

# Leadership & Management

## First Aid Policy

October 2025

Contents	
1	Policy Intent
2	Implementation & Legislation
3	Impact
4	Review
5	Appendix: <i>exemplar certificate for the tiers of First Aid Training and confirmation of L3 EFAWs</i>

## 1.0 Intent

1. Legal framework
2. Aims
3. First aiders
4. Automated external defibrillators (AEDs)
5. Emergency procedures
6. Reporting to parents
7. Offsite visits and events
8. Storage of medication
9. Illnesses
10. Allergens
11. Consent
12. Monitoring and review

Greenfields is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors or the wider public. 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 & Safety Policy
- Behavioural & Wellbeing Policy
- Child Protection & Safeguarding Policy
- Lone Working Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits Policy
- Intimate Care Policy (if applicable to roll)

The school's First Aid coordinator 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.

## 2.0 Implementation & Legislation

### 1. Legal framework

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 (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'
- DfE (2025) 'Statutory framework for the early years foundation stage (EYFS)' – effective 1 September 2025
- HSE & DfE (2025) guidance on catastrophic bleeding control – from October 2025, life-threatening bleeding management is a required component of all First Aid training syllabi

- HSE (2025) guidance on First Aid Needs Assessment – requires annual or post-incident reviews to ensure adequate provision

## 2. Aims

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. Staff will always use their best endeavours to secure the welfare of pupils. Anyone on the school premises is expected to take reasonable care for their own and others' safety.

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.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.
- Ensure all staff are trained and updated in life-threatening bleeding control, in line with October 2025 guidance.
- Ensure first aid risk assessments are conducted annually and following serious incidents, to maintain compliance with HSE guidance.

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.

## 3. First Aiders

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.

### First Aid roles & certification (as of September 2025):

- **First Aid Coordinator:** C Brock
- **Level 3 First Aiders (L3 Emergency First Aid at Work):**
  - A Rush (undertaking renewal in September 2025 and then valid until September 2028)
  - T Dawson (undertaking renewal in October 2025 and then valid until October 2028)
- **Paediatric First Aiders:**
  - J Lawson (renewal due June 2028)
  - C Brock (renewal due November 2028)
  - A Sheen (renewal due November 2026)
- **Basic First Aid at Work:** All Staff – annually or at induction
- **Advanced TeamTeach practitioners** are required to hold valid First Aid certificate

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

A defibrillator is situated within the Medical Room of school, hanging from the wall on entry. The defibrillator is registered on the national network for community access.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.

A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis

Use of AED will be promoted to pupils during PSHE lessons.

#### **5. Emergency procedures**

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 another first aider. As all staff at Greenfields are First Aiders, they are responsible for initial assessment, care and administration.

If called, a first aider will assess the situation and take charge of first aid administration.

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.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of 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.
- Call an ambulance or a doctor, if this is appropriate – 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.
- All incidents which require First Aid assessment and response, or where First Aid is refused are recorded on the CIT accident form. This record is screened on completion by the First Aid coordinator and uploaded to CPOMS. Where any sections of the form are incomplete or inaccurate the First Aid coordinator will ask the person responsible to address this before submission or request additional details. All staff have access to Electronic and Paper copies of the Accident Record form.

Once the above action has been taken, the incident will be reported promptly to:

- The Headteacher or Deputy Headteacher (in the case of the HT being the victim, the Director of Education SEND or member of CIT Executive Leadership Team)
- The victim(s) parents or next of kin

#### **6. Reporting to parents/carers**

In the event of incident or injury to a pupil, at least one of the pupil's parents/carers will be informed as soon as practicable.

Parents/carers will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

In the event of a serious injury or an incident requiring emergency medical treatment, the school will telephone the pupil's parents as soon as possible. Parents must provide up-to-date emergency contact numbers and reserve contacts to enable this to be possible.

A list of emergency contacts is available on school pod and will be sourced by the First Aid coordinator

All incidents requiring first aid, including those in which first aid or assessment is refused are recorded on an Accident Form and shared with parents.

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

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.

For more information about the school's educational visits requirements, please see the Educational Visits and School Trips Policy.

Mobile (bumbag) first aid bags must be varied with the staff on all visits. Any usage must be reported to the First Aid coordinators for stock replenishment

### **8. Storage of medication**

Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them (eg. inhaler).

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.

All medicines will be returned to the parent/carer or a registered chemist for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents/carers will advise the school when a child has a chronic medical condition or severe allergy so that an IHP 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. A disclaimer will be signed by the parents/carers in this regard.

Pupils adhering to advice and prescription of medical professionals is a parent/carer responsibility

### **9. Illnesses**

When a pupil becomes ill (in the opinion of staff) during the school day, the parents/carers will be contacted and asked to pick their child up as soon as possible. Or parents can arrange for a taxi.

Some taxis will refuse to transport pupils when ill, in which case the parent must arrange alternative transport.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carers to pick them up. Pupils will be monitored during this time.

### **10. Allergens**

Where a pupil has an allergy, this will be addressed via the Trust's Supporting Pupils with Medical Conditions Policy

### **11. Consent**

Parents/carers will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions. Parents/Carers are responsible for ensuring any changes to this emergency contact information or medical information is passed to school immediately.

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.

## **12. Monitoring and review**

This policy is reviewed annually by the school and any changes communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme.

This policy will also be updated whenever there are significant changes in statutory guidance, including updates to EYFS, HSE or DfE requirements, such as the 2025 updates on catastrophic bleeding control.

### **3.0 Impact**

Highest possible standards of First Aid and Care

Equipment and resources efficiently sourced and stocked

Effective programme of First Aid CPD and contextual considerations

All staff fully aware of the various First Aid roles and different levels of training (First Aid is not hierarchical)

First Aid is understood and valued amongst all stakeholders

### **4.0 Review**

**Date Written: September 2025**

**Review Date: September 2026**

## 5.0 Appendix - Example Certifications





END

