



First Aid Policy

1. Policy Statement

Frances Olive Anderson C of E Primary School is committed to providing a safe and healthy environment for all pupils, staff, visitors, and contractors. The school recognises its responsibility to provide appropriate first aid arrangements to ensure that any person who becomes ill or injured receives prompt and effective treatment.

This policy outlines the school's arrangements for first aid provision and should be read alongside the school's Health and Safety Policy, Safeguarding Policy, Supporting Pupils with Medical Conditions Policy, Critical Incident policy and Educational Visits Policy.

2. Aims

The aims of this policy are to:

- Ensure that all pupils, staff, and visitors receive appropriate first aid when required.
- Ensure there are adequate supplies of first aid equipment available at all times.
- Ensure sufficient numbers of trained staff are available to administer first aid.
- Provide clear procedures for responding to accidents, injuries, and medical emergencies.
- Comply with relevant health and safety legislation and guidance.

3. Scope

This policy applies to:

- All pupils.
- All members of staff.
- Volunteers.
- Visitors.
- Contractors working on school premises.
- School activities taking place on or off site.

4. Roles and Responsibilities

Governing Body/Trust Board

The Governing Body is responsible for:



- Ensuring adequate first aid provision throughout the school.
- Monitoring the implementation of this policy.
- Ensuring sufficient resources are allocated for first aid training and equipment.

Headteacher

The Headteacher is responsible for:

- Ensuring this policy is implemented effectively.
- Ensuring adequate numbers of trained first aid personnel are available.
- Maintaining records of first aid incidents.
- Ensuring staff are aware of first aid procedures.

First Aiders

Qualified First Aiders will:

- Respond promptly to incidents requiring first aid.
- Assess injuries and administer appropriate treatment within the scope of their training.
- Arrange emergency medical assistance where necessary.
- Complete accident records following treatment.
- Ensure first aid equipment is maintained and replenished.

Staff

All staff are responsible for:

- Taking reasonable care of pupils and themselves.
- Reporting accidents and injuries promptly.
- Contacting a first aider when required.
- Following school first aid procedures.

5. First Aid Personnel

The school will maintain an appropriate number of trained first aid staff.

A list of qualified first aiders will be:

- Displayed in key locations throughout the school.
- Available from the school office.

The school will ensure that first aid qualifications are renewed in accordance with training provider requirements.



6. First Aid Equipment

The school will provide appropriately stocked first aid boxes located in designated areas.

First aid kits will be available in:

- Medical room
- Each classroom
- Educational visits and off-site activities.

All first aid boxes will be:

- Clearly identified.
- Easily accessible.
- Regularly checked and replenished.

7. Medical Emergencies

In the event of a medical emergency:

1. The nearest member of staff should assess the situation.
2. A qualified first aider should be contacted immediately.
3. Emergency services (999) should be called where appropriate.
4. Parents/carers should be informed as soon as reasonably practicable.
5. A member of staff should remain with the injured or ill person until assistance arrives.

Where emergency services are called, details of the incident and actions taken must be recorded.

8. Administration of First Aid

First aid treatment will be provided within the limits of staff training.

First aiders will:

- Preserve life.
- Prevent the condition from worsening.
- Promote recovery.
- Arrange further medical assistance where necessary.

Staff will not administer treatment beyond the level of their training.



9. Head Injuries

All head injuries will be treated seriously.

Where a pupil sustains a head injury:

- First aid will be administered as appropriate.
- The pupil will be monitored for signs of deterioration.
- Parents/carers will be informed on the same day.
- Emergency medical assistance will be sought if symptoms indicate a serious injury.

10. Allergies and Anaphylaxis

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur rapidly after exposure to an allergen.

Common allergens include:

- Peanuts and tree nuts
- Milk and dairy products
- Eggs
- Fish and shellfish
- Sesame
- Wheat
- Insect stings
- Certain medicines (e.g., antibiotics)

Parents/carers must:

- Inform the school of any diagnosed allergies.
- Provide up-to-date medical information and emergency contact details.
- Supply prescribed medication, including adrenaline auto-injectors (AAIs), where required.
- Notify the school of any changes to a child's medical needs.

Staff must:

- Be aware of pupils with allergies.
- Know how to recognise signs of an allergic reaction.
- Know how to administer an adrenaline auto-injector if trained.
- Follow emergency procedures promptly.

Pupils diagnosed with severe allergies should have an Individual Healthcare Plan (IHP) that includes:

- Known allergens



- Signs and symptoms
- Medication requirements
- Emergency procedures
- Emergency contact information

The plan should be reviewed annually or sooner if needs change.

Prevention and Risk Reduction

The school will:

- Maintain a register of pupils with allergies.
- Share relevant information with staff on a need-to-know basis.
- Promote good handwashing practices.
- Encourage cleaning of eating surfaces.
- Conduct risk assessments for trips and special events.
- Consider allergen risks when planning activities involving food.

The school cannot guarantee an allergen-free environment but will take reasonable steps to minimise risks.

Medication

Adrenaline Auto-Injectors (AAIs)

Pupils prescribed AAIs should:

- Have two in-date devices available in school where possible.
- Have medication clearly labelled with their name.

The school also hold a spare emergency AAI in accordance with current UK legislation and guidance.

Medication must:

- Be easily accessible.
- Be stored according to manufacturer instructions.
- Be checked regularly for expiry dates.

Recognising an Allergic Reaction

Mild to Moderate Symptoms

- Itchy rash or hives
- Swelling of lips, face, or eyes
- Tingling mouth
- Abdominal pain, nausea, or vomiting



Severe Symptoms (Anaphylaxis)

- Difficulty breathing
- Wheezing or persistent cough
- Swelling of the tongue or throat
- Difficulty speaking or swallowing
- Dizziness or collapse
- Loss of consciousness

Emergency Procedure for Anaphylaxis

If anaphylaxis is suspected:

1. Administer the pupil's adrenaline auto-injector immediately.
2. Call 999 and state: **"Anaphylaxis – adrenaline administered."**
3. Contact parents/carers.
4. Monitor the pupil continuously.
5. If symptoms do not improve and a second AAI is available, administer it according to medical guidance and training.
6. Ensure the pupil is taken to hospital even if symptoms improve.

School Trips and Off-Site Activities

The school will:

- Include allergy management in trip risk assessments.
- Ensure medication accompanies the pupil.
- Ensure trained staff are present where required.
- Obtain necessary medical information before visits.

Training

The school will provide regular training for relevant staff covering:

- Allergy awareness
- Recognition of anaphylaxis
- Use of adrenaline auto-injectors
- Emergency response procedures

Training records will be maintained. The Emergency First Aid and Paediatric First Aid training covers the above.



11. Accident Reporting and Record Keeping

All accidents requiring first aid treatment will be recorded.

Records will include:

- Name of injured person.
- Date and time of incident.
- Location of incident.
- Nature of injury or illness.
- Treatment provided.
- Name of attending first aider.
- Any further action taken.

Accident records will be stored securely in accordance with data protection requirements.

Serious accidents and injuries will be reported in line with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requirements where applicable.

12. Medication and Medical Conditions

The school will support pupils with medical conditions in accordance with its Supporting Pupils with Medical Conditions Policy.

Prescription and non-prescription medicines will only be administered in accordance with school procedures and parental consent requirements.

Individual Healthcare Plans will be implemented where necessary.

13. Educational Visits and Off-Site Activities

Appropriate first aid arrangements will be made for all off-site visits.

Risk assessments will consider:

- Nature of the activity.
- Number and age of pupils.
- Medical needs of participants.
- Availability of emergency assistance.

A suitable first aid kit and emergency contact information will accompany all visits.



14. Training

The school will ensure that:

- First aid training is provided to appropriate staff.
- Refresher training is completed before qualifications expire.
- New staff receive information regarding first aid procedures during induction.

Training records will be maintained by the school.

15. Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes.
- Guidance is updated.
- Significant incidents indicate a need for review.
- School procedures change.

16. Related Policies

This policy should be read in conjunction with:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits Policy
- Behaviour Policy
- Risk Assessment Procedures
- Critical Incident Policy

Policy Approval

Approved by: FGB

Date Approved: July 2026

Review Date: As guidance is updated or every 2 years