Bushfield Road Infant School: First Aid Policy

Approved by: Governing body
Date approved: November 2026
Review date: November 2027

1. Purpose

Bushfield Road Infant School will provide prompt and appropriate first aid to pupils, staff and visitors who become ill or are injured on the school site or during school activities.

The school will maintain enough trained first aiders, suitable equipment and clear arrangements to respond safely. These arrangements include the specific paediatric first-aid requirements for children in Reception and any nursery provision.

2. Responsibilities

Governing body / employer

The employer is responsible for ensuring that the school has a first-aid needs assessment and that appropriate equipment, facilities and trained personnel are provided.

Headteacher

The Headteacher is responsible for putting this policy into practice, including:

- ensuring that first-aid cover is available throughout the school day and on school activities;
- arranging training and monitoring certificate expiry dates;
- ensuring that staff know how to summon help and where first-aid equipment is kept;
- reviewing first-aid arrangements following incidents or significant changes to staffing, premises or activities.

Staff

All staff are expected to follow the school's first-aid procedures, seek help promptly and act within their training and competence. Staff must report incidents and pass relevant information to the first-aid lead or a senior leader.

3. First-aid cover and training

The school's first-aid needs assessment determines the number and type of first aiders needed, taking account of the site, pupil numbers, activities, staff availability and likely risks.

Current first aiders and locations: [Insert list or state where the up-to-date list is displayed.]

- At least one paediatric first aider with a current certificate must be on the premises and available whenever children in Reception or nursery are present, and must accompany them on outings.
- Cover must be planned for breaks, staff absence, trips, clubs and other activities outside the usual school day.
- Staff must know how to contact a first aider quickly. Contact arrangements are: **Contacting the school office, using a radio, contacting SLT.**
- Training must be delivered by a competent provider. Certificates and renewal dates will be recorded by **Diane James**.
- The school will consider refresher training between certificate renewals to help staff maintain their skills.

4. First-aid equipment and facilities

First-aid kits are kept in the school office. Portable kits are available for the playground, trips and other off-site activities.

The first-aid lead, or a nominated person, will check kits **on a regular basis** and after use. Used or out-of-date items will be replaced promptly. Medicines must not be stored in first-aid kits.

should summon assistance if a pupil cannot be moved safely or needs urgent medical care.

5. Responding to an incident

1.

Make the area safe where possible and summon a first aider. Do not put yourself or others at avoidable risk.

2.

Assess the situation and give first aid within your training. For a serious or life-threatening emergency, call 999 immediately, or ask someone else to do so. Do not delay an emergency call while seeking permission.

3. **Stay with the pupil or injured person** until help arrives. A colleague should contact the school office or senior leader, who will arrange further support and meet the emergency services.
4. **Contact the parent/carer** as soon as reasonably practicable where a pupil needs medical attention, has a significant injury, becomes unwell, or is collected from school because of illness or injury.
5. **Record the incident** as soon as possible, including the injury or symptoms, first aid given, advice or decisions made, contacts with family or emergency services, and the outcome.

For a minor injury, the first aider will use their judgement about treatment and whether the parent/carer needs to be informed. Staff should not diagnose injuries or give medical advice beyond their training. If parents are informed, this will come through as an email notification (from Smart Log).

6. Emergency medication and medical conditions

This policy does not replace the school's **Supporting Pupils with Medical Conditions Policy**, individual healthcare plans or allergy procedures.

Staff must follow the relevant healthcare plan and school procedure for a pupil with a medical condition. Only staff who have agreed to undertake the task and have received appropriate training should administer prescribed emergency medication, except where an emergency requires reasonable action to save life.

For a suspected severe allergic reaction, staff must follow the pupil's emergency plan, use the prescribed adrenaline auto-injector where appropriate, and call 999. The school will ensure that relevant staff know where emergency medication is kept and what action the pupil's plan requires.

7. Trips and off-site activities

Before a trip, the visit leader must check that:

- first-aid cover and a suitable portable kit are in place;
- any relevant pupil healthcare plans and emergency contact details are available to the adults who need them;
- medication needed for the visit is taken, stored and managed in line with school procedures;

- staff know how to contact the emergency services and the school.

A current paediatric first aider must accompany children in Reception or nursery on outings.

8. Recording, reporting and confidentiality

The school will record first-aid incidents involving pupils, staff and visitors. Records must be factual, completed promptly and stored securely, with access limited to those who need the information.

Where a pupil is involved, the school will record what happened, the treatment given, who was informed and any follow-up required. Parents/carers will be told about accidents or injuries and first-aid treatment in line with the school's arrangements.

The first-aid lead and Headteacher will review records for recurring patterns, hazards or changes needed to the school's provision. Serious incidents will be managed and reported through the school's health and safety procedures.

9. Hygiene and infection control

Staff giving first aid should use disposable gloves where there may be contact with blood or other bodily fluids, wash their hands afterwards and dispose of contaminated materials safely. Any spillages must be cleaned using the school's established procedure.

10. Review

The Headteacher will review this policy at least annually and after a serious incident or a significant change to the school's site, staffing or activities. The first-aid needs assessment will also be reviewed when circumstances change.

Sources

- Department for Education, **First aid in schools, early years and further education**.
- Department for Education, **Early years foundation stage statutory framework**.
- Health and Safety Executive, **First aid at work: guidance on regulations**. (gov.uk)