

Standens Barn Primary School



Document Title	First Aid Policy
Revision Number:	1.0
Approved By:	Head teacher & LAC Standens Barn Primary School
Approval Date:	December 2025
Review Frequency:	1 Year
Review Due:	(updated January 2025- concussion guidance & staff names) December 2026

First Aid and Medicines Policy

Introduction:

Standens Barn Primary School undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practise by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at Standens Barn Primary is held by the Headteacher. All first aid provision is arranged and managed in accordance with the DFE Guidance on First Aid for Schools - <https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education> and in accordance with the following:

- Health and Safety (First Aid) Regulations 1981
- Health and Safety at Work etc. Act 1974 and associated regulations
- School Premises (England) Regulations 2012
- Education (Independent School Standards) Regulations 2014

All staff have a statutory obligation to follow and co-operate with the requirements of this policy. All our information and guidance concerning First Aid, including accident records and forms, are kept in the cupboard in the office until such time they are archived.

Aims and objectives:

- Carrying out a First Aid Assessment to determine the first aid provision requirements for our school.
- It is our policy to ensure that the First Aid Procedures will be reviewed periodically or following any significant changes that may affect first aid provision.
- The DFE Guidance on First Aid for schools is used to produce the First Aid Procedures for our school.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Procedures.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Procedures.
- Ensuring the above provisions are clear and shared with all staff.

Other associated policies and documents:

- DfE - Guidance for First Aid in Schools
- Administration of Medications Policy
- Educational Visits Policy
- Safeguarding and Child Protection Policy
- Health and Safety Policy

Responsibilities:

Local Academy Committee: The Academy Committee are required to carry out a risk assessment which is then used to inform this policy. The Academy Committee then should ensure that the First Aid policy and procedures produced by the school, are in line with the risk assessment.

Headteacher: The Headteacher will ensure that appropriate numbers of first aid trained staff and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Risk Assessment, and that they are adequately trained to meet their statutory duties.

The Headteacher is responsible for putting the Academy Committee's policy into practice and for developing detailed procedures. The Headteacher should also make sure that parents are aware of the school's First Aid policy, including arrangements for first aid.

The Academy Committee and Headteacher should regularly review the school's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate.

Parents/carers: Parents/carers have prime responsibility for their child's health and should provide schools with information about their child's medical conditions prior to starting school, and if the child's medical needs change.

School nurse: If required, the school nurse can provide additional background information and practical training for school staff: [Children's 0-19 Services | NHFT](#) [Children's 0-19 Services | NHFT](#)

Staff: 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 Headteacher must arrange adequate and appropriate training and guidance for staff who are first aiders. The Headteacher must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

Training:

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. First aid at work certificates are only valid for three years. Headteacher should arrange refresher training and retesting of competence before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employers can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. Schools should keep a record of first aiders and certification dates. Training records are written after any courses or training has been completed.

Staff first aid trained: Rowena Clarke & Helen Kostka

Accredited level 3 Paediatric first aid	
3/1/23	20/2/23
Catherine M Yvonne Julia Karen C Rachel D Ryan D Amy S	Helen S Louise B Chantelle Rowena Clarke Helen K

Equipment:

The assessment of the school's first-aid needs should include the number of first-aid containers. All first-aid containers are marked with a white cross on a green background.

Rowena Clarke is the named person responsible for examining the contents of first-aid containers. These are checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

Our First Aid Risk Assessment has identified the following first aid kit requirements: -

Gloves
Scissors (tuff cuts)
Eye pads
Finger dressings (optional)
Burns dressing
Triangular bandages (3 or 4 in each box)
Face shield (optional)
Plasters
Adhesive tape
Foil blanket
Wound dressings
Wipes (non-alcoholic)
Tweezers for splinters (first aiders are allowed to take splinters out if visible)

Contents list with quantity of items

These first aid kits are situated in:

- First Aid Area, Playground, School trip

All First Aid kits will be checked monthly and a record will be kept.

Person responsible: Rowena Clarke

Contents of first aid kits

Bandages:

- 1 conforming roller, disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages (support)
- 1 packet of 24 assorted adhesive dressings

Sterile Dressings:

- 3 large sterile unmedicated ambulance dressings (not less than 15.0 cm × 20.0 cm) (dressing pads attached to a roller bandage)
- 2 sterile eye pads, with attachments

Adhesive Dressings:

- Fabric plasters / Waterproof plasters

Protective items:

- Disposable gloves (latex free)

Additional Items:

- 10 antiseptic, cleansing wipes - foil packed
- Gauze pads
- Microporous adhesive tape
- 1 pair of rustless blunt-ended scissors
- Aluminium blanket

Notifying parents/careers of an accident

If a child has had a bump to the head, a letter will be sent home asking the adult to continue monitoring the child for the next 24 hours.

If a child has had another injury, a slip will be sent home informing the adult of the injury.

Following an assessment of the injured person, the first aider is to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

If unsure at any time, the first aider will call NHS direct 111 for further advice or dial 999.

The first aider will always call an ambulance on the following occasions:

In the event of a serious injury, in the event of any significant head injury, in the event of a period of unconsciousness, whenever there is a possibility of a fracture or where this is suspected, whenever the first aider is unsure of the severity of the injury.

If an ambulance is called, the caller must speak to the emergency services and the following information will be required

1. State what happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

Notification of parents/carers when a hospital visit is needed:

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every half hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

First Aid out of school on trips or residential visits:

On a school trip, the class teacher, of any child who requires an inhaler, auto-injector (epi-pen), or prescribed medicine, is responsible for taking the medication and attached forms, for that child.

In the event of children needing first aid on school trips:

- A first aid box is taken and allocated to relevant staff who are first aid trained or on site first aiders may be used.
- The first aider deals with minor injury.
- For major injuries the school is informed and Major Incident Procedures followed. Parents/carers are also informed by the school office or teacher in charge of trip.
- Gloves are ALWAYS worn when treating injuries.
- Any accident or incident is reported back at school and an 'incident in school' form filled in as soon as possible. A note on the incident is made at the scene.
- For serious head injuries the school and the parents are informed immediately by telephone.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- A member of staff accompanies the child in the ambulance, whilst the school contacts the parent/carer and arranges for them to meet the child and staff at the hospital.
- In the event of parents being unreachable, all phone numbers on emergency contact form will be called.
- First Aid should only be carried out by qualified First Aiders.
- All First Aid must be logged for Medical Records.

Pupils with Special Medical Needs / Long Term Medical Needs:

Some pupils have medical conditions that, if not properly managed, could limit their access to education.

These children may be:

- Epileptic • Asthmatic • Have severe allergies, which may result in anaphylactic shock • Diabetic

Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. A copy of children's medical plans are kept in their classroom, the first aid room and the staffroom and they are updated as needed or annually. These documents help our school to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk.

Mental health

Amie James, Abigail Rockingham and Nina Patterson includes having strategic oversight of the whole school's approach to mental health and wellbeing. They will support their school to make the best use of existing resources and effort to help improve the wellbeing and mental health of children and staff.

DfE has published guidance to help schools identify whether a child's behaviour may be related to an underlying mental health problem, and how to support them in these circumstances. Further details can be found in the [Mental health and behaviour in schools guidance](#).

AED (Defibrillator)

- The defibrillator is stored in our first aid room and is always readily available.
- The signage is visible
- The following training video has been shared with staff so they are aware of how to use the machine. However, the machine verbally gives instructions when in use:

<https://medianadefib.co.uk/e-learning/>

Concussion

The Government and the Sport and Recreation Alliance published the first UK-wide Concussion Guidelines for Grassroots Sport to help players, coaches, parents, schools, National Governing Bodies and sports administrators to identify, manage and prevent the issue.

[The UK Concussion Guidelines for Non-Elite \(Grassroots\) Sport can be viewed here.](#)

An accessible version of the guidelines is available to view [here](#).

[uk-concussion-guidelines-for-non-elite-grassroots-sport---november-2024-update-accessible-version-061124084259.pdf](#)

The guidelines, developed by an expert panel of domestic and international clinicians and academics in neurology and sports medicine, sets out steps to improve understanding and awareness of the prevention and treatment of concussion in grassroots sport where trained medical professionals are less likely to be routinely present. It is targeted at people of all ages.

'If in doubt, sit them out' is the strapline, making clear no-one should return to sport within 24 hours of a suspected concussion and builds on guidance already introduced in Scotland.

Players, parents, coaches, teachers and administrators are now asked to read the guidance and familiarise themselves with the necessary steps to:

- RECOGNISE the signs of concussion;
- REMOVE anyone suspected of being concussed immediately and;
- RETURN safely to daily activity, education/work and, ultimately, sport.

Asthma and Inhalers

- Inhalers must be readily accessible at all times. This includes activities outside the classroom (PE and school trips).
- Please ensure inhalers and canister are clearly labelled with child's names.
- Older pupils able to use their inhalers themselves should be allowed to carry them with them. If not, they should be located in their drawer in their classroom.

It is the teacher's or teaching assistants' responsibility to ensure they have each child's inhaler with them before they leave the premises for a local visit, trip or worship.

Auto injectors (epi-pen)

All children who require an epi-pen have a specific 'Medical Information Form' which is kept with This will also include the action required in the event of an emergency. Please see medical risk assessment for individual pupils who may require use of an auto injector.

Administering Medicines in school:

Short term medication is not administered in school.

- Where a parent wishes non-prescribed medication to be given this will be their responsibility and they can make arrangements to come into school during the day to administer this.

Accident report book

Any treatment administered by a member of staff **MUST** be recorded in the accident report book, no matter how minor. The self-carbonating slips allow the school to have an identical copy of the advice sent home to parents. Please ensure you complete the full form, using biro pen, making sure the details are legible including your name. The top copy should be handed directly to the class teacher.

It is important to follow up, directly with the class teacher, any cause for concern and pass on any information which may have been disclosed by a child concerning an incident which led to the cause of an injury.

Remember, you are not alone, don't be afraid to ask for a second opinion.

Records and reporting

All accidents requiring first aid treatment such as simple grazes or very minor injuries are to be recorded in the accident book located in the first aid points with (at least) the following information:

- Name of injured person
- Age of person
- Name of the qualified first aider/appointed person who attended the child
- Date and time of the accident
- Type of accident
- Treatment provided and action taken
- Location of accident

Online reporting

Occasionally, when a serious accident has occurred, this will need to be reported online to Handsam. Any incidents reported online are reported to the Governing Body.

This also includes calling an ambulance

Adult/Employee Accidents

All accidents requiring first aid treatment (other than simple grazes or very minor injuries) are to be recorded by completing the Health and Safety (HSE) report (RIDDOR) - online system;

www.hse.gov.uk/riddor

All accidents must be reported to the Headteacher and Handsam.

(See 'Reporting Accidents and Incidents at Work (HSE) 2013)

To be displayed in first aid room

Standens Barn Primary- first aid advice and guidance 2025-2026

These are the guidelines that's have been agreed on and should be adhered to at all times

- At lunch time there is a designated first aider in the staff room who will deal with injuries.
- Minor injuries can be dealt with on the playground. There is a first aid kit in the trolley or outside.

Medical supplies

- The designate first aid room is the small room next to the staff room. First aid supplies are kept in the wall cupboard on the labelled shelf. A contents list is located on the inside of the cupboard.
- Please keep the area clean and tidy and replenish supplies when you notice them getting low. See Nina for further stock. (Please do not take stock as supplies need to be monitored)
- Only items supplied by the school should be used for first aid.
- A clock is also on display to record time accurately, this can be crucial in certain circumstances.

Cleaning wounds

- Use protective gloves at all times, especially when treating open wounds.
- In the first instance, where practical, wounds can be cleaned under running water.
- Where this is not possible, wounds can be cleaned using non-antiseptic moist wipes or gauze swabs with water. **PLEASE DO NOT USE PAPER TOWELS.**
- Treatment of more sensitive areas should be done with another member of staff. **AVOID DOING THIS ALONE.**

Gauze swabs

- Gauze swabs are supplied in sealed sterile packs. Once opened you should either use the swab or dispose of it in the medical bin.
- **DO NOT PLACE OPENED PACKS BACK IN THE CUPBOARD.**
- **OPENED PACKS SHOULD BE DISCARDED AS THEY ARE NO LONGER STERILE.**

Ice packs

- Ice packs are located in the freezer in the staff room and protective sleeves in a drawer in the staff room.
- **ICE PACKS TO BE USED FOR BUMPS ONLY.** Apply to affected area for 10 minutes. If pain is persistent seek a second opinion.
- Please ensure that all ice packs and sleeves are returned to the staff room as soon as possible after use.
- **DO NOT USE ON OPEN WOUNDS, GRAZES OR AREAS AROUND THE NOSE, MOUTH & EYES.** This is because any bodily fluids can easily transfer onto the ice pack sleeve- even if there is no visible fluid. For treatment of these areas use a small disposable ice pack wrapped in gauze or paper towel. Dispose of this after use.

Splinters

- It is acceptable to extract splinters if they are protruding enough to be easily removed using tweezers. You must not try to remove an embedded splinter.

Inhalers

- Inhalers must be readily accessible at all times. This includes activities outside the classroom (PE and school trips).
- Please ensure inhalers and canister are clearly labelled with child's names.
- Older pupils able to use their inhalers themselves should be allowed to carry them with them. If not, they should be located in their drawer in their classroom.

Short term medication is not administered in school.

- Where a parent wishes non-prescribed medication to be given this will be their responsibility and they can make arrangements to come into school during the day to administer this.

Accident report book

Any treatment administered by a member of staff **MUST** be recorded in the accident report book, no matter how minor. The self-carbonating slips allow the school to have an identical copy of the advice sent home to parents. Please ensure you complete the full form, using biro pen, making sure the details are legible including your name. The top copy should be handed directly to the class teacher.

If a head injury has been sustained, ensure that a telephone call is made home and a follow up letter completed- see separate form. Speak to the teacher leading the class and ensure a bumped head sticker is also given.

It is important to follow up, directly with the class teacher, any cause for concern and pass on any information which may have been disclosed by a child concerning an incident which led to the cause of an injury.

Remember, you are not alone, don't be afraid to ask for a second opinion.