



# First Aid Policy

This policy applies to Steephill School, including the EYFS setting.

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Authority	Health and Safety Committee Education Committee Finance and Strategy	Chair Dr Kristopher Page Chair Hazel Thurgood Chair Martin Levy
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## **Policy Statement**

Steephill School is committed to providing a safe and healthy environment for all pupils, staff, parents and visitors. This policy outlines the provision of first aid, the management and recording of accidents and incidents, and the safe storage and administration of medicines in line with statutory requirements.

The first aid policy forms part of the Health and Safety Policy for the school including EYFS.

This policy has been written with reference to:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Education (Independent School Standards) Regulations 2014
- Statutory Framework for the EYFS (2024)
- DfE Guidance: *First Aid in Schools, Early Years and Further Education (2014)*
- DfE Guidance: *Supporting Pupils at School with Medical Conditions (2015)*

## **Aims**

- To ensure that first aid provision is always available while people are on school premises or off-site on educational visits.
- To ensure that all accidents, incident and administration of medication are properly recorded and reported.
- To promote the health, safety, and welfare of all pupils and staff.

## **Roles and responsibilities**

**The Headteacher** will work together with the Bursar and Secretary to:

- Ensure that the policy is implemented and reviewed annually.
- Appoint a designated First Aid Lead.
- Ensure that staff are appropriately trained and records of training are maintained.
- Ensure staff are aware of pupils' medical conditions, their treatment and emergency procedures if appropriate; brief supply teachers; arrange first aid/medical cover; ensure that all healthcare plans are monitored; liaise with parents for updating information; complete risk assessments for those with medical conditions outside of the normal school day or environment.

**First Aiders will:**

- Hold a valid First Aid at Work or Paediatric First Aid certificate (as required under EYFS).
- Provide immediate care for pupils, staff, or visitors who are injured or unwell.
- Record all treatment and complete accident/incident forms.
- Ensure parents are informed of significant accidents, particularly head injuries.

**All staff will:**

- Familiarise themselves with the procedures in this policy.
- Ensure pupils with medical conditions are supported appropriately.
- Call for assistance in the event of an accident or emergency.

**First Aid Provision**

- Adequate numbers of trained first aiders will be on site during school hours, including at least one Paediatric First Aider at all times (EYFS requirement). A nominated person will be on the school site during the hours 7.00am to 5.30pm.
- First aid kits will be available in key areas of the school (office, EYFS, playground, hall, staffroom, minibus).
- First aid kits will be checked regularly and replenished by the appointed person.
- Portable first aid kits will be taken on school trips and outings.

**Training**

First Aid Training is regularly updated by staff attending courses every three years with St John's Ambulance and Pulse, both recognised by The HSE and of a high standard. Also the number of staff with training is significantly higher than required, allowing for cover at all times. There is always at least one appropriately trained staff member on the premises when children are present. Training for specific medical needs is undertaken as needed. Staff are trained to be aware of all children's medical needs and a register is updated regularly and sent out to all staff. Briefing on an individual's needs takes place at regular staff meetings. Staff are aware that the responsibility of every child's health is with everyone.

**Procedures for accidents and illnesses**

- In an emergency, staff should summon a qualified first aider immediately and office staff should be notified immediately.
- First aiders will assess and treat the casualty, calling emergency services if necessary.

- If hospital treatment is required, parents will be contacted immediately and informed of the situation. A member of staff will accompany the child if parents cannot attend quickly.
- If a child or adult needs a place to lie down whilst awaiting an ambulance or other collection, then they should be taken to The Hub. An inflatable bed is available there, together with access to a toilet and basin. Any staff or children should vacate the room and a qualified first-aider will attend to the patient.
- Minor complaints are dealt with in the first instance by the adult on duty. In class time this will be the teacher and at break-times this will mean the duty supervisor. Supervisors and teachers on break and lunch duties are expected to attend to the majority of incidents in the playground. First Aid boxes can be located easily by any adult in any part of the school.
- Minor injuries or illnesses will be treated and recorded on an Accident Record Form and filed in the School Office. Parents are informed via a written slip, electronic notification text and/or email), or direct communication with any action taken or needed. The procedure for this is communicated to parents via the information booklets.
- If the injury or complaint needs assessing the child is sent to the main office, accompanied by one other child or adult as appropriate (e.g. in EYFS). First Aid can then be administered, if necessary, or a quiet place given for recovery.

**Head injuries: all head bumps will be recorded, and parents informed on the same day. Children are given a sticker to wear to alert all staff and parents that a head bump has occurred.**

### **Recording and reporting**

- All accidents, illnesses, and administration of medicines must be recorded in the Accident and First Aid Record book. (Accident Record Forms stored in Office file).
- EYFS requirement: all accidents and administration of medication for children in the Early Years must be recorded and parents/carers informed on the same day or as soon as reasonably practicable.
- RIDDOR: the school will notify the HSE of reportable injuries, diseases, or dangerous occurrences as required by law.

### **Administration of medicines**

- Medicines will only be administered when essential; parents are encouraged to request GP prescriptions that allow administration outside of school hours.
- Medicines must be prescribed by a doctor, dentist, nurse, or pharmacist and provided in the original container, clearly labelled with pupil's name, dosage and instructions.
- Parents must complete and sign the *Parental Agreement for School to Administer Medicine* form which clearly states the dosage. This will be checked and signed by either the Bursar or Secretary.

- Administration will be carried out by trained staff and witnessed by either the Bursar or Secretary and recorded on the permission slip.
- The parent/carer must sign the medication record sheet at pick-up for EYFS pupils.

### **Emergency Medication (e.g., inhalers, EpiPens):**

- Pupils who require emergency medication will have an Individual Healthcare Plan (IHP).
- Emergency medication will be readily accessible, stored safely but not locked away, and labelled with the child's name.
- Staff will receive training in the use of auto-injectors and inhalers as necessary.
- All children with auto-injectors must have 2 devices in school.
- All children with asthma must have an inhaler in School. This is kept on a high shelf in the School Office together with the instructions and dosage for each child. With parental permission Year 5 and 6 children can self-medicate and may carry an inhaler in their pocket, especially when out of school or performing strenuous activities. If a child has an asthma attack they should be accompanied to the Office immediately. They should be sat down quietly and given the correct dosage which is recorded in the medical book. If the attack is mild then the child can resume normal activities but the parent should be informed and encouraged to inform their doctor.
- Should the attack be more serious then an ambulance is called immediately.

### **Storage of medicines**

- All non emergency medicines will be stored securely out of the reach of children in a locked cupboard or fridge (if required), in line with manufacturer's instructions.
- Controlled drugs will be stored in a locked, non-portable container and recorded in the controlled drugs register.
- Pupils should never carry their own medication, except for emergency inhalers or auto-injectors if agreed with parents and school.
- Inhalers and auto – injectors must be immediately accessible at all times; not locked away

### **Hygiene and infection control**

- Single-use disposable gloves and aprons must be worn when dealing with body fluids. Used gloves should be put into sealed bags before disposal in the yellow bins.
- Sick bags and 'bodily fluid bags' are kept in the School Office together with the first aid kits. The sawdust for sickness is also in the Office with additional supplies stored with the site manager.
- Soiled dressings and contaminated waste will be disposed of in accordance with hygiene regulation using the sealed yellow bins.

- Staff will wash hands thoroughly after providing first aid.

### **Allergies and other medical conditions**

A register of children with allergies and other medical conditions is kept and updated every term or when new information is added. This register is distributed to all members of staff including the kitchen staff.

The kitchen staff take great care in preparation of food to ensure no child is exposed to a possible allergen. In case of severe allergic reactions to a particular food (notably kiwi and sesame) children are asked not to include this food in packed lunches when they are required for school trips.

### **Medical Conditions and Individual Healthcare Plans**

Hard copies of Individual Healthcare Plans are kept in the School office together with any relevant equipment or medication. These are reviewed and updated annually.

Healthcare plans need to include:

- Medical condition and triggers, signs, symptoms and treatment
- Medication and dosage and level of support needed for administration
- Special consideration that may need to be given, e.g. travel, time, diet etc
- Support for social and emotional needs
- Named person giving support and cover arrangements
- Named staff who need to be aware of needs
- Training required for specific medical need
- Written permission from parents for administering medicines
- Procedures for out of school activities or school trips
- Confidentiality issues if appropriate
- Emergency contact arrangements
- Emergency procedures

### **Forest School**

Minor incidents are treated by a qualified member of staff whilst in Forest School and recorded in the Forest School Accident Book. If a more serious incident occurs, then the child is brought to the office and treated following the procedures as above. Forest School and the office keep in constant contact by remote control radio.

### **Off site visits**

- At least one qualified first aider will accompany every off-site visit.
- A travel first aid kit will be taken.
- The lead teacher will carry parental contact details and individual healthcare plans.

- Prior to all off site visits a comprehensive Risk Assessment containing procedures to cater for medical needs will be detailed.

### **Location of First Aid Boxes**

The main kit is in the office

One in each minibus

EYFS Attenborough

Nightingale Class

The Hub

Hawking Class

Turing Class

The Art Room

Three mobile bags are used by lunch time supervisors which are kept in the kitchen.

For use by teachers during lessons there will be one box in each area of the school; every teacher should be aware of their location and contents.

First Aid kits are checked at the beginning of each term by the office staff for their quality and dates.

First Aid boxes are also kept in the main Office for use on school outings and trips. A First Aid kit must be taken on any excursion.

In each box there will be a list of children who need special awareness, such as asthma sufferers or allergies to peanuts etc.

### **Procedure in the event of illness**

Children should not be brought into school if they are displaying signs of illness. If parents do bring children to school and staff feel that they are unfit for school, parents/carers will be contacted and requested to come and collect their child and requested not to return until they are symptom free.

If a child becomes unwell with vomiting and/or diarrhoea they must refrain from coming to school until 48 hours after the last episode of illness.

### **RIDDOR**

The School is aware of its responsibility to inform the Health and Safety Executive of any incidents which fall under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

These include:

- Accidents resulting in death or major injury

- Accidents which prevent the injured person from doing normal work for more than 7 days

## **EYFS**

For EYFS pupils, Ofsted will also be notified and will be notified of any instance in connection to medicines, which leads to such an event. A pupil's GP has the responsibility of reporting notifiable diseases and ensuring that a pupil is safe to return to school and not cause public health problems from infections. For pupils in our EYFS, notification will be made to Ofsted as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. Contact details for Ofsted are as follows: [www.ofsted.gov.uk](http://www.ofsted.gov.uk) or by telephone on 0300 123 1231. These reporting procedures should be followed both during and outside of term time.

## **Qualified First Aider Staff list – MAY 2026**

### **Name:**

Bardoe Jean - PFA  
Beebe Sophie - PFA  
Brimsted Gail - PFA  
Campbell Ellie - PFA  
Clinch Louisa - PFA  
Davis Josephine  
Ellard Juliet  
Fernandez Laura - PFA  
Forsdyke Caroline - PFA  
Goodwin Tracey - PFA  
Hackett Tara – PFA  
Jewiss Christine - PFA  
Latter Amanda - PFA  
McColm Barbara - PFA  
Millett Sam - PFA  
Millward Helen - PFA  
Owens Lisa – PFA  
Palmer Victoria - PFA  
Pearce Danniella - PFA  
Poulter Rosi – PFA  
Ray Paula - PFA  
Richardson Louise – PFA  
Ross Claire  
Smith Maria – PFA  
Spender Sarah – PFA  
Swansborough Beverley - PFA  
Takk Luvi  
Taylor Sian - PFA

## **Monitoring and review**


- The Headteacher and First Aid Lead will review accident reports to identify patterns and address risks.
- This policy will be reviewed annually, or sooner if legislation changes.

## **Linked policies**

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits Policy


## Appendix 1

**Accident / Incident Record Form** (to be completed by First Aider and shared with parents the same day by form, text and/or email)

	<b>Steephill School</b> <b>Accident/Incident Record Form</b>
<b>Pupil Name</b>	
<b>Date of Birth</b>	
<b>Class/year</b>	
<b>Date and time of accident</b>	
<b>Location of accident</b>	
<b>Description of accident/incident</b>	
<b>Nature of injury</b>	
<b>First aid given</b>	<input type="checkbox"/> Cold compress <input type="checkbox"/> Cleaned/wound dressed <input type="checkbox"/> Observation only <input type="checkbox"/> Sent home <input type="checkbox"/> Ambulance called <input type="checkbox"/> Other: _____
<b>First aider's name</b>	
<b>Signature</b>	
<b>Parent notified</b>	<input type="checkbox"/> In person <input type="checkbox"/> Phone call <input type="checkbox"/> Written slip <input type="checkbox"/> Email/text notification
<b>Time of notification</b>	
<b>Name of person informing the parent</b>	
<b>Parent signature (EYFS statutory requirement)</b>	
<b>Date</b>	

## Appendix 2


**Head injury notification slip.** (to be completed by First Aider and shared with parents the same day by form, text and/or email)

	<b>Steephill School</b> <b>Head Injury Notification Slip</b>
<b>Pupil name</b>	
<b>Date of birth</b>	
<b>Date/time of injury/place of accident/incident</b>	
<p><b>Description of accident/incident:</b></p> <p>Your child sustained a <b>head bump/injury</b> today. Although they are well at present, head injuries can sometimes cause delayed symptoms.</p> <p><b>Please observe your child for the following symptoms and seek medical advice if they occur:</b></p> <ul style="list-style-type: none"><li>• Persistent headache</li><li>• Drowsiness or confusion</li><li>• Repeated vomiting</li><li>• Unusual behaviour</li><li>• Problems with vision or balance</li></ul> <p><b>First Aid Provided:</b></p> <p><input type="checkbox"/> Head bump sticker</p> <p><input type="checkbox"/> Cold compress</p> <p><input type="checkbox"/> Observation</p> <p><input type="checkbox"/> Other</p>	
<b>Parent notified</b>	<input type="checkbox"/> In person <input type="checkbox"/> Phone call <input type="checkbox"/> Written slip <input type="checkbox"/> Email/text notification
<b>Time of notification</b>	
<b>First aider</b>	
<b>Name of person informing the parent</b>	
<b>Parent Signature (EYFS statutory requirement)</b>	
<b>Date</b>	

### Appendix 3


#### Parental agreement for Steephill School staff to administer medicine

This form MUST be signed before medicine can be given.

	<b>Steephill School</b> <b>Parental Agreement to Administer Medicine</b>
<b>Pupil name</b>	
<b>Date of birth</b>	
<b>Class/year</b>	
<b>Medical condition/illness</b>	
<b>Medicine name</b>	
<b>Form</b>	<b>Tablet/liquid/inhaler</b> <b>Other please specify</b>
<b>Strength and dosage</b>	
<b>Timing/frequency</b>	
<b>Special instructions</b> <b>(e.g. before food)</b>	
<b>Start Date</b>	
<b>End Date</b>	
I confirm that the above medication has been prescribed by a healthcare professional and is in the original, labelled container. I give permission for staff at Steephill School to administer it in accordance with instructions.	
<b>Parent name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Emergency contact number</b>	
<b>Administered by (Staff name)</b>	
<b>Witnessed by</b>	
<b>Date and time</b>	

## Appendix 4

### Controlled Drugs Register

	<b>Steephill School</b> <b>Controlled Drugs Register</b>	
<b>Pupil name</b>		
<b>Date of birth</b>		
<b>Class/year</b>		
<b>Medical condition/illness</b>		
<b>Medicine name</b>		
<b>Form</b>	<b>Tablet/liquid/inhaler</b> <b>Other please specify</b>	
<b>Strength and dosage</b>		
<b>Timing/frequency</b>		
<b>Special instructions</b> <b>(e.g. before food)</b>		
<b>Balance of medication received</b>		
<b>Balance of medication remaining</b>		
I confirm that the above medication has been prescribed by a healthcare professional and is in the original, labelled container. I give permission for staff at Steephill School to administer it in accordance with instructions.		
<b>Staff administering</b>		
<b>Witnessed by</b>		
<b>Parent name</b>		
<b>Signature</b>		
<b>Date</b>		
<b>Emergency contact number</b>		