



First Aid

Updated: January 2026

To be reviewed: December 2026

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

Legislation and Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, 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 School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils
- Early years education providers, including schools, must meet the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS). This includes arrangements for off-site activities involving young children such as educational visits.
- Paediatric first aid training must be renewed every 3 years and should be relevant for workers caring for young children and where relevant, babies. Employers should take into account, via their first aid needs assessment, the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

Purpose

- To preserve life
- To limit worsening of the condition
- To promote recovery
- To provide first aid as necessary from trained adults
- To promote health and safety awareness in children and adults, in order to prevent first aid being necessary
- To encourage every child and adult to begin to take responsibility for their health needs

Roles and Responsibilities

Head Teacher

The Head teacher 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. All staff are First Aid trained every 3 years
- 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 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

Staff

- There are paediatric First Aid trained members of staff on both sites, Miss Harper and Mrs Kent at Gawcott and Miss Hicks and Mrs Nichols at Tingewick. These staff members receive 12 hours of training every 3 years. Mrs Kent and Ms Tanner are also paediatric and outdoor learning first aid trained for Forest School.
- Mrs Williams & Mrs Druce (Gawcott site) and Mrs Hall (Tingewick site) will ensure the maintenance of the contents of the first aid boxes and other supplies

First aiders are trained and qualified to carry out the role and are responsible for:

- Ensuring they follow first aid procedures
- Any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen
- Will ensure that they have read the school's First Aid Policy
- Act 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
- Ensure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensure that an ambulance or other professional medical help is summoned when appropriate
- Send 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
- Keeping their contact details up to date
- Portable First Aid kits are taken on educational visits. These are kept in the staff room at Gawcott and the office at Tingewick
- Informing the Headteacher of any specific health conditions or first aid needs
- Accessing the information about the specific medical needs of pupils
- Ensure that the defibrillator is charged, and license kept up-to-date

Governing board

The governing board delegates operational matters and day-to-day tasks to the Head teacher and staff members.

Procedures in school:

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
- IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE SHOULD BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT WAITING FOR THE APPOINTED PERSON TO ARRIVE ON THE SCENE
- 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
- In the event of a serious incident an ambulance is called by ringing 999 and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. School staff are insured for this through the school
- All serious accidents should be reported to Head Teacher and First Aider who should call an ambulance and the child's parents ASAP (numbers located in the file on the school office desk.)
- 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 Head teacher or if not available the School Administrator team will contact parents immediately
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- If the injury can be dealt on site, fill in the accident book outlining treatment given
- Parents are contacted if there are any doubts over the health or welfare of a pupil
- The school recommends that, unless it cannot possibly be avoided, no member of staff should administer first aid without a witness (preferably an adult)
- No member of staff or volunteer helper should administer first aid unless he or she has received proper training, except in the case of minor cuts or grazes
- For their own protection and the protection of the patient, staff who administers first aid should take the following precautions. Exposed cuts and abrasions should be cleaned under running water and patted dry with a sterile dressing. Hands should be washed before and after administering first aid. Disposable gloves should be worn.
- In the event that a member of staff is bitten by a pupil, first aid must be administered immediately. The wound should be cleaned thoroughly with soap and running water, and covered with a sterile dressing. The incident must be recorded in the accident/incident log and reported to the Headteacher and Designated Safeguarding Lead (DSL), as it may constitute a safeguarding concern. If the bite has broken the skin, medical advice should be sought promptly, and the staff member may be advised to attend a healthcare setting for further treatment. Appropriate follow-up and support will be offered, and any necessary behaviour or risk management strategies will be reviewed to reduce the likelihood of recurrence.

- If staff are concerned about the welfare of a pupil, they should contact the Headteacher / Deputy Head immediately
- Pupils with specific medical needs have their information accessible, displayed on staff room boards. Medical file with Health care plans is kept in a locked unit in the staff room/office

Educational visits and Out of School:

- The Head Teacher has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit
- Mobile phones must be taken on trips out of school, with the school telephone number. Parents contact numbers are also taken as part of the trip file information
- First Aiders / teachers check information about the specific needs of pupils and that pupils who require medication have it with them.
- First Aiders must take a portable first aid kit
- Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
- There will always be at least one first aider on school trips and visits in Key Stage 1 and 2

First Aid Boxes

- First Aid Boxes are located in the staff room or office on both school sites
- First Aid bags are kept in the FS, Y1, Y2 classrooms and office at Tingewick and in the Staff room at Gawcott

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

- A leaflet with general first aid advice
- Regular and large bandages
- Eye wash
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes

No medication is kept in first aid kits.

Defibrillator

Roundwood School has two defibrillators. The defibrillator is kept in the entrance hall at Tingewick and the staffroom at Gawcott.

Record keeping and Reporting

- All incidents, injuries, head injuries, ailments and treatment are reported in the accident book, kept in the medical cupboard on both sites
- As much detail as possible should be supplied when reporting an accident.
- Parents are informed of a head injury by phone call if the staff have concerns and would like the parent to be aware of the injury or would like the parent to come to the school to look at the injury. The child will also be given a copy of the incident recorded in the medical book
- Parents are informed of a head injury by email if staff consider it is a minor head bump and the child is showing no signs of trauma or distress. If staff became concerned following the head bump then parents will be contacted by phone, as above. The child will also be given a copy of the incident recorded in the medical book.
- First Aiders / Head teacher will contact parents by phone if they have concerns about any other injury
- Staff should complete the accident book if they sustain an injury at work and this will be reported via the ANT system
- An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

The Head teacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence. 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.

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

Action at an Emergency (To be undertaken by trained First Aider)

- Assess the situation: Are there dangers to the First Aider or the casualty? Make the area safe, look at injury: Is there likely to be a neck injury?
- Assess the casualty for responsiveness: Does the casualty respond?

IF THERE IS NO RESPONSE:

- Open airway by placing one hand on the forehead and gently tilt the head back. Remove any obvious obstructions from the mouth and lift the chin

- Check for breathing. If the casualty is breathing assess for life threatening injuries and then place in the recovery position. If the casualty is not breathing send a helper to call an ambulance and give 2 rescue breaths making 5 attempts at least
- Assess for signs of circulation. Look for breathing, coughing or movement. If present, continue rescue breathing and check signs for circulation every minute. If breathing is absent begin Cardio Pulmonary Resuscitation
- If required, each site has access to a defibrillator. The defibrillator is kept in the entrance hall at Tingewick and the staffroom at Gawcott.

Administration of Medicines

- Our trained First Aiders administer only medicines which have been prescribed by a doctor. A record will kept of any medicine administered under these circumstances. Before any of these medications are given, written permission from parents must be given and filed in the Medicines file. Staff will then record when any medication is administered
- Asthma inhalers are kept either in the staffroom/office or classrooms for the child to use when and if they need it. The emergency inhaler is stored in the Year 2 classroom at Tingewick and in the staffroom at Gawcott.
- If a child has diabetes, their medication will be stored in predetermined location, eg. Headteachers office or staff room. All staff at that site will undertake training and specialist training given to the staff in the pupils class. Further information can be found in Supporting pupils with medical condition policy and in our Diabetes Care Management plan.
- Travel sickness medication for trips needs to be sent into school in the original packaging and handed to the teacher. Parents need to complete permission paperwork before the trip in order for these to be administered. This needs to be done for each trip as they arise

Medication

The school recognises that some pupils may need medication during the school day and will support this in line with **Buckinghamshire Council guidance** and **DfE statutory requirements**.

Parents/carers are encouraged to arrange their child's medication so that doses are taken outside of school hours wherever possible. For example, a child prescribed antibiotics to be taken three times a day should take all doses at home. In these circumstances, the school will not administer the medication. The school **will administer antibiotics** where the prescribed dosage requires **four doses per day**.

Prescription Medication

If a child requires prescription medication during the school day, the following procedures must be followed:

- Only **prescribed medication** will be administered in school. This includes antibiotics (where four daily doses are required), asthma inhalers, adrenaline auto-injectors (AAIs), insulin, and other prescribed medicines.
- All medication must be provided in its **original container**, as dispensed by a pharmacist, and clearly labelled with:
 - the child's full name
 - name of the medication
 - dosage and method of administration
 - timing/frequency

- storage requirements
- expiry date
- Parents/carers must complete and sign a **Medication Consent Form** before any medication is administered. A new form must be completed **each time a different medication** is provided.
- All medication must be **in date** and replaced by parents/carers as necessary.
- Where injectable medication is required, parents/carers must provide a **sharps box**, obtained on prescription, for safe disposal.
- Any medication no longer required, or that has passed its expiry date, must be **collected promptly** by parents/carers. This will be monitored routinely by the school.

Medication will be administered by **trained members of staff** and recorded in accordance with school procedures.

Non-Prescription (Over-the-Counter) Medication

In line with **Buckinghamshire Council guidance**, the school does **not routinely administer non-prescription (over-the-counter) medication**. This includes paracetamol, ibuprofen, antihistamines, cough medicines, throat lozenges, creams, or eye drops.

Non-prescription medication will only be administered in **exceptional circumstances**, where there is a clear medical need, and **with a completed medical consent form** In these cases:

- Medication must be supplied in its **original packaging**, clearly labelled with the child's name.
- Clear written instructions must be provided by the parent/carer, including dosage and timing.
- The medication must be appropriate for the child's age and administered in line with manufacturer guidance.
- A completed Medication Consent Form must be submitted in advance.

Children who are unwell and require pain relief or other non-prescription medication during the school day should normally be kept at home or collected by a parent or carer, in line with the school's safeguarding and welfare responsibilities. In specific circumstances, and at the school's discretion, parents or carers may attend school to administer pain relief to their child in order to support their continued attendance, provided this is appropriate and in the child's best interests.

Storage and Safety

- All medication is stored securely and appropriately, in line with storage instructions.
- Emergency medication (such as inhalers and AAI's) is readily accessible at all times.
- The school maintains accurate records of all medication administered.

Parents/carers can be assured that pupils with medical needs will be supported appropriately and that medication procedures are in place to ensure **safety, dignity, and wellbeing** throughout the school day.

Body Spillages/HIV

- No person must treat a pupil who is bleeding, without protective gloves
- Protective gloves are stored in the staff rooms
- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination
- All body fluid spillage's (Vomit, diarrhea and blood) must be cleaned immediately. This is vital if spread of infections to be reduced. Gloves should be worn when in contact with blood or body fluid is likely. Ordinary rubber gloves (located with Body Spillage granules in the Caretaker cupboard) are

suitable for dealing with spillages. They must be kept for this purpose only. Following use, gloves must be rinsed and left to dry

- Absorbent granules should be dispersed over spillage and left to absorb for a few minutes then swept up into newspaper. A designated dust pan and brush is available for body spillage's and is kept in the Caretakers cupboard. Wash the affected area with warm water and detergent and dry. Single use latex gloves should be available for first aid and hygiene care procedures (these are available in the staff rooms) Once spillage's has been put into newspaper, hands must be washed and dried after removal after removal of protective gloves
- Once spillage has been put into newspaper it must then be placed in a sealed black plastic bag and put in the external dustbins for domestic waste disposal

Monitoring Arrangements

This policy will be reviewed by the Head teacher in conjunction with the Health & Safety Governing committee annually.

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