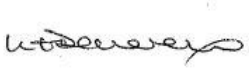
NERROLS

Nerrols Primary School and Nursery

First Aid Policy

Lead reviewer	Headteacher
Approving board/ committee	The Local Governing Board
Signed (Headteacher)	
Signed (Chair of Governors)	

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Statement of intent

Nerrols Primary School and Nursery 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 us in regard to all staff, pupils and visitors.

We will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that we have 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.
- Ensure that medicines are only administered at our school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

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 9 for an outside line then 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 our school site.

Definition and background

Definition
For the purposes of this policy, the school will follow the definition of First Aid outlined below, from Wirral NHS Foundation Trust:

“First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut. First aid is generally performed by the layperson, with many people trained in providing basic levels of first aid, and others willing to do so from acquired knowledge.”

Background
Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment. Although the regulations do not require employers to provide first aid for anyone other than their own employees, the DfE strongly recommends that all schools consider the needs of non-employees such as pupils and visitors when making provision for first aid, and that First Aid provision must be available:

- While people are on school premises.

- When staff and pupils are working elsewhere on school activities, including any off-site activity such as educational visits.

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 Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2024) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

2. Roles and responsibilities

The Huish Board of Directors and the Local Governing Board of Nerrols Primary School and Nursery has overall responsibility for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring a first aids needs assessment is undertaken to inform policy, practice and protocol.
- Ensuring that all relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted to ensure the health and safety of the school community.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that the school has:
  - A suitably stocked first-aid kit.
  - An appointed person(s) to take charge of first-aid arrangements.
  - Information for all employees giving details of first-aid arrangements.

The Headteacher is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Endeavouring at all times to secure the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

The appointed persons are responsible for:

- Overseeing the school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Calling the emergency services when necessary.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
    - What to do in an emergency.
    - How to assess and monitor a casualty.
    - First aid for the unconscious casualty.
    - First aid for someone who is having a seizure.
    - Maintaining injury and illness records as required.
    - Paediatric first aid.

More information on the role of the appointed person can be found here.

3. First aid provision

First Aid Needs Assessment
We will regularly monitor and assess our first aid arrangements by conducting first aid needs assessments at least annually. We will ensure that these assessments inform our first aid policies and protocols and that arrangements continue to be appropriate for our school, taking account of:

- The size of our school
- The needs of any vulnerable individuals at our school
- The nature and distribution of pupils and staff throughout our school
- Any hazards and/or risks on our premises.

We will ensure that our first aid provision is sufficient and can be administered without delay at all times.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role. We do expect all members of staff working with our pupils to use their best endeavours at all times, particularly in emergencies, to secure the welfare of our pupils in the same way that parents might be expected to act towards their children. We will make our staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Materials, equipment and facilities
We will provide sufficient materials and equipment to meet the needs identified in our first aid needs assessments and ensure that these are suitably labelled, accessible and available.

First Aid Boxes
We will have suitably stocked first aid boxes in line with our assessments of need. As there are no statutory requirements in place, and where there is no special risk identified in our assessments of need, we will follow the HSE guidelines on the minimum provision of first aid items, as set out below:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile un-medicated wound dressings
- 2 large-sized individually wrapped sterile un-medicated wound dressings
- 3 pairs of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person(s) will routinely examine the 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.

First aid boxes are in the following areas:

- First Aid Room
- In every classroom
- Nursery
- School Hall
- School Kitchen
- Children's Kitchen

Information for staff, pupils and visitors

We will inform staff, pupils, contractors and visitors to our school, as appropriate, of our first aid arrangements, including the following:

- The contents and key principles of this policy
- The location of our equipment and facilities
- The identities and roles of our appointed person(s) and first aiders
- How to contact our appointed person(s) or a first aider urgently should the need arise
- The procedures for monitoring and reviewing our first aid needs.

We will include information regrading our first aid provision as part of our induction process for new staff.

4. First aiders

We expect our first aiders to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at our school or when on an educational visit.
- Ensure that an ambulance or other professional medical help is called when appropriate.

When selecting first aiders, we will consider the following factors set out in government guidance:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

We will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of our school.

First Aid Training
We will ensure that all first aiders hold a valid first aid certificate, issued by an HSE-approved organisation.

We are aware that first aid certificates are usually valid for three years and will therefore ensure that adequate monitoring procedures will be in place to ensure that refresher training is arranged for first aiders before certificates expire. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the school admin and finance officer.

We will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children. Consequently, we will ensure that appropriate training is secured for first-aid personnel where this has not already been obtained so that they are able to execute their duties appropriately to our whole school community. We will ensure that first aid training courses cover mental health in order to help staff members recognise the warning signs of mental ill health and to help them develop the skills required to approach and support someone, while keeping themselves safe.

5. Emergency procedures

If an incident, 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.

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, or the individual has become seriously unwell, a responding staff member will dial 9 for an outside line and then call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately (dial 9 for an outside line) and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, accompanied by at least **two** staff members – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs. The pupil's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the pupil at the hospital or doctor's office until a parent arrives.
- We will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

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

- The Headteacher.
- The parents and carers of the victim(s).

We are aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page 'Promoting and supporting mental health and wellbeing in schools and colleges'.

6. 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.

We will take a first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.

- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, we will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

7. Accommodation

Our First Aid Room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with our first aid needs assessments.

The First Aid Room will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. The First Aid room includes a wash basin and is situated near a toilet.

Our First Aid Room will not be used for teaching purposes and will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.
- Display a notice on the door which advises the names, locations and, if appropriate, the contact details of first aiders.

8. Medicines

Administration
We will ensure that our staff are aware of the government guidance which stipulates that the administration of first aid at work **does not** include the giving of medicines and tablets, whether prescribed or not. The provisions and requirements for the administration of medicines at our school are outlined in the following policies and documents:

- Administering Medication Policy
- Administering Medication Risk Assessment
- Allergen and Anaphylaxis Policy
- Supporting Pupils with Medical Conditions Policy

In circumstances where pupils may need access to life-saving prescription medicine(s) in an emergency, the details will be recorded in the pupil's Individual Healthcare Plan and identified staff members will be aware of what to do.

We are aware that the administration of prescription only medication specified in Schedule 19 of the Human Medicines Regulations 2012 should only be given by those trained to do so. Where a first aid needs assessment identifies that Schedule 19 medication may be required to be administered in an emergency, the school will consider providing first aiders with additional training so that they can be aware of the symptoms and condition and administer lifesaving medication in an emergency situation.

Storage
Medicines will 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. 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.

Medicine brought in by pupils will be returned to their parents 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 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 in this regard.

Pupils will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

9. Illnesses and allergies

When a pupil becomes ill during the school day, their parent or carer will be contacted and asked to pick their child up as soon as possible.

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

Where a pupil has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

We will manage any emergencies relating to illnesses and allergies in accordance with the Emergency Procedures section of this policy.

10. Automated external defibrillators (AEDs)

We have procured a Mediana AED, which is mounted on the wall outside our Main Office.

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.

11. Reporting and Recording

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parent as soon as possible. Parents 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.

A list of emergency contacts is available on the school's Management Information System.

We will keep a record of all incidents involving staff, pupils and visitors, which require first aid staff to be in attendance. We will use this record to help identify trends in accidents and areas for improvement, as well as when to review our first aid needs assessments.

The appointed person(s) will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

We are aware that this record is not the same as the statutory accident book; however, for expedience and simplicity, it will combine these records.

The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. Less significant injuries, e.g. playground abrasions etc. should be recorded in the accident book. Significant injury accidents or near-misses should be recorded in the Accident Reporting module of the EEC Health and Safety Management system

https://www.eeclive.co.uk/public/plogon.asp?AID=261

The Head teacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored.

Reporting to the HSE

The Head teacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head teacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Full details can be found at http://www.hse.gov.uk/pubns/edis1.pdf . In normal circumstances such injuries will be identified by the Health and Safety "Competent Person" through the EEC Health and Safety Management system and reported electronically to the HSE.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
    - Fractures, other than to fingers, thumbs and toes
    - Amputations
    - Any injury likely to lead to permanent loss of sight or reduction in sight
    - Any crush injury to the head or torso causing damage to the brain or internal organs
    - Serious burns (including scalding)
    - Any scalping requiring hospital treatment
    - Any loss of consciousness caused by head injury or asphyxia
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - The collapse or failure of load-bearing parts of lifts and lifting equipment
    - The accidental release of a biological agent likely to cause severe human illness
    - The accidental release or escape of any substance that may cause a serious injury or damage to health
    - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report without using EEC is available here:

How to make a RIDDOR report, HSE http://www.hse.gov.uk/riddor/report.htm

Reporting to Ofsted and child protection agencies

The Head teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Head teacher will also notify the Somerset Safeguarding Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

12. Early Years

We will ensure that we meet the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities.

In doing so, we will ensure the following:

- At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings - the certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS framework.
- PFA training is renewed every three years and is relevant for people caring for young children.
- All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3.
- We display, or make available to parents, staff PFA certificates or a list of staff who have a current PFA certificate.
- Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.
- All newly qualified entrants to the early years workforce who have completed a level 2 or level 3 qualification on or after 30 June 2016, have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios. We will organise PFA training to be renewed every three years.

13. Consent

Parents and carers will be asked to complete and sign a consent form when their child is admitted to our school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated each school year.

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.

14. Monitoring and review

This policy will be reviewed annually by the governing board, 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. 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.

The next scheduled review date for this policy is September 2026.