

First Aid Policy

St Laurence in Thanet Church of England Junior Academy



Our school offers a supportive, inclusive, nurturing and inspiring learning environment, where each member is known, loved and empowered to reach their full potential. Children are encouraged through an aspirational and engaging curriculum to develop their knowledge, skills and character so that they can truly flourish, both now and into the future.

“Believe Achieve Aspire!”

Approved by: S.Graham **Date:** 9/1/25

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| Version | Date | Author | Change Description |
|---------|--------------|----------|--|
| 3 | January 2026 | S Graham | Updates to dates of First Aid qualifications and names. Addition of 'Medical Tracker' as the digital platform now being used to record all pupil accidents |

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and Guidance

Schools without Early Years Foundation Stage provision insert:

This policy is based on advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records

- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and Responsibilities

3.1 First Aiders

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Taking charge when someone is injured or becomes ill
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident for pupils on Medical Tracker (see the template in Appendix 2 for adults)
- Keeping their contact details up to date
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

Our school's first aiders are listed in Appendix 1. Their names will also be displayed prominently in the medical room.

3.2 The Governing Board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The Headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are

- Completing accident reports on Medical Tracker (see Appendix 2 for adults) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First Aid Procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the office manager (Melissa Saffrey) will contact parents immediately
- The first aider will complete an accident report form using Medical Tracker on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have access to the following:

- A portable first aid kit
- Information about the specific medical needs of pupils and inhalers/medications
- Inhalers and medications
- Parents' contact details

Risk assessments will be completed by the class teacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider on school trips and visits.

5. First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes

- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- In the office
- Classrooms

6. Medicines

6.1 Medicines in School

The school adopts the guidance for the administration of medicines in school within the Health and Safety Code of Practice.

A qualified First Aider or a member of the office staff will administer prescription medicines and children's paracetamol with the permission of the parent only. For the use of children's paracetamol the parents will be contacted at the time on every occasion to obtain permission. Prescription medication must be prescribed by a doctor and be in the original packaging with the child's name clearly marked. Parents are requested to complete and sign a medicine form giving their permission for the medicine to be administered.

All medication will be logged on Medical Tracker platform and changes regularly updated

The member of staff administering the medicine must record it in the Medical Tracker platform. They must record the medicine name, dose and time. A record of parental permission will be added to Bromcom communication and Medical Tracker

The school stores a KITT anaphylaxis kit in the hall. Staff trained in its use are:

Sarah Graham

Louise Buckland

Sarah Mountjoy

Dawn Easley

Jeremy Gorham

Melissa Saffrey

Christine Kirk

Callum Bottle

Jack Spencer

Ashten Campbell

Hayley Hawkes

Laura Champion

Joe Humphreys

Angela Cook

6.2 Storage

All medicines will be stored safely in the medical room or in the fridge located in the staff room. The anaphylaxis KITT is secured to the hall wall by the emergency doors. The box is locked and the emergency key is available behind a 'smash case'. The epipens within are checked termly. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility, Mrs. M Saffrey - Secretary

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available state where and not locked away. Asthma inhalers should be marked with the child's name. Sharps' boxes are kept in the medical room. It is the responsibility of the Office Manager to inform the parent of the child needing injections, when the Sharps' box is full so that the parent can arrange for collection.

During school trips the first aid trained member of staff will carry all medical devices and medicines required; All controlled drugs that have been prescribed for a pupil will be securely stored in a non-portable container and only named staff will have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in the school using the Medical Tracker platform; Epipens are easily accessible at all times in the school office/KITT in the hall, where they are securely stored.

7. Record-Keeping and Reporting

7.1 First Aid and Accident Record Book

- Melissa Saffrey (Office Manager) & Hayley Ezekiel (Finance/Admin Assistant) are responsible for ensuring all record-keeping is complete and up to date.
- An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury using Medical Tracker. Parents are communicated with in all instances via an email message through Medical Tracker.
- Any head injury will be communicated with parents by the office and recorded on Medical Tracker communications.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at Appendix 2
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

7.2 Reporting to the HSE

Melissa Saffrey (Office Manager) 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 Headteacher 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.

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 scalding 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 is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

8. Training

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep certificates of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

9. Monitoring Arrangements

This policy will be reviewed by the headteacher every year.

At every review, the policy will be approved by the full governing board.

10. Links with Other Policies

This first aid policy is linked to the

- Health and Safety Policy
- Risk Assessment Policy
- Policy on Supporting Pupils with Medical Conditions

Appendix 1: List of First Aiders

| STAFF MEMBER'S NAME | ROLE | QUALIFICATION VALID UNTIL: |
|-------------------------------------|--|----------------------------|
| Sarah Graham | Headteacher | 7/5/2028 |
| Louise Buckland | Deputy Headteacher | 7/5/2028 |
| Dawn Easley | Mid Day meals/cleaner/breakfast club/ASC | 7/5/2028 |
| Hayley Hawkes | TA | 7/5/2028 |
| Chris Kirk | TA | 7/5/2028 |
| Melissa Saffrey | Office Manager | 19/9/26 |
| Hayley Ezekiel | Admin Assistant | 19/9/26 |
| Caroline Winton | TA | 19/9/26 |
| | | |
| Basic Life Support and Defib | | |
| Melissa Saffrey | Office Manager | 19/9/26 |
| Sarah Graham | Headteacher | 19/9/26 |
| Sarah Mountjoy | SENCO | 19/9/26 |
| Hayley Ezekiel | Admin Assistant | 19/9/26 |
| Louise Buckland | Deputy Headteacher | 19/9/26 |

Appendix 2: Accident Report Form - adults

Accident record

1 About the person who had the accident

Name

Address

Postcode

Occupation

2 About you, the person filling in this record

▼ If you did not have the accident write your address and occupation.

Name

Address

Postcode

Occupation

3 About the accident *Continue on the back of this form if you need to*

▼ Say when it happened. Date / / Time

▼ Say where it happened. State which room or place.

▼ Say how the accident happened. Give the cause if you can.

▼ If the person who had the accident suffered an injury, say what it was.

▼ Please sign the record and date it.

Signature

Date / /

4 For the employee only

▼ By ticking this box I give my consent to my employer to disclose my personal information and details of the accident which appear on this form to safety representatives and representatives of employee safety for them to carry out the health and safety functions given to them by law. ☐

Signature

Date / /

5 For the employer only

▼ Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). To report, go to page 4 of this book or go to www.hse.gov.uk/riddor/report.htm2.

How was it reported?

Date reported / /

Signature