medical Conditions, Administration of Medication Policy, Allergy Policy, Educational Visits procedures and safeguarding procedures.

The schools will maintain first aid provision that is proportionate to identified need, so that assistance can be provided without unnecessary delay. First aid is immediate assistance only; where an injury or illness requires assessment or treatment beyond first aid, appropriate medical help will be sought.

1. Legal and guidance framework

The schools have regard to current legislation and national guidance, including:

- Health and Safety at Work etc. Act 1974 and the Health and Safety (First-Aid) Regulations 1981;
- Management of Health and Safety at Work Regulations 1999;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- School Premises (England) Regulations 2012;
- Department for Education guidance, First aid in schools, early years and further education; and
- the current Early Years Foundation Stage (EYFS) statutory framework, where it applies.

A first aid needs assessment will inform the number and type of trained personnel, equipment, facilities and arrangements required. It will take account of employees, pupils and visitors; the size and layout of the premises; known hazards; patterns of accidents; pupils with particular health needs; and off-site or out-of-hours activities.

2. Roles and responsibilities

2.1 Governing Body and Headteacher

The Governing Body retains oversight of health and safety. The Headteacher is responsible for implementing this policy and for ensuring that suitable first aid arrangements are in place, including sufficient trained personnel, appropriate facilities and equipment, staff awareness, record keeping and reporting.

2.2 Appointed person / Welfare Assistant

The person coordinating day-to-day first aid arrangements will:

- take charge of arrangements when someone is injured or becomes ill, or ensure another suitably trained person does so;
- ensure appropriate medical assistance or an ambulance is summoned when required;
- maintain first aid supplies and arrange regular checks and replenishment;
- maintain an up-to-date record of first aid qualifications and expiry dates; and
- support the Headteacher with accident monitoring and any Trust, HSE or other statutory reporting.

2.3 First aiders and all staff

First aiders will act within the scope of their training, assess the casualty, provide immediate and appropriate treatment, seek further help where required and make an accurate record of treatment. All staff must know how to obtain first aid assistance, follow school procedures, share relevant information about known medical needs appropriately, and report any safeguarding concern arising from an injury or presentation to the Designated Safeguarding Lead.

3. First aid provision and training

An appropriate number of suitably trained first aiders will be available during the school day and for activities where the first aid needs assessment identifies that cover is required. Training will be provided by a competent training provider and renewed within the validity period of the qualification. A current list of trained first aiders is maintained by the school and made available to staff. All staff complete First Aid Awareness as a minimum standard.

For EYFS provision, the schools will meet the current statutory paediatric first aid requirements, including having at least one person with a current full paediatric first aid certificate on the premises and available at all times when EYFS children are present, and accompanying EYFS children on outings. This includes our extended care and holiday club provision.

First aid equipment will be located so that it is readily accessible. The schools maintain designated first aid/medical areas, first aid kits for appropriate locations and activities, portable kits for educational visits and an automated external defibrillator (AED) and Automated Adrenalin Injector (AAI) – these are located at the offices of the infant school, the junior school and the

hub building. The Welfare Assistant or other nominated member of staff will ensure supplies are checked regularly and replenished as necessary. Medication is not stored in first aid kits.

4. First aid procedures

4.1 Injury or illness on site

- The nearest member of staff will make the area safe, obtain assistance and, where appropriate, request a trained first aider.
- The first aider will assess the casualty, provide treatment within their competence and decide whether further assistance, collection by a parent/carer or emergency medical help is required.
- A casualty will not be moved unless this is necessary for immediate safety or is appropriate within the responder's training.
- If a pupil is too unwell to remain in school, a parent/carer will be contacted and asked to collect them.
- Where an ambulance is required, it will be called without delay. Parents/carers will then be contacted as soon as practicable. If a parent/carer cannot reach the child before transfer, a member of staff will accompany or follow the child to hospital where appropriate and remain until responsibility can be handed over.

4.2 Head injuries

All head injuries will be assessed and recorded. Parents/carers will be informed on the same day through the school's first aid notification process on Arbor; where the injury is significant, symptoms cause concern, further assessment may be needed, or the child's condition changes, parents/carers will also be contacted directly by telephone. Pupils will be monitored after a head injury and any deterioration or concern will be escalated promptly. Emergency medical assistance will be sought where indicated by the casualty's presentation and the first aider's assessment.

4.3 Hygiene and infection control

Staff providing first aid will use appropriate hygiene precautions. Hands should be cleaned before and after treatment where practicable, and disposable gloves must be used when there is a risk of contact with blood or other body fluids. Contaminated materials will be disposed of safely in accordance with the school's waste procedures, and spillages will be cleaned using the school's infection-control arrangements.

5. Educational visits and off-site activities

First aid arrangements for educational visits will be determined through the visit risk assessment and the school's first aid needs assessment. The visit leader will ensure that suitable first aid cover, a portable first aid kit, emergency contact arrangements and relevant information about pupils' medical needs are available. Where EYFS children take part in an outing, statutory paediatric first aid requirements will be met.

6. Recording, parent notification and reporting

6.1 Pupil first aid records and Arbor notifications

First aid treatment provided to a pupil will be recorded on Arbor as soon as reasonably practicable, normally on the same day. The record will include sufficient factual information to identify the pupil, date and time, nature and location of the injury or illness, treatment/action taken, and the member of staff dealing with the incident.

Parents/carers will be informed of accidents, injuries and first aid treatment on the same day, or as soon as reasonably practicable, using Arbor first aid notifications via email. A telephone call will also be made where the injury is significant, involves a concerning head injury, emergency services are contacted, further medical assessment is advised, or the pupil needs to be collected.

6.2 Staff, visitors and more serious incidents

Accidents involving staff, visitors or other adults, and pupil incidents requiring escalation under Trust procedures, will be recorded and reported using the current East Midlands Education Trust (EMET) health and safety arrangements. The Headteacher or delegated responsible person will ensure that incidents are investigated where appropriate and that records are retained in accordance with statutory requirements and the Trust's retention schedule.

6.3 RIDDOR and other statutory notifications

The Headteacher, in liaison with EMET, will ensure that reportable work-related injuries, diseases and dangerous occurrences are notified to the Health and Safety Executive in accordance with RIDDOR. For pupils and other non-workers, an injury is not reportable merely because hospital treatment is received; the RIDDOR criteria must be met, including that the accident arose out of or in connection with a work activity and resulted in the person being taken directly from the scene to hospital for treatment.

Where the schools are acting as a registered early years provider, any serious accident, illness or injury to, or death of, a child in the school's care will be notified to Ofsted as soon as reasonably practicable and within the statutory timeframe, and the relevant local child protection agency will be notified where required.

7. Pupils with medical conditions

Information about pupils' medical conditions will be shared with staff who need it to keep the pupil safe, with due regard to confidentiality. Individual healthcare plans will be used where appropriate. The administration and storage of medicines, emergency medication such as adrenaline auto-injectors and inhalers, and arrangements for pupils who can self-manage are covered by the schools' Supporting Pupils with Medical Conditions/Administration of Medication Policy rather than repeated in this policy.

8. Monitoring and review

The Headteacher will ensure that first aid arrangements remain effective through review of the first aid needs assessment, training coverage, equipment checks and accident/incident patterns. The policy will be reviewed at least every three years, and earlier where there is a significant change in legislation, national guidance, Trust requirements, premises, pupil need or school practice.

9. Key operational points for staff

- Obtain qualified first aid help promptly and call 999 in an emergency.
- Record pupil first aid on Arbor and ensure the parent/carer notification is sent the same day.
- Telephone parents/carers as well as using Arbor when an injury or illness is significant or requires collection/further assessment.
- Escalate safeguarding concerns immediately to the DSL.
- Follow EMET procedures for staff/visitor accidents, serious incidents and possible RIDDOR cases.
- Use the Supporting Pupils with Medical Conditions/Administration of Medication Policy for medicines and individual healthcare plans.