ASHGATE PRIMARY SCHOOL

First Aid Policy 2026-2027

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This policy will be reviewed annually or sooner where legislation, guidance or operational requirements change.

Approved by:	**Governing Body**	**Date:**
Last reviewed on:	**November 2026**	
Next review due by:	**November 2027**	

1. Introduction

Related Policies

- Administration of Medicines Policy
- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Intimate Care Policy
- Accessibility Plan

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1. Statement of Intent

At Ashgate Primary School, we are committed to ensuring the health, safety and welfare of all pupils, staff, visitors and contractors.

The school will provide appropriate first aid arrangements to ensure that:

- All individuals receive immediate and appropriate attention when injured or taken ill.

- Adequate numbers of trained staff are available at all times.
- First aid equipment and facilities are maintained and readily accessible.
- Parents are informed appropriately regarding accidents and injuries.
- Statutory reporting requirements are met.
- The needs of pupils with medical conditions are effectively supported.

The Governing Board recognises its duty of care under health and safety legislation and is committed to maintaining effective first aid provision across the school site.

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2. Legislative Framework

This policy has been developed with reference to:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Equality Act 2010
- Children and Families Act 2014
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- DfE Supporting Pupils with Medical Conditions at School
- EYFS Statutory Framework
- UK Health Security Agency (UKHSA) Infection Prevention Guidance

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3. Roles and Responsibilities

Governing Board

The Governing Board is responsible for ensuring that:

- Adequate first aid arrangements are in place.
- Appropriate resources are available.
- The policy is reviewed regularly.

Headteacher

The Headteacher will:

- Ensure compliance with this policy.
- Ensure suitable numbers of trained personnel are available.
- Monitor accident trends and risk assessments.

- Ensure statutory reporting requirements are fulfilled.

First Aiders

Qualified first aiders will:

- Respond to incidents requiring first aid.
- Administer treatment within the limits of their training.
- Record treatment provided on Medi tracker.
- Ensure parents are informed as required.
- Escalate concerns appropriately.

All Staff

All staff have a responsibility to:

- Take reasonable care for the health and safety of pupils.
- Summon a qualified first aider where required.
- Report accidents and incidents promptly.
- Follow medical care plans and risk assessments.

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4. First Aid Provision

The school will ensure that sufficient first aid cover is available:

- During the school day.
- During breakfast and after-school provision.
- During educational visits.
- During sporting activities.
- During emergency evacuations.

Provision is determined through regular risk assessment and will reflect:

- Pupil numbers.
- Site layout.
- Educational visits.
- Medical needs of pupils.
- Staff availability.

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5. First Aid Personnel

The school will maintain an appropriate number of staff trained in:

- Paediatric First Aid.
- Emergency First Aid at Work.
- First Aid at Work.
- Anaphylaxis Awareness and AAI Administration.
- Asthma Management.

At least one suitably qualified first aider will be available whenever children are present on site.

Where EYFS pupils are present, paediatric first aid requirements will be met at all times.

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6. First Aid Equipment and Facilities

The school maintains designated first aid stations throughout the site. These contain equipment that complies with current Health and Safety Executive recommendations.

First aid kits are checked regularly and replenished as necessary. Responsibility for monitoring stock levels is delegated to nominated staff members.

Portable first aid kits are provided for:

- Educational visits
- Outdoor learning
- Sporting events
- Emergency evacuation procedures

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7. Accident Reporting and Record Keeping

All accidents requiring first aid treatment must be recorded on the day of the incident on the Medi tracker system.

Records will include:

- Name of injured person
- Date and time
- Location
- Nature of injury
- Treatment administered
- Name of first aider
- Outcome and follow-up action

Parents will be informed of:

- Any significant injury
- Any head injury
- Any injury requiring ongoing monitoring
- Any injury requiring hospital treatment

The school will retain records in accordance with legal retention requirements.

Where injuries indicate potential safeguarding concerns, a CPOMS record will also be completed and reviewed by safeguarding staff.

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8. Head Injuries

All head injuries must be taken seriously.

Where a child sustains a bump, knock or impact to the head:

- A qualified first aider should assess the pupil.
- The incident must be recorded.
- Parents/carers must be informed on the same day.
- Head injury advice must be provided to parents.

Emergency services must be contacted immediately if a child:

- Loses consciousness.
- Experiences vomiting.
- Appears increasingly drowsy.
- Complains of severe or worsening headache.
- Reports visual disturbance.
- Experiences a seizure.
- Has bleeding or fluid from the nose or ears.

Pupils who cannot stand or move independently after an injury should not be moved unless they are in immediate danger.

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9. Medical Emergencies

In a medical emergency:

1. The nearest trained first aider must be contacted immediately.
2. Emergency services should be called where necessary.
3. Parents/carers should be informed as soon as practicable.
4. A member of staff will accompany a child to hospital if a parent is not immediately available.

Where emergency treatment is required, preservation of life will always take priority.

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10. Asthma

The school supports pupils with asthma through individual healthcare arrangements and adherence to the school's Asthma Policy.

The school maintains emergency salbutamol inhaler kits in accordance with Department for Education guidance.

In the event of an asthma attack:

- Remain calm.
- Assist the pupil to use their reliever inhaler.
- Follow the pupil's healthcare plan.
- Contact a first aider immediately.
- Call 999 where symptoms do not improve or deteriorate.

All inhalers accompanying pupils on educational visits must remain accessible throughout the visit.

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11. Anaphylaxis and Adrenaline Auto-Injectors (AAIs)

The school recognises that anaphylaxis is a life-threatening medical emergency.

The school maintains 4 spare Adrenaline Auto-Injector devices in accordance with current legislation.

Pupils prescribed AAIs will have:

- Individual healthcare plans.
- Staff awareness arrangements.
- Appropriate parental consent documentation.

In an emergency:

- Administer the prescribed AAI immediately.
- Call 999.
- Inform parents/carers.
- Administer a second AAI if required and advised.

School emergency AAIs will only be used in accordance with legal requirements and parental consent arrangements.

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12. Fractures, Serious Injuries and Emergencies

Where a fracture or serious injury is suspected:

- Keep the casualty still.
- Support the injured area.
- Do not attempt to manipulate the limb.
- Contact emergency services where appropriate.
- Monitor for signs of shock.

Serious bleeding should be controlled using direct pressure and appropriate dressings until further medical assistance arrives.

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13. Educational Visits

Before any educational visit:

- Appropriate risk assessments will be completed.
- Medical needs will be reviewed.
- Required medication will accompany pupils.
- A suitably stocked first aid kit will be taken.

At least one member of staff with appropriate first aid training should accompany visits where required following risk assessment.

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14. Infection Prevention and Control

The school follows UKHSA guidance regarding infection prevention and control.

Staff dealing with bodily fluids must:

- Wear appropriate PPE.
- Follow infection control procedures.
- Safely dispose of contaminated materials.
- Clean affected areas using appropriate products.

Children will not normally attend school where exclusion periods are recommended by public health guidance.

Children or families affected by long-term health conditions, including HIV, will not be discriminated against and will be supported appropriately.

14.1 Human Bites

Human bites must be treated as a potential infection risk.

- Any bite that breaks the skin must be assessed by a qualified first aider.
- The wound should be washed thoroughly with soap and running water and covered with a sterile dressing.
- Disposable gloves must be worn when dealing with blood or bodily fluids.
- Parents/carers must be informed on the same day.
- **Medical advice should be sought where the skin has been broken.**
- All incidents must be recorded on the Medi Tracker system.
- A CPOMS record should be completed where safeguarding concerns are identified.

Contaminated surfaces and materials must be cleaned and disposed of in line with the school's infection control procedures.

15. Supporting Pupils with Medical Conditions

The school will make reasonable adjustments to support pupils with medical conditions and disabilities.

This includes:

- Individual Healthcare Plans

- Emergency medication protocols
- Staff training
- Risk assessments
- Educational visit planning

Support will be delivered in accordance with the Equality Act 2010 and DfE guidance.

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16. Training

The school maintains records of all first aid and medical training.

Training will be refreshed in accordance with certification requirements and school needs.

Training may include:

- First Aid at Work
- Emergency First Aid at Work
- Paediatric First Aid
- Asthma Awareness
- Adrenaline Auto-Injector Training
- Diabetes Awareness
- Epilepsy Awareness

Training records will be monitored by senior leaders to ensure compliance.

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17. Monitoring and Review

The Headteacher and Governing Board will review:

- Accident trends
- Serious incidents
- RIDDOR reports
- Training records
- First aid provision

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