



First Aid Policy

Recommended by: B Peers

Recommendation Date: June 2026

Ratified by: Doug Mills

Signed:

Position on Board: Chair

Ratification Date:

Next review: Summer 2027

Policy Tier (Central/ Hub/ School): School

Updated 7.9.2027 to correlate with Allergy Policy

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Statement of Intent

Oak Hill First School is committed to providing effective first aid arrangements to support the health, safety and welfare of all pupils, staff, visitors and contractors.

The arrangements within this policy are based on suitable and sufficient risk assessments and are intended to ensure that appropriate assistance is available promptly in the event of injury, illness or medical emergency.

The school aims to:

- Provide adequate, safe and effective first aid provision.
- Ensure staff understand procedures for responding to accidents, injuries and illnesses.
- Ensure medicines are administered appropriately and safely.
- Ensure medication is stored and monitored correctly.
- Promote effective infection prevention and control.
- Support pupils with medical conditions and allergies.
- Ensure emergency procedures are clearly understood by staff.

Nothing within this policy prevents staff from contacting emergency services immediately where a serious medical emergency is suspected. Staff should always call 999 without delay where emergency assistance is required.

1. Legal Framework

This policy has due regard to:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Supporting Pupils at School with Medical Conditions (DfE)
- First Aid in Schools, Early Years and Further Education (DfE)
- Early Years Foundation Stage (EYFS) Statutory Framework
- DfE guidance on Automated External Defibrillators (AEDs) in schools and colleges

This policy should be read alongside:

- Allergy Policy
- Supporting Pupils with Medical Conditions Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Records Management Policy

2. Roles and Responsibilities

- **Governing Board**

The Governing Board is responsible for:

- Ensuring suitable first aid arrangements are in place.
- Ensuring sufficient trained personnel are available.
- Monitoring compliance with relevant legislation and guidance.
- Ensuring appropriate equipment and facilities are provided.
- Ensuring suitable insurance arrangements are maintained.

- **Principal**

The Principal is responsible for:

- Implementing this policy on a day-to-day basis.
- Ensuring staff are aware of first aid arrangements.
- Ensuring staff know how to access first aid equipment and assistance.
- Ensuring pupils and parents understand the school's arrangements.
- Reviewing accident and incident trends.
- Ensuring appropriate first aid provision remains in place.
- **First Aid Co-ordinator Rebecca Peers**

The First Aid Co-ordinator is responsible for:

- Overseeing and maintaining first aid arrangements.
- Monitoring first aid records and incident trends.

- Maintaining equipment and supplies.
- Monitoring emergency medication arrangements.
- Ensuring medication expiry dates are checked regularly.
- Liaising with the Designated Allergy Lead regarding healthcare arrangements.
- Ensuring training records remain current.
- **Deputy First Aid Co-ordinator Laura Cox**

The Deputy First Aid Co-ordinator supports the First Aid Co-ordinator and undertakes these responsibilities in their absence.

- **Staff Responsibilities**

All staff are responsible for:

- Familiarising themselves with this policy.
- Promoting and safeguarding pupil welfare.
- Seeking assistance promptly where illness, injury or medical emergencies occur.
- Following Individual Healthcare Plans where these apply.
- Supporting the school's allergy and medical condition arrangements.

3. First Aid Provision

The school will undertake a first aid needs assessment at least annually to ensure provision remains appropriate.

The assessment will consider:

- School size and layout.
- Number and age of pupils.
- Medical needs of pupils.
- Educational visits.
- Site-specific risks.
- Allergies and medical conditions.

The school will maintain:

- A dedicated First Aid Room.
- Appropriately stocked first aid kits.

- Portable first aid kits for educational visits.
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- Emergency medication where required.

First aid kits are located:

- First Aid Room
- Early Years Area
- Satellite kits within each Key Stage

The First Aid Co-ordinator will oversee the routine inspection and replenishment of first aid equipment to ensure supplies remain complete and within expiry dates.

4. First Aiders

The school will ensure an appropriate number of trained first aiders are available throughout the school day.

First aiders are responsible for:

- Providing immediate assistance following injury or illness.
- Summoning emergency medical assistance when required.
- Following school emergency procedures.
- Keeping qualifications up to date.

First aid information will be displayed throughout the school.

- **Training**

All first aiders will hold appropriate and valid qualifications.

Training may include:

- Emergency First Aid at Work
- Paediatric First Aid
- Medical condition awareness
- AED awareness training

The school may provide additional training and awareness opportunities to help staff recognise signs of mental ill health and understand how to access appropriate support.

Allergy Awareness Training

Relevant staff will receive training in:

- Allergy awareness
- Recognition of allergic reactions
- Recognition of anaphylaxis
- Administration of adrenaline auto-injectors (AAIs)
- Emergency response procedures

Training records will be maintained and reviewed regularly.

Training will be delivered in accordance with the school's Allergy Policy and Supporting Pupils with Medical Conditions Policy.

5. Emergency Procedures

Where an injury or illness occurs:

- The situation will be assessed immediately.
- A first aider will be summoned where required.
- Emergency services will be called if necessary.

Where a serious injury or illness is suspected:

- Call 999 immediately.
- Follow instructions provided by the emergency operator.
- Contact parents or carers as soon as possible.

Where necessary, a trained staff member will administer emergency assistance until professional help arrives.

Anaphylaxis Emergencies

A suspected anaphylactic reaction will always be treated as a medical emergency.

Where a pupil displays symptoms of anaphylaxis:

- An adrenaline auto-injector (AAI) will be administered immediately by a trained member of staff.
- Emergency services will be contacted by calling 999 without delay.
- Parents/carers will be informed as soon as reasonably practicable.
- The pupil will be continuously monitored until medical assistance arrives.
- A second AAI may be administered where indicated by medical advice, emergency service guidance or the pupil's Individual Healthcare Plan.

No pupil experiencing suspected anaphylaxis will be left unattended.

Allergy emergencies will be managed in accordance with:

- Individual Healthcare Plans (IHPs)
- The school's Allergy Policy

Where urgent medical attention is required and an ambulance is not considered necessary, arrangements will be made in consultation with parents/carers wherever possible. The school will consider the safest and most appropriate means of transport based on the individual circumstances.

6. Offsite Visits and Events

Appropriate risk assessments will be completed before educational visits or offsite activities take place.

The assessment will consider:

- Access to medical support.
- Availability of trained staff.
- Medical needs of pupils.
- Allergies and healthcare plans.
- Emergency medication requirements.

Suitable first aid equipment will accompany visits.

Allergy and Medical Condition Considerations

Visit leaders will ensure:

- Healthcare plans are reviewed before departure.
- Emergency medication accompanies pupils where required.
- Staff understand emergency procedures.
- Appropriate arrangements are in place to manage allergic reactions and anaphylaxis.

7. Accommodation

The school maintains a dedicated First Aid Room.

The room:

- Is readily accessible.
- Contains appropriate equipment.
- Includes suitable handwashing facilities.

- Is available whenever pupils are on site.

The First Aid Room will not normally be used for teaching activities.

8. Medicines

- **Administration**

First aid does not generally include the administration of medication.

Where emergency medication is prescribed and identified within an Individual Healthcare Plan:

- Trained staff may administer medication.
- Administration will be recorded.
- Parents will be informed where appropriate.

- **Storage**

Medicines will:

- Be clearly labelled.
- Be stored securely.
- Remain accessible when required.
- Be monitored regularly for expiry.

Expired medication will be returned to parents/carers for safe disposal.

Parents will provide relevant medical information, written consent where required, and participate in the review of Individual Healthcare Plans.

- **Emergency Allergy and Asthma Medication**

The school maintains emergency medication to support pupils with severe allergies and asthma in accordance with Department for Education guidance.

This may include:

- Spare adrenaline auto-injectors (AAIs)
- Emergency salbutamol inhalers

Emergency medication will:

- Be stored securely whilst remaining readily accessible.
- Be clearly labelled.
- Be checked regularly.
- Be included within medication monitoring arrangements.

- Accompany educational visits where risk assessments identify a need.

Spare AAls are stored in the First Aid Cupboard and are accessible from all areas of the school site within five minutes.

Examples of adrenaline auto-injectors include EpiPen, Jext and other clinically prescribed devices.

9. Illnesses and Allergies

When a pupil becomes unwell during the school day:

- Parents/carers will be contacted as soon as possible.
- The pupil will be supervised appropriately until collected.

The school maintains an up-to-date register of pupils with diagnosed allergies and medical conditions through Arbor.

Pupils with diagnosed allergies will be supported in accordance with the:

- Allergy Policy
- Supporting Pupils with Medical Conditions Policy

Individual Healthcare Plans (IHPs) will be implemented where required and reviewed regularly.

Relevant information will be shared with appropriate staff to ensure pupil safety.

All allergy-related incidents, including suspected anaphylaxis, will be managed in accordance with healthcare plans, emergency procedures and the school's Allergy Policy.

10. Consent

Medical information is collected when pupils join the school and updated annually.

Parents and carers are responsible for providing:

- Emergency contact details.
- Information regarding medical conditions.
- Allergy information.
- Medication requirements.

Consent arrangements will be managed in accordance with the Supporting Pupils with Medical Conditions Policy.

11. Reporting and Recording

The school will maintain records of:

- Accidents and injuries.
- Illnesses requiring first aid.

- Emergency medication administration.
- Significant medical incidents.

Records will include:

- Date and time.
- Individual involved.
- Nature of injury or illness.
- Treatment provided.
- Outcome.
- Name of the staff member involved.

The Principal will ensure that incidents reportable under RIDDOR are reported appropriately.

Records will be maintained in accordance with the school's Records Management Policy.

12. Automated External Defibrillators (AEDs)

The school maintains an AED located in the First Aid Room.

Staff will receive awareness training regarding:

- AED location.
- Access arrangements.
- Emergency response procedures.

13. Early Years

The school will comply with all paediatric first aid requirements contained within the EYFS Statutory Framework.

The school will ensure that:

- At least one suitably qualified Paediatric First Aider is available whenever children are present.
- Paediatric First Aid qualifications remain valid.
- Appropriate staffing arrangements are maintained for visits and activities.
- Lists of qualified staff are available to staff and parents.

14. Monitoring and Review

This policy will be reviewed annually by the Governing Board.

Monitoring activities will include:

- First aid incident analysis.
- Medication checks.
- Training compliance.
- Review of allergy management arrangements.
- Review of emergency response procedures.

The next scheduled review date is **Summer 2027**.