



Poulton-le-Sands C.E. Primary School

First Aid Policy

As a sanctuary of Christian love, we forge futures in our community. We inspire a joy of learning and a delight in one another. In faith, we are refined through challenge, growing with God, together.

The light shines in the darkness and the darkness shall not overcome it.

John 1 v.5

Date reviewed: September 2026

Next review date: September 2027

Responsible person: Headteacher

Approved by: Governing Body

1. Policy Statement

Poulton-le-Sands C.E. Primary School is committed to providing appropriate first aid arrangements to safeguard the health, safety and wellbeing of pupils, employees, visitors and others using the school premises.

The school will ensure that appropriate first aid can be provided without unnecessary delay when a person becomes ill or injured.

First aid arrangements will take account of:

- the needs of pupils, including those with known medical conditions;
- employees and visitors;
- the size and layout of the school premises;
- the nature of activities undertaken;
- school-operated wraparound provision, including The Harbour Club;
- educational visits and activities away from the school premises; and
- foreseeable risks identified through risk assessment.

This policy should be read alongside the school's:

- Health and Safety Policy;
- Supporting Pupils with Medical Conditions Policy;
- Allergy Safety Policy;
- Safeguarding and Child Protection Policy;

- Educational Visits Policy; and
 - Accident and Incident Reporting Procedures.
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2. Legal Framework and Guidance

The school's first aid arrangements have been developed with regard to:

- the Health and Safety at Work etc. Act 1974;
 - the Health and Safety (First-Aid) Regulations 1981;
 - the School Premises (England) Regulations 2012;
 - Department for Education guidance, First Aid in Schools, Early Years and Further Education;
 - the Early Years Foundation Stage (EYFS) statutory framework, where applicable;
 - Department for Education statutory guidance on Supporting Pupils at School with Medical Conditions;
 - current statutory guidance relating to allergy safety in schools; and
 - relevant Lancashire County Council health and safety guidance and procedures.
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3. Responsibilities

Governing Body

The Governing Body will ensure that:

- appropriate first aid arrangements are in place;
- sufficient resources are provided;
- the school's first aid needs are assessed;
- sufficient appropriately trained personnel are available;
- first aid arrangements are monitored and reviewed; and
- appropriate arrangements are maintained for pupils, employees and visitors.

Headteacher

The Headteacher has overall responsibility for the day-to-day implementation of the school's first aid arrangements.

The Headteacher will ensure that:

- an appropriate first aid needs assessment is undertaken and reviewed;
- sufficient trained first aiders are available;
- appropriate cover is maintained during staff absence;
- staff know how to obtain first aid assistance;

- suitable first aid equipment and facilities are provided;
- accidents and incidents are appropriately recorded and reported;
- appropriate first aid provision is considered for educational visits and other off-site activities; and
- first aid arrangements are reviewed following significant incidents or changes to the school.

First Aiders

A first aider is a person who has undertaken appropriate first aid training and holds a current certificate.

First aiders will:

- provide immediate assistance within the scope of their training;
- assess the situation and protect themselves and others from further danger;
- provide appropriate first aid;
- obtain further medical assistance when required;
- ensure that an ambulance is called where appropriate;
- ensure appropriate records are completed; and
- follow the school's procedures for informing parents/carers and senior staff.

First aiders must work within the limits of their training and should seek further medical assistance whenever necessary.

All Staff

All staff should:

- know how to summon first aid assistance;
- know the location of first aid equipment;
- follow the school's emergency procedures;
- report accidents and incidents appropriately; and
- act in the best interests of a pupil in an emergency.

Staff who do not hold an appropriate first aid qualification should not undertake procedures for which specific training is required.

In an emergency, however, staff should use their best endeavours to secure appropriate assistance and safeguard the welfare of the pupil.

4. First Aid Needs Assessment

The school will maintain a first aid needs assessment to determine the level of provision required.

This will consider, amongst other factors:

- the number and age of pupils;
- the number of employees;
- pupils with known medical conditions;
- the school's accident and incident history;
- the size, layout and location of the premises;
- playgrounds and outdoor areas;
- PE and sporting activities;
- practical or higher-risk activities;
- school-operated wraparound provision;
- educational visits;
- proximity and access to emergency medical services; and
- foreseeable absence of trained first aid personnel.

There is no fixed number of first aiders which is appropriate for every school. The number and type of trained personnel required will be determined through the school's first aid needs assessment.

The assessment will be reviewed periodically and following any significant change to the premises, staffing, activities or identified risks.

5. First Aid Training

Staff designated as first aiders will receive appropriate training from a competent training provider.

First aid qualifications will be renewed within the required timescales.

The school will maintain a record of:

- trained first aiders;
- the qualification held;
- the date training was completed; and
- the certificate expiry date.

Refresher training will be provided where appropriate.

Specific training may also be required to support pupils with particular medical conditions. A general first aid qualification does not necessarily provide staff with the competence required to administer specific medication or treatment.

Requirements relating to asthma, allergies, anaphylaxis and other medical conditions are detailed within the school's Supporting Pupils with Medical Conditions Policy and Allergy Safety Policy.

6. Paediatric First Aid

The school will meet the paediatric first aid requirements of the Early Years Foundation Stage statutory framework where applicable.

At least one person who holds a current, appropriate paediatric first aid qualification will be available where required by the EYFS framework.

Appropriate paediatric first aid provision will also be considered for:

- Reception and Early Years provision;
 - educational visits involving EYFS pupils; and
 - relevant wraparound provision.
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7. First Aid Equipment

The school will provide appropriately stocked first aid containers according to the findings of its first aid needs assessment.

First aid kits will:

- be clearly identifiable;
- be located where they can be accessed promptly;
- contain appropriate first aid materials;
- be checked regularly;
- be restocked promptly following use; and
- have expired or damaged items removed and replaced.

Additional first aid equipment will be provided where the needs assessment identifies this as necessary, including for playgrounds, PE and sporting activities, educational visits or other areas of the school.

The person responsible for checking first aid equipment will be identified through the school's local arrangements.

Medication must not ordinarily be stored within a general first aid kit.

Emergency medication will be managed in accordance with the school's Supporting Pupils with Medical Conditions Policy and Allergy Safety Policy.

8. First Aid Facilities

The school will ensure that suitable accommodation is available for the medical examination and treatment of pupils and for the short-term care of sick or injured pupils.

The designated area will, as far as reasonably practicable:

- provide appropriate privacy;
- have access to suitable handwashing facilities;
- be located near a toilet;
- allow appropriate supervision; and
- be readily available when required.

Where a pupil has complex medical needs, the school will consider whether any additional facilities or arrangements are necessary.

9. Procedure Following an Accident or Illness

Where a person becomes injured or unwell:

1. Make the situation safe

Staff should first consider any continuing danger to the casualty, themselves or others.

2. Obtain first aid assistance

A trained first aider should be contacted promptly.

3. Assess and treat

The first aider will assess the casualty and provide appropriate treatment within the scope of their training.

4. Seek further assistance where necessary

Where the injury or illness is serious, or there is uncertainty about the person's condition, appropriate medical assistance should be obtained.

5. Inform appropriate people

Senior staff and parents/carers should be informed according to the nature and seriousness of the incident.

6. Record and report

The accident or incident must be recorded using the appropriate school or Lancashire County Council procedure.

10. Calling an Ambulance

999 must be called without delay where a medical emergency is suspected.

Examples may include:

- unconsciousness or significantly altered consciousness;
- severe difficulty breathing;
- suspected anaphylaxis;
- a serious asthma attack;
- significant or uncontrolled bleeding;
- suspected serious head, neck or spinal injury;
- seizure requiring emergency medical assistance;
- suspected cardiac arrest;
- serious burns;
- a serious injury or sudden deterioration in a person's condition; or
- any situation where the first aider believes urgent medical assistance is required.

This list is not exhaustive.

When calling 999, staff should provide clear information including:

- the school's name and address;
- the exact location of the casualty;
- the casualty's condition;
- the casualty's age, where known;
- relevant medical information, where known; and
- a telephone number for further contact.

Where possible, a member of staff should be sent to meet the ambulance and direct emergency personnel to the casualty.

Emergency treatment or an ambulance must not be delayed while attempting to contact a parent/carer.

Parents/carers should be contacted as soon as practicable.

11. Pupils Taken to Hospital

Where a pupil requires hospital treatment by ambulance, a parent/carer will be contacted as soon as possible.

Where a parent/carer is not immediately available, an appropriate member of staff will remain with the pupil and, where necessary and practicable, accompany the pupil to hospital.

The member of staff will remain with the pupil until responsibility can appropriately be transferred to the parent/carer.

Relevant medical information held by the school will be made available to emergency services where necessary for the pupil's treatment and safety.

12. Head Injuries

All head injuries will be treated with appropriate caution.

A first aider will assess the pupil and determine the appropriate action within the scope of their training.

Parents/carers will be informed of head injuries in accordance with the school's procedures and provided with appropriate information regarding signs and symptoms which may require further medical assessment.

Emergency medical assistance will be sought immediately where a serious head injury is suspected or the pupil's condition gives cause for concern.

The pupil should continue to be appropriately monitored following a head injury while they remain in school.

13. Illness at School

First aid provision is primarily intended to provide immediate assistance following injury or sudden illness and does not replace appropriate medical assessment or treatment.

Where a pupil becomes unwell during the school day:

- the pupil will be appropriately supervised;
- their condition will be assessed;
- parents/carers will be contacted where appropriate;
- emergency assistance will be obtained where necessary; and

- the pupil will not be left unsupervised while awaiting collection where their condition requires supervision.

A pupil who is significantly unwell should not normally be expected to remain in school solely because a parent/carer cannot immediately collect them. Appropriate arrangements will be determined according to the circumstances and the welfare of the pupil.

14. Infection Prevention and Personal Protection

Staff providing first aid should take reasonable precautions to reduce the risk of infection.

Appropriate protective equipment, including disposable gloves, will be available.

Staff should:

- wash their hands before and after providing first aid where practicable;
- wear disposable gloves where there is a risk of contact with blood or bodily fluids;
- cover any cuts or broken skin;
- dispose of contaminated materials appropriately; and
- follow the school's procedures for cleaning spillages of blood or bodily fluids.

Any significant exposure to blood or bodily fluids should be reported immediately and appropriate medical advice sought.

15. Medication and Medical Conditions

First aid and the administration of medication are not the same thing.

Medication will be managed in accordance with the school's Supporting Pupils with Medical Conditions Policy.

Pupils who require emergency medication, including:

- asthma inhalers;
- adrenaline auto-injectors;
- medication for epilepsy; or
- other prescribed emergency treatment

must have appropriate arrangements in place to ensure that their medication is readily accessible when required.

Only appropriately trained staff should administer medication or undertake procedures for which specific training is required.

In a life-threatening emergency, staff should follow the pupil's emergency healthcare arrangements, their training and the instructions of emergency services.

16. Asthma and Anaphylaxis

Asthma attacks and anaphylaxis can constitute medical emergencies requiring immediate action.

Staff will follow the arrangements set out in the school's:

- Supporting Pupils with Medical Conditions Policy;
- Allergy Safety Policy;
- relevant Individual Healthcare Plan;
- Asthma Action Plan; or
- Allergy Action Plan.

Where anaphylaxis is suspected:

- appropriate adrenaline should be administered without unnecessary delay in accordance with current guidance and staff training;
- 999 must be called and anaphylaxis stated as the suspected emergency; and
- the pupil must be appropriately supervised until emergency medical assistance arrives.

The school's arrangements for emergency salbutamol inhalers and spare adrenaline auto-injectors are contained within the relevant medical and allergy policies.

17. Automated External Defibrillator (AED)

At Poulton, we have an Automated External Defibrillator (AED) on the school premises. This is held in the school entrance and all staff are made aware of its location.

In the event of a suspected cardiac arrest:

- 999 must be called immediately;
- cardiopulmonary resuscitation (CPR) should be commenced;
- the AED should be obtained as quickly as possible; and
- its spoken/visual instructions should be followed.

The AED will be appropriately maintained and consumable items, including pads and batteries, checked and replaced as required.

18. Educational Visits and Off-Site Activities

Appropriate first aid provision must be considered as part of the planning and risk assessment for all educational visits and off-site activities.

The level of provision will take account of:

- the nature of the activity;
- the age and needs of the group;
- known medical conditions;
- foreseeable injuries associated with the activity;
- the location of the activity;
- the availability and response time of emergency services; and
- any specific requirements arising from the risk assessment.

An appropriate first aid kit will accompany off-site activities.

Pupils' necessary medication and emergency healthcare information must also be appropriately available.

Where EYFS pupils participate in an outing, appropriate **paediatric first aid provision** will be maintained in accordance with EYFS requirements.

19. The Harbour Club and Wraparound Provision

Appropriate first aid arrangements will be maintained during school-operated wraparound provision, including The Harbour Club.

The school's first aid needs assessment will consider the provision required during these sessions, including:

- availability of appropriately trained staff;
- access to first aid equipment;
- access to emergency medication;
- pupils' medical and allergy information;
- emergency procedures; and
- arrangements for contacting parents/carers.

Relevant medical information held centrally by the school will be made available to Harbour Club staff who need the information to keep pupils safe.

Parents/carers should report changes to their child's medical condition, medication, allergies or dietary requirements through the school office, rather than maintaining a separate medical record with The Harbour Club.

20. Informing Parents and Carers

Parents/carers will be informed about accidents, injuries or significant illness according to the nature and seriousness of the incident.

Where a pupil requires emergency medical assistance, parents/carers will be contacted as soon as reasonably practicable.

For minor injuries, information may be communicated using the school's established local arrangements.

Where an injury gives rise to concern, including an appropriate head injury, parents/carers will be contacted directly.

For children within the EYFS, parents/carers will be informed of any accident or injury sustained and any first aid treatment given on the same day, or as soon as reasonably practicable, in accordance with EYFS requirements.

21. Recording Accidents and First Aid

An appropriate record will be made of accidents and incidents requiring first aid.

Records should include, where applicable:

- the date and time;
- the name of the person involved;
- location;
- a factual description of the accident or incident;
- injury or symptoms observed;
- first aid provided;
- name of the person providing first aid;
- whether parents/carers were informed;
- whether further medical assistance was sought; and
- any subsequent action required.

Records must be factual and should not contain assumptions or speculation.

22. Lancashire County Council Accident and Incident Reporting

The appropriate reporting procedure depends upon who was involved and the seriousness of the incident.

Employees

Accidents and incidents involving employees must be reported through Oracle, in accordance with Lancashire County Council procedures.

The employee should inform their line manager or appropriate senior member of staff promptly.

Pupils

Routine and minor pupil accidents will normally be recorded locally using the school's established recording arrangements.

Where a pupil accident or incident is serious, unusual or otherwise meets the relevant reporting criteria, it must be brought to the attention of the Headteacher or appropriate senior member of staff.

Senior staff will determine whether additional reporting to Lancashire County Council through the AF1 process is required.

Staff should not delay escalating a serious incident because they are uncertain whether an AF1 is required.

Visitors and Other Persons

Accidents involving visitors, parents/carers, contractors or other non-employees should be reported to the Headteacher or appropriate senior member of staff, who will determine the appropriate reporting route.

23. RIDDOR

RIDDOR stands for the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**.

Certain serious work-related accidents, occupational diseases and dangerous occurrences must legally be reported to the Health and Safety Executive (HSE).

Not every accident requiring first aid, hospital attendance or ambulance attendance is automatically RIDDOR-reportable.

Individual members of staff are not responsible for determining whether an incident is reportable under RIDDOR.

Staff must ensure that incidents are appropriately recorded and that serious or unusual incidents are promptly escalated to the Headteacher or appropriate senior member of staff.

Senior staff will determine whether further statutory reporting is required.

24. Safeguarding

An injury or medical incident may also raise a safeguarding concern.

Where a member of staff has any concern about the circumstances surrounding an injury, explanation given for an injury, delay in seeking treatment or any other safeguarding matter, the school's safeguarding procedures must be followed.

The concern must be reported promptly to the Designated Safeguarding Lead (DSL) or Deputy DSL.

An accident or first aid record does not replace a safeguarding record or referral.

25. Monitoring Accidents and Incidents

Accident and first aid records will be reviewed as appropriate to identify:

- recurring accidents;
- patterns or trends;
- hazardous locations or activities;
- potential improvements to risk controls;
- additional training requirements; and
- whether the school's first aid provision remains adequate.

Serious accidents, incidents and near misses will be reviewed where appropriate to identify lessons and preventative action.

Relevant findings will inform the school's first aid needs assessment and wider health and safety arrangements.

26. Information for Staff

Staff will be informed of the school's first aid arrangements.

Information will include:

- how to contact a first aider;
- the names or locations of first aiders/appointed persons;
- locations of first aid equipment;
- location of the AED;
- emergency procedures; and
- accident and incident reporting arrangements.

First aid information will form part of the induction process for new staff.

Appropriate first aid notices will be displayed prominently around the school.

27. Monitoring and Review of this Policy

The Headteacher and Governing Body will monitor the effectiveness of the school's first aid arrangements.

The First Aid Policy and first aid needs assessment will be reviewed regularly and at least in accordance with the school's policy review schedule.

An earlier review will take place where:

- there is a significant accident or medical emergency;
 - accident trends identify a concern;
 - there are significant changes to staffing, premises or activities;
 - pupils' needs materially change;
 - legislation or national/Local Authority guidance changes; or
 - existing arrangements are identified as being insufficient.
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Date reviewed: September 2026

Signed:

Mrs Laura T. Gardner
Headteacher

Next review date: September 2027