



## Rockwell Green Church of England Primary School

# First Aid Policy

Status:	STATUTORY
Responsible person:	HEADTEACHER
Responsible Governor:	CHAIR OF GOVERNORS
Approved by the Governing Body:	September 2025
Review Period:	Annually
Review Date:	November 2026

## ***Statement of intent***

**Rockwell Green C of E Primary School** is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are noted in the following policies:

- **Health and Safety Policy**
- **Behaviour for Learning Policy**
- **Child Protection and Safeguarding Policy**
- **Supporting Pupils with Medical Conditions Policy**

The school's **Business Manager** - Mrs Nevill has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

### **1. Legal framework**

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'Guidance on First Aid for Schools'
- DfE (2025) 'Automated external defibrillators (AEDs)'

## 2. Aims

- 2.1. All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.
- 2.2. Staff will always use their best endeavours to secure the welfare of pupils.
- 2.3. Anyone on the school premises is expected to take reasonable care for their own and other's safety.
- 2.4. The aims of this policy are to:
  - Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
  - Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
  - Prescribed medicines and over the counter medicines are administered at the school providing the correct paperwork has been completed by the child's parent/carer.
  - Ensure that all medicines are appropriately stored.
  - Promote effective infection control.
- 2.5. Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.
- 2.6. To achieve the aims of this policy, the school will have a suitably stocked first aid box in line with the assessment of needs which is kept in the school office and Rockets. Minimal first aid kits will be kept in each classroom, treetops and the bungalow. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

Plasters - all sizes  
Triangular bandage - 2  
Wound dressings - 2 large  
Wound dressings - 2 medium  
Eye bandage - 2  
Tape  
Eye wash - 5  
Safety pins  
Scissors  
Gloves  
Sterile wound cleansing wipes  
First aid booklet

- 2.7. The lead first aider is responsible for ensuring the correct contents of first aid boxes, including any mobile first aid boxes for offsite use - these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.
- 2.8. First aid boxes are in the following areas:
- The school office
  - In every classroom
  - Treetops
  - Bungalow
  - Rockets
  - Forest School

### **3. First aiders**

- 3.1. The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.
- 3.2. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Office Manager.
- 3.3. Each first aider will be responsible for ensuring all first aid kits are properly stocked and maintained after items have been used. The

first aid appointed person(s) will be responsible for working alongside the school office manager in maintaining supplies.

3.4. The current first aid appointed person(s) are:

Name	Location	Qualification	Date of Qualification	End Date of Qualification
Mairi McCulloch	Rockets	Full Paediatric First Aid	02/09/2025	01/09/2028
Josie Baker	Rockets	Full Paediatric First Aid	02/09/2025	01/09/2028
Charlotte Rogers	Rockets	Full Paediatric First Aid	02/09/2025	01/09/2028
Abi Perry	Rockets	Full Paediatric First Aid	02/09/2025	01/09/2028
Louise Frost	Badgers	Full Paediatric First Aid	02/09/2025	01/09/2028
Emily Seaborne	Badgers (am) Yr 3 & 4 (pm)	Full Paediatric First Aid	02/09/2025	01/09/2028
Jo Milton	Otters (am) Badgers (pm)	Full Paediatric First Aid	02/09/2025	01/09/2028
Di Lowman	Woodpeckers	Full Paediatric First Aid	02/09/2025	01/09/2028
Yvette Williams	School Office	Full Paediatric First Aid	02/09/2025	01/09/2028
Sarah Keet	Woodpeckers	Full Paediatric First Aid	02/09/2025	01/09/2028
Lou Chave	Tawny Owls (am) ELSA (pm)	Full Paediatric First Aid	02/09/2025	01/09/2028
Vanessa Martin	Various HLTA	Full Paediatric First Aid	26/05/2023	25/05/2026
Katie Masland	Various HLTA	Full Paediatric First Aid	26/05/2023	25/05/2026
Matt Parson	PPA Cover	Level 3 Emergency First Aid at Work	17/11/2022	16/11/2025
Yasmin Ravenscroft	Various HLTA	Forest School First Aid	22/06/2023	22/06/2026
Abby Harris	Rockets	Full Paediatric First Aid	19/02/2023	18/02/2026

**4. Automated external defibrillators (AEDs)**

- 4.1. The nearest location of an AED is in the school office. There is also one on the wall of the Christian Centre - opposite Brocks Shop.
- 4.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

## **5. Emergency procedures**

- 5.1. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
- 5.2. If called, a first aider will assess the situation and take charge of first aider administration.
- 5.3. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.
- 5.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, the following actions will be taken:
  - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
  - Contact the victim's parent/carers
  - If appropriate, call an ambulance or a doctor. If needed, after receiving a parent's clear instruction, take the victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the

moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.

- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

5.5. When a moderate to serious accident occurs then:

- There needs to be rigour from staff in gaining information to understand the facts of an accident. This could include adults swapping to speak to children who may be anxious or upset themselves following the accident
- The EEC Accident Report Data Collection form will be completed and the question set it provides will be used that day to support in establishing the facts and information. This will be completed whether or not the child has to seek medical advice.
- The member of staff who deals with the situation will communicate with the parent/carer when they come to collect their child

5.6. When a moderate to serious accident occurs (where the parent has been called to collect their child) the incident will be reported promptly to the headteacher. In their absence the next most senior member of staff will be informed so they can ensure the following points above are carried out.

## **6. Recording of First Aid Incidents and Reporting to parents**

- 6.1. In the event of incident or injury to a pupil then the staff will respond and provide care. They do not need to be first aid trained to do this and will firstly use the first aid box from their classroom unless one of the others would be more appropriate. Staff record the first aid incident in the cheque book style first aid books that each class has. The slip will be pulled from this and given to the child (possibly teacher in younger classrooms) and they will be asked to give this to their parent/carer at home time.
- 6.2. Parents will be informed in writing (as above) and by telephone of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop. If parents cannot be reached by telephone a message on class dojo and/or a text will be sent. For moderate to serious injuries, as stated above
- 6.3. A list of emergency contacts will be kept in the **school office**.

## **7. Offsite visits and events**

- 7.1. Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

## **8. Storage of medication**

- 8.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions.
- 8.2. All medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the

patient, the date of prescription and the date of expiry of the medicine.

- 8.3. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 8.4. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an inhaler
- 8.5. Parents will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Health Plan can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis.

## **9. Illnesses**

- 9.1. When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.
- 9.2. Best endeavours will be used to provide a quiet area for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

## **10. Consent**

- 10.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid.
- 10.2. Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law - staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind - guidelines will be issued to staff in this regard.

## **11. Monitoring and review**

- 11.1. This policy is reviewed **annually** by the governing board, and any changes communicated to all members of staff.
- 11.2. Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.