



Altham St. James' CE Primary School: First Aid Policy

Date of Implementation: 01.09.25 (reviewed 20.11.25)

Date of Review: November 2026

Headteacher, Designated First Aid Lead

1. Introduction and Purpose

This policy outlines the procedures and protocols for providing first aid to pupils, staff, and visitors at Altham St. James' CE Primary School. It aims to ensure a safe and healthy environment for everyone by establishing clear guidelines for responding to illness and injuries. This policy reflects the school's commitment to the well-being of its community, guided by our Christian vision to "love each other as I have loved you," and to provide a nurturing and inclusive environment.

2. Legal Framework and Guidance

This policy adheres to the following legislation and guidance:

- The Health and Safety (First-Aid) Regulations 1981
- Guidance on First Aid for Schools (DfE)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Keeping Children Safe in Education (latest version)

3. Roles and Responsibilities

- **Governing Body:** Responsible for ensuring the school has adequate first aid provision and that this policy is implemented and reviewed regularly.
- **Headteacher:** Overall responsibility for the implementation of this policy and ensuring sufficient resources are allocated for first aid.
- **Designated First Aid Lead:** Carol Woods. Responsible for:
 - Maintaining first aid supplies and equipment.
 - Organising first aid training for staff.
 - Keeping records of first aid incidents.
 - Reviewing and updating the first aid policy.
- **All Staff:** Responsible for:
 - Being aware of this policy and following its guidelines.



- Knowing the location of first aid equipment and trained first aiders.
 - Providing immediate assistance in the event of an emergency.
 - Reporting all incidents requiring first aid to the Designated First Aid Lead.
- **Parents/Guardians:** Responsible for:
 - Providing the school with accurate and up-to-date medical information about their child.
 - Informing the school of any changes to their child's medical condition or medication.
- **Pupils:** Responsible for:
 - Reporting any injuries or illnesses to a member of staff.
 - Following instructions from staff in the event of an emergency.

4. First Aid Needs Assessment

A first aid needs assessment will be conducted annually to determine the appropriate level of first aid provision required. This assessment will consider:

- The number of pupils and staff on site.
- The age range of pupils.
- The presence of pupils with specific medical needs (e.g., allergies, asthma, diabetes, epilepsy).
- The school's physical environment and potential hazards (e.g., playground equipment, school playgrounds and field, woodland area).
- The school's location and proximity to emergency services.
- Analysis of previous first aid incidents.

5. First Aid Training

- The school will ensure that a sufficient number of staff are trained in first aid, appropriate to the needs assessment.
- Training will be provided by a recognised and accredited training provider.
- Training will include:
 - Emergency First Aid at Work (EFAW)
 - Paediatric First Aid (PFA) – for staff working with younger pupils
 - Anaphylaxis training – for staff supporting pupils with severe allergies
 - Training on the use of EpiPens and other medical devices.
- First aid certificates will be kept up-to-date, and refresher training will be provided as required (every three years as a minimum).
- Consideration will be given to training staff to support pupils with specific medical needs, such as asthma, diabetes, and epilepsy.



- All newly appointed staff should be provided with basic first aid training as part of their induction.

6. First Aid Equipment and Supplies

- First aid kits will be readily available in key locations throughout the school, including:
 - Classrooms
 - Main corridor
 - Playground
 - Kitchen
- First aid kits will be regularly checked and restocked.
- The contents of first aid kits will be appropriate for the age range of pupils and the potential hazards in each location.
- A designated person [Sarah Kenyon/ Sam Sumner] will be responsible for maintaining first aid supplies.
- A record will be kept of all first aid supplies and their expiry dates.
- Appropriate disposal procedures for used or expired first aid supplies will be followed.
- Consideration will be given to providing personal first aid kits for pupils with specific medical needs (e.g., asthma inhalers, EpiPens).

7. Procedures for Responding to Illness and Injury

- **Minor Injuries:**
 - Minor injuries (e.g., cuts, grazes, bumps) will be treated by a trained first aider using the contents of the first aid kit.
 - The incident will be recorded in the school's accident book.
 - Parents/guardians will be informed of the incident if deemed necessary.
- **Serious Injuries or Illnesses:**
 - In the event of a serious injury or illness, the following steps will be taken:
 1. Assess the situation and ensure the safety of the casualty and others.
 2. Call for assistance from a trained first aider.
 3. Administer first aid according to training.
 4. Call emergency services (999) if necessary.
 5. Inform the pupil's parents/guardians immediately.
 6. Record the incident in the school's accident book.
 7. Complete an incident report form.



- **Specific Medical Conditions:**

- Staff will be aware of pupils with specific medical conditions (e.g., allergies, asthma, diabetes, epilepsy) and will follow individual healthcare plans and the school asthma policy.
- Emergency medication (e.g., EpiPens, inhalers) will be readily accessible and stored appropriately.
- Staff will be trained in the administration of emergency medication.

- **Head Injuries:**

- Any pupil who sustains a head injury will be monitored closely for signs of concussion.
- Parents/guardians will be informed of all head injuries (via a bumped head letter, with a follow up text, or verbally depending on the severity of the injury).
- Medical advice will be sought if there are any concerns.

- **Communicable Diseases:**

- Parents/guardians will be informed if there is an outbreak of a communicable disease in the school.
- Public Health England (or equivalent) will be contacted for advice and guidance.
- Appropriate infection control measures will be implemented.

8. Recording and Reporting

- All first aid incidents, no matter how minor, will be recorded in the school's accident book located in the staffroom.
- The accident book will include the following information:
 - Date and time of the incident
 - Name of the injured person
 - Nature of the injury or illness
 - First aid treatment provided
 - Name of the first aider
 - Witnesses (if any)
 - Action taken (e.g., parents informed, medical advice sought)
- Serious incidents will be reported to the Health and Safety Executive (HSE) in accordance with RIDDOR regulations.
- Incidents involving child protection concerns will be reported to the Designated/ Deputy Safeguarding Lead (Carol Woods and Lisa Lunniss)

9. Communication



- This policy will be made available to all staff, parents/guardians, and visitors via the school website and via email (staff). A paper copy is displayed in the staffroom.
- Signage will be displayed throughout the school indicating the location of first aid kits.

10. Review and Evaluation

- This policy will be reviewed annually by the Designated First Aid Lead and the Headteacher.
- The review will consider:
 - The effectiveness of the policy in practice
 - Changes in legislation or guidance
 - Feedback from staff, parents/guardians, and pupils
 - Analysis of first aid incidents
 - The findings of the annual first aid needs assessment
- Any necessary amendments will be made to the policy, and the revised policy will be communicated to all stakeholders.

11. Related Policies

This policy should be read in conjunction with the following school policies:

- Safeguarding Policy
- Health and Safety Policy
- Administration of Medicines Policy
- SEND Policy