

ETTINGTON C of E PRIMARY SCHOOL

Date of review: May 2026



Learning for Fullness of Life
Trust-Respect - Love

FIRST AID POLICY

First aid can save lives and prevent minor injuries becoming major ones.

DfE Non-Statutory Guidance

Responsibility

Ettington Church of England Primary School is a Local Authority Voluntary Controlled School and as such the LA is the employer and has overall responsibility for H&S, including first aid. (See WCC H&S policy)

Introduction

Building on the theological concepts that God created the earth and everything in it, we provide opportunities to appreciate God's creation of the world and how EVERYONE was made in God's image (Imago Dei) and loved, valued, celebrated and represented. As a school, we aspire to live out God's plan for all to flourish. We believe in providing our children with varied opportunities to use and develop the gifts and talents they have been blessed with, to ensure they embrace "Life in its fullness" (John 10:10).

Aim

Ettington Primary School is an inclusive school; we recognise that children with medical needs have the same rights of admission to a school as other pupils. We are committed to reducing the barriers to sharing in school life and learning for all its pupils. This policy sets out the steps the school will take to ensure full access to learning and ensure that children with medical needs and those requiring first aid receive proper care and support, enabling them to participate in all activities appropriate to their own abilities.

First aid is the immediate help given to someone who is ill or injured. A first aider gives this immediate help to the casualty, while making sure that the casualty and those around the casualty are safe. Sometimes an injury or illness is minor and a workplace first aider can manage this without further help. When an injury or illness appears more serious, the first aider must reassure the casualty while they are waiting for further medical assistance, either by seeing a doctor, medical professional or going to hospital.

First Aiders at Ettington Primary

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

The school has at least 10 registered first aiders. They are all trained in Paediatric first aid. Names of all first aiders will be displayed around the school.

Children who feel unwell should be monitored by the class teacher/teaching assistant and sent to the school office if symptoms continue. The first aid post is located outside the staff room. Monitoring of unwell children will be the responsibility of the administrative staff. The decision to send unwell children home will be the joint decision between the class teacher first aider.

All staff will be made aware of children with individual medical needs and health care plans. In the event of illness or medical needs, these plans will be followed. A checklist for each class will be kept in class for supply and other teachers.

Early Years Foundation Stage

The school will ensure that there are adequate numbers of staff trained in Level 3 Paediatric First Aid for EYFS settings. It is a legal requirement to ensure that the school has access to a Paediatric First Aider, at all times. To ensure that this criteria is met, the school must consider possible staff absence (holidays/sick leave) and staff out of school, i.e. on visits/outings.

The office manager is responsible for ordering additional supplies, all staff are responsible for ensuring supplies in first aid kits are replenished when used and updating the office manager if additional supplies need to be purchased.

First Aid Kits

First aid supplies are held outside the staffroom/office. In addition, there are supplementary kits available for educational visits.

Insurance

The school is a member of the RPA insurance scheme.

Duties of a First Aider

At school, the main duties of a first aider are to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school;
- when necessary, ensure that an ambulance or other professional medical help is called.

Children are not permitted to refuse First Aid treatment where staff determine that treatment is necessary. All staff have a duty of care to act in the best interests of the child's health, safety, and wellbeing. In situations where a child is reluctant or refuses First Aid, trained staff will use professional judgement to assess the seriousness of the injury or medical need and may override the child's wishes in order to provide appropriate care and prevent further harm. Wherever possible, reassurance and clear explanations will be given to the child throughout the process.

Reporting and Record Keeping

If a child receives first aid, a first aid record will be completed – this will detail the name of the child, the nature of the injury, the location it occurred, treatment given, by whom and when.

If first aid is required due to a head injury, parents may be telephoned and asked to come and check on their child if necessary. Wristbands will always be given when a head injury occurs. This will identify the date and time of the injury.

A record of all accidents is held centrally in the staffroom/office.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE. The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease.

The following accidents must be reported to HSE if they injure either the school's employees during an activity connected with work, or self-employed people while working on the premises:

- accidents resulting in death or major injury (including as a result of physical violence);
- accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (eg by telephone). This must be followed up within ten days with a written report on Form 2508. Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

The school reports any injuries which require hospital treatment to the LA via the appropriate channels/ RIDDOR.

Emergency Procedures

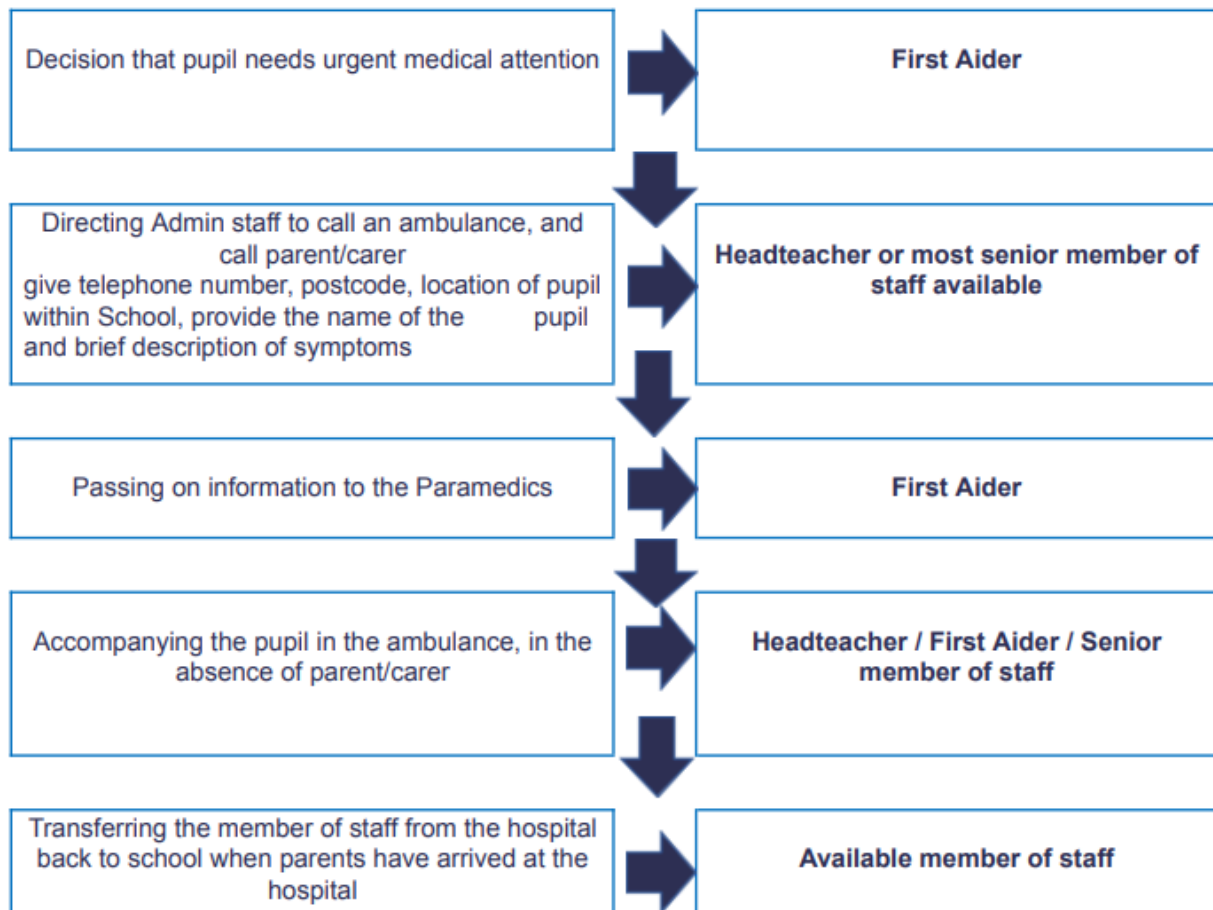
The injured person will be seen by an adult and referred to the first aider if necessary. If the first aider believes hospital or paramedic treatment is required, that person will, in consultation with the Head Teacher:

- Arrange for the Emergency Services (999) to be called if required.
- Arrange for parents to be informed.
- Arrange for the child/adult to be transported to the nearest suitable hospital by car, taking another adult as the driver.

A fresh pair of gloves will be worn every time a first aider deals with any bodily fluids. Aprons will be available for all first aiders. All accidents, including nosebleeds, will be fully recorded in the accident book by the first aider who dealt initially with the incident. Parents will be informed by the class teacher, qualified first aider or a member of the Leadership Team of significant accidents and the treatment given. At playtimes, designated first aiders will deal with minor injuries. At lunchtimes, the designated first aiders will deal with minor injuries. **Parents will be informed immediately of any sting, head or facial injury that has been treated by a first aider.** If children injure themselves in private areas parents must be informed.

St. John Ambulance advises that unless it is a life-threatening emergency, the public should consider other options such as calling NHS 111, seeking medical advice from your GP or self-care at home before calling 999. An ambulance should be called when it is a life-threatening emergency, including:

- Loss of responsiveness.
- Breathing difficulties.
- Severe bleeding.
- Severe allergic reactions.
- Severe burns or scalds.
- Seizures that are not stopping.
- Severe, persistent chest pain.
- An acute, confused state.



The flowchart follows Template F of the Department for Education statutory guidance.

Staff should not take pupils to hospital in their own vehicle, unless it is an emergency situation, which would ensure that the pupil receives quicker professional medical attention, by doing so.

This must be assessed following dialogue with the emergency services. Staff should not travel alone with a pupil in their own car.

Medication

Ettington Primary School recognises that a number of children, because of their medical condition, will require medication whilst at school. Staff have no obligation to administer or to be involved with medicines for children. Wherever possible, responsibilities must remain those of the parents, carers and medical practitioners. In general, treatments should be managed so that it is not necessary for medicines to come to school. Most medications can be managed by doses timed to be outside the school day, i.e. 3 times a day: before school, after school and in the evening. Parents are discouraged from sending children to school with non-prescribed medication, however non-prescribed medication such as paracetamol, ibuprofen and antihistamine will be administered by school staff. In cases where prescribed medication has to be administered in school time and staff have agreed to do so, the following procedures should be followed:

- Parents/carers should arrange delivery of all medicines to be taken or administered to the school office.
- Medicines should be clearly labelled with the child's name and class.
- Parents/carers will be asked to complete and sign a form specifying preparations, storage arrangements, dosage and circumstances under which it should be given – this is available from the school office.
- Medication will be stored securely, out of reach of children.
- One member of staff will administer the medication, witnessed by another member of staff, and then both will sign to acknowledge that the medicine has been given.
- For medication/procedures in which training is required to administer it, only trained members of staff will be able to administer.

If a pupil requires emergency medicines (inhalers, epi-pens etc) the medicine must be in school at all times. It is the responsibility of the parent/carer to regularly check that the medicine is not out of date.

Medicines on Educational Visits

It is best practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits are aware of any medical needs, medication to be administered and the relevant emergency procedures. Where necessary an individual risk assessment will be drawn up. A member of staff who is trained to administer any specific medication will accompany the pupil and the appropriate medication must be taken on the visit.

Rules for administering medication will be adhered to on visits.

Sporting Activities

Most children with medical conditions can take part in physical activities. Staff will consider the need to adapt activities to meet the needs of all children. All staff will be aware of issues of privacy and dignity for children with particular needs. Some children will need to take precautionary measures before or during exercise and need to be allowed access to medicines such as inhalers. A first aider is required on site for all sporting fixtures.

Training

Any specific training required by staff on the administration of medication (e.g. epi-pen) will be provided through the Warwickshire school nursing service (Connect For Health) or by first aid certification training. Staff will not administer such medicines until they have been trained to do so. The school will keep records of all staff trained to administer medicines and carry out other medical procedures. Training will be updated as appropriate.

Confidentiality

We will treat all medical information confidentially. The Leadership Team will agree with the parent/carer who should have information about the medical needs of a child.

Mental Health First Aid (MHFA)

It is important for employers to recognise the effects of mental health issues in the same way as physical first aid needs.

The Headteacher will ensure that an adequate number of Mental Health First Aiders are trained, to be able to identify, understand and help a person who may be developing a mental health issue.

Mental Health First Aid certification is valid for 3 years and the school will ensure that renewal of qualifications is maintained, to provide adequate MHFA cover.

Guidance

Additional guidance can be found below:

[First Aid in Schools](#)

[HSE](#)

[RIDDOR](#)

[First Aid in Work](#)

[EYFS Statutory Framework](#)