

Leverton Church of England Academy



First Aid Policy

October 2026

Policy:	First Aid
Approved by:	LGB
Date:	February 2025
Review cycle:	Annually

VERSION CONTROL			
VERSION	DATE	AUTHOR	CHANGES
2	February 2025	RL	Updated information related to the renewal and displaying of Paediatric first aid certificates
2	February 2025	RL	Information added about support for first aiders following emergencies via 'Promoting and supporting mental health and wellbeing in schools and colleges'.
3	October 2026	RL	Updated AED guidance; updated EYFS references; strengthened mental health and first aid assessment requirements; clarified AED registration and maintenance arrangements.

Statement of intent

Leverton Church of England Academy is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting employees, children and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all 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, no matter how major or minor.
- 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.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

Legal framework

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

- Health and Safety at Work etc. Act 1974
- The Health & Safety (First Aid) Regulations 1981
- The Road Vehicles (construction and use) Regulations 1986
- The Management of Health & Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils with medical conditions'
- DfE (2025) 'Automated external defibrillators (AEDs): Guidance for Schools
- DfE (2022) 'First Aid in schools, early years and further education'
- DfE (2026) 'Early Years Foundation Stage (EYFS) statutory guidance'

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Allergy Policy

- Behavioural Policy
- Child Protection and Safeguarding Policy
- Educational Visits Policy
- Lone worker risk assessment
- Mental Health (SEMH) Policy
- Administration of Medicines Policy

Roles and Responsibilities

The Governing Body is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out of hours activities, e.g. educational visits or parents' evenings.
- 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 appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- 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.
- 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

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 all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

The Staff are 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.

- Endeavouring at all times to secure the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as directed by the Governing Body
- Ensuring that they are comfortable and confident in administering first aid.
- 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

School must have at least one 'appointed person' to oversee first aid provision. The appointed person is not a first aider, and must not conduct any first aid for which they have not been trained. The appointed person, however be trained in the emergency procedures as outlined below. The appointed person is responsible for:

- Overseeing the school's first aid arrangements
- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Calling the emergency services when necessary
- Maintaining injury and illness records as required
- Undertaking an appointed persons course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency
 - How to assess and monitor a casualty
 - First aid for the unconscious casualty
 - First aid for someone who is having a seizure
 - Maintaining injury and illness records as required
 - Paediatric first aid

The appointed person is: Mrs Rebecca Longworth

First aid provision

The school will routinely re-evaluate its first aid arrangements, at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school's first aid needs assessment will consider both the physical and mental health needs of all when determining appropriate first aid arrangements.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid;
- 20 Individually wrapped sterile adhesive dressings (assorted sizes);

- 2 sterile eye pads;
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins;
- 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- 2 large (approximately 18cm x 18cm) sterile individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves.

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

Mrs Baker is responsible for examining the contents of first aid boxes. These should be checked at the beginning of each half term, or sooner if required and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

The First Aid boxes in school are located in the following areas:

- The school office
- Snowdon classroom
- Outside Everest class (on the lockers)
- In the kitchen
- In the school minibus

First aiders and appointed persons

The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE approved organisation.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first aid personnel where this has not already been obtained.

The school will ensure that refresher training and retesting of competence is arranged for first aiders within school before certificates expire. This will be managed by Laura Whyles, Office Manager.

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 at all times to provide adequate cover to all areas of the school.

In line with government guidelines, taking into account staff: child ratios, the school will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the

premises and available at all times when early years pupils are present, and accompanying pupils on any and all outings taken.

The school will ensure that the PFA certificates are renewed every three years, and that the training meets the requirements set out in Annex A of the 'Early Years Foundation Stage (EYFS) statutory guidance. The school will ensure that all EYFS staff included within statutory staffing ratios meet current paediatric first aid requirements.

The school will display staff PFA certificates or a list of staff who have a current PFA certificate and make this available to parents.

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.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills
- Aptitude and ability to absorb new knowledge and learn skills
- Ability to cope with stressful and physical demanding emergency procedures
- Normal duties – a first aider must be able to leave to go immediately to an emergency

The school will ensure that first aid training courses cover mental health in order to help them 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. Pupils will be supported in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

Automated external defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in the school office. The AED will be registered on The Circuit and regular maintenance checks, including battery and pad expiry checks, will be completed inline with manufactures guidance.

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 on an annual basis, and usually during the first INSET session of the academic year. Use of the AED will be promoted to pupils during PSHE lessons.

Emergency procedure in the event of an accident, illness or injury

If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration. In the event that the first aider does not consider that they can adequately deal with the presenting condition by

the administration of first aid, then they should arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual(s) has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual(s) is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital or doctor's office until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least two staff members – one of whom to drive the car, and one of whom, a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.

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 escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The Headteacher
- The parents of the victim(s)

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. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page 'Promoting and supporting mental health and wellbeing in schools and colleges'.

Reporting accidents and record keeping

- When first aid has been administered, the appropriate forms should be completed. A duplex copy must be kept in school and the original form sent home with the child.
- Any injury to the head, minor or major, must be reported to parents through a telephone call and followed up using the school first aid form and bumped head guidance.
- In the event of serious injury or an incident requiring emergency medical treatment, the parents will be contacted immediately to report the incident.
- A list of emergency contact details is kept in the school office.
- The first aiders will ensure that records are kept of any injuries, accidents or illness, as well as any first aid treatment that is given – this will include:
 - The date, time and place of the incident
 - The name and class of the injured or ill person
 - Details of the injury or illness and what first aid was given
 - What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class
 - Name and signature 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 SNMAT under RIDDOR obligations is reported in a timely and detailed manner. Accidents will be recorded using the F-45 form and stored in the Trust TEAMS folder.

Visits and events off-site

- Before undertaking any off-site 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 event and persons involved. The educational visits coordinator will review this before the event is organised.
- Please see the separate Educational Visits Policy for more information about the school's educational visit requirements.

Managing Medication

Medicines are only administered at school when it would be detrimental to a pupil's health or school attendance not to do so.

Storage of Medication

Medicines are always securely stored in accordance with individual product instructions, except where individual pupils have been given responsibility for keeping such equipment with them.

All medication will be stored in the school office and, where indicated, in the staffroom fridge.

All medicines must 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. Medicines CANNOT be administered without this information.

All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.

Provision for safe disposal of needles will require appropriate special measures, e.g. a 'sharps box'. This should be disposed of in a safe way using a specialist licensed contractor

INHALERS: Inhalers prescribed for a child must be kept in the child's classroom in a clearly labelled box. Where appropriate inhalers may be taken outside during playtimes or PE activities. Children who are able to administer their own inhalers may do so with supervision from staff.

Further information about the administration of medicines can be found in the school's 'Administration of Medicine Policy'.

Confidentiality

Medical information should always be regarded as confidential by staff and personal data properly safeguarded.

Records relating to the administration of medicines and health should be stored confidentially.

Information related to a child's medical condition or first aid administered should be shared on a 'need to know' basis in order that a child's well-being is safeguarded and any individual treatment plan is implemented.

Illness

When a pupil becomes ill at school the staff will make a decision in the best interest of the child to determine if it would be best for the child to be collected. When a child has vomited or had diarrhoea the parent will be contacted for them to collect their child.

School will consult with medical guidance to decide if an illness reported to school should be reported to all parents.

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 at the start of each school year.

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 – guidelines will be issued to staff in this regard.

Monitoring & Review

This policy is reviewed annually by the Governing Body, and any changes communicated to staff.