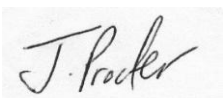
Framfield CE Primary School
First Aid Policy

Review cycle:	1 / 2 / 3 years	**Date:** September 2026
Approved by:	Full Governing Body / Executive Headteacher	
Changes made in this review cycle:	**Date** Changes	
Linked policies:	Administration of Medicines Safeguarding and Child Protection	
Signed:		
Position:	Executive Headteacher	
Date of next Review:	September 2027	

POLICY STATEMENT

Framfield CE Primary will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility. This policy complies with the School's Health and Safety policy and is reviewed annually.

AIMS & OBJECTIVES

To ensure that First Aid provision compliments the safeguarding provision within the school. This policy should be read in conjunction with the Health and Safety Policy, Supporting Children with Medical Conditions Policy and the Safeguarding and Child Protection Policy.

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
- To ensure that first aid provision is available at all times while people are on the school premises, and also off the premises whilst on school visits.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the School and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the School and on School trips, to prevent, where possible, potential dangers or accidents.
- To inform staff and parents of the School's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Disease and Dangerous Occurrences Regulation 1995 (RIDDOR).

Definition of Terms

- A **first aider** is an adult who has successfully completed and holds a current **first aid at work** certificate (3 days) (delivered by organisations regulated by Ofqual).
- Re-certification 2 day course every 3 year.
- The role of the first aider is to administer first aid to staff, service users, clients, visitors to the premises when required. Where possible first aid treatment should only be administered by trained persons.
- An **emergency first aider in the workplace** is an adult who will take control in a situation when a first aider is not available and holds a current Emergency First Aider in the Workplace certificate (1 day). Refresher training required every 3 years.
- Emergency First Aiders in the Workplace (EFAW) have far less training than qualified first aiders (learning only resuscitation, control of bleeding, treatment of unconscious casualties, contents of first aid boxes and communication in an emergency) they cannot, therefore, be considered as substitutes for first aiders.
- The Early Years Foundation Stage Statutory Framework states that, "at least one person who has a current **paediatric first aid certificate** must be on the premises at all times when children are present. There must be at least one person on outings who has a paediatric first aid certificate." This became a requirement from September 2008 and applies to all children aged 0-5. Refresher training required every 3 years.
- The Health and Safety Executive (HSE) has issued the following guidance: "Research has shown that following training, the practical skills of first aiders can deteriorate. Therefore the HSE strongly recommends that it is good practice for first aiders to complete an **Annual Skills Update** during any three year First Aid at Work or Emergency First Aider in the Workplace certification period. It is important that employers make sure qualified first aiders attend these courses to help maintain their basic skills and keep up-to-date with any changes to first aid procedures."
- On successful completion of a First Aid at Work or Emergency First Aider in the Workplace course, candidates are issued with a certificate for three years. They then need to undertake a First Aid at Work recertification course or Emergency First Aider in the Workplace course, as appropriate to obtain another three year certificate.
- Every effort should be made to make sure that first aiders attend the relevant course within the three month period prior to the certificate expiry date. The new certificate will then take effect from the date of expiry. However, where it has not been possible to re-qualify in this three month period, there is a two month period of grace within which a First Aid at Work recertification course or Emergency First Aider in the Workplace course should be completed. **Please note that first aid cannot be administered beyond the date of expiry of the appropriate first aid certificate until the member of staff has re-qualified.**
- Anyone re-qualifying within a period of certificate extension will have their new certificate dated from the expiry date of the previous one. Any first aider who is not able to complete a course up to a maximum of two months after the expiry date of their three year certificate, will need to undertake a full First Aid at Work or Emergency First Aider in the Workplace course, to obtain a valid certificate.

FIRST AID PROVISION

Adequate numbers of clearly marked First Aid boxes and kits, stocked with the appropriate quantity of first aid materials, must be provided for each workplace or work activity and kept under the control of a First Aider.

First Aid kits are available at the following locations:-
Care Suite/Disabled Toilet
Within all class backpacks
Staffroom

First Aid Kits for general outings are kept in the Class Rucksacks which are taken on all trips (if items are used, these must be replaced at the end of the outing). If for some reason the classes split, the trip leader must ensure the correct medication goes with the child. Class Rucksacks are returned to the classrooms after the trip.

First Aid Kits for sports sessions are kept in the Class Rucksacks which are taken to all sports sessions (if items are used, these must be replaced at the end of the sports session). Class Rucksacks are returned to the classrooms after the sports session.

It is the responsibility of **Mrs Debbie Cosshall** to check the contents every term and re-stock as necessary.

The James Room located near the school office, is the designated area for children who are sick and waiting to be collected by parents/carers.

All staff must ensure that they have read the School's First Aid Policy – located in Pioneer Staff Shared drive, Policies, Framfield.

FIRST AID TRAINING
The Head of School, with the Health & Safety Coordinator, is responsible for ensuring that there is an adequate number of qualified First Aiders/Appointed Persons.

All staff will be trained in the use and administration of Epi-pens.

Key staff will be trained in the care plans for Diabetic pupils.

First Aid training must only be delivered by organisations regulated by Ofqual.

- First Aid at Work Certificate (3 days)
- First Aid at Work Re-certification course (2 days)
- Paediatric First Aider Certificate (2 days)
- Emergency First Aider in the Workplace (1 day)
- Annual Skills Update (3 hours).

To enquire on course availability and booking administration, please contact the Corporate Training Team on 01323 747102 or via email: corporatetraining@eastsussex.gov.uk

Where specific risks are identified in the workplace, additional specialised training to deal with these situations may also be necessary.

TRAINED/QUALIFIED STAFF – staff appointed to deal with first aid injuries.

First Aid at Work First Aiders: 3 Day Full – Natalie Riley, Debbie Cosshall, Sophie Deane

Paediatric First Aiders: Sophie Deane, Dan Mackarness, Debbie Cosshall, Jo Fenton, Shannen Aldred, Chloe Ilsley

Epi-Pen training delivered to staff 20.11.25 (Millie Hodge, Dan Mack, Rachel Kelly, Jo Fenton)

Administration of Medicines Emma Doherty, Rachel Kelly

Diabetes Training Debbie Cosshall, Dan Mackarness

Bladder and Bowel Debbie Cosshall, Jo Fenton

Allergy & Asthma Awareness Debbie Cosshall, Jo Fenton, Rachel Kelly

Allergies & Anaphylaxis for School Staff Natalie Riley, Sophie Deane, Dan Mackarness, Millie Hodge, Steph Lancaster, Shannon Aldred, Emma Doherty, Chloe Ilsley, MDSA

Supporting Pupils with Medical Needs: Asthma, Diabetes, Allergies Natalie Riley, Sophie Deane, Dan Mackarness, Millie Hodge, Steph Lancaster, Shannon Aldred, Emma Doherty, Chloe Ilsley

APPOINTED PERSONS: Senior Management Team

Any member of staff can call an ambulance, giving clear information. Nature of incident. Then go out to ensure clear access for ambulance, if necessary asking parents/local people to move cars.

FIRST AID PROCEDURES

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 the 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 [a member of SLT] will contact parents immediately
- The [first aider/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

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

Off-site procedures

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

- The trip leader's mobile phone
- Class Rucksacks containing first aid kits including (see Appendix 3)

The following are based on the HSE's recommendation for a minimum travelling first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box (see Appendix 3), however school staff will have Class Rucksacks containing First Aid kits.

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

There will always be at least 1 first aider(KS1&2) with a current paediatric first aid (PFA) certificate on school trips (with EYFS) and visits, as required by the statutory framework for the Early Years Foundation Stage.

INCIDENT REPORTING

- Injuries deemed to be minor can be dealt with by **any** member of staff.
- More significant injuries will be referred to a First Aid Appointed Person and the injury details recorded on Medical Tracker – the online recording platform
- Medical tracker can be accessed on the designated tablet, or on any other school laptop or tablet.
- Parents/carers will be automatically contacted via email if their child has had an injury.
- There is a script for members of staff to follow when contacting parents – see Appendix 1.
- The First Aider, with support from SLT, will contact the parents if they have any concerns about the injury, or need to send a child home through illness.
- All injuries recorded must be completed by the person administering First Aid. These records are stored digitally until the child is 25 years of age, using Medical Tracker software.
- When on a school trip, the allocated first aider should note down any injuries on a paper First Aid form. There must be 2 copies, one for the parent and one for school records.
- Where first aid is carried out on a member of staff in connection with a work-related incident, a report must be completed on the on-line incident reporting system, located on the intranet or Czone for schools.
- Meditracker should be viewed at a minimum termly by the Head of School and a report sent to the Governors via the Head of School Report.

If the nature of the accident involves contacting Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR). These reports are actioned by Natalie Riley Head of School.

HEAD INJURIES

Accidents involving a pupil's head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time.

- All head injuries should be monitored closely and a report made on Meditracker which will then be emailed to the parent with a link for the parent to acknowledge they have received and read the head bump notification. If by 3.15pm (end of school day) the parent has not acknowledged receipt of the head bump notification, they will be asked to sign a paper version when they collect their child from school.
- It is the school's policy for a member of staff to use their discretion in deciding whether a phone call to parents/carers is required.
- All staff are encouraged to seek advice from one of the school's trained First Aiders.
- This policy extends to all injuries that have come about in school or on a trip.
- Any serious head injury should always be referred for Hospital treatment in accordance with Emergency Arrangements.

EMERGENCY ARRANGEMENTS

Where the injury is an emergency, an ambulance will be called following which the parents/carers will be contacted. Where hospital treatment is required but it is not an emergency, then the school office staff will contact the parents for them to take over the responsibility of the child.

In the event that the parents cannot be contacted, 2 members of staff will accompany the child to hospital and remain with them until the parents can be contacted.

In the absence of the office staff or Headteacher, members of staff must always call an ambulance on the following occasions:-

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected

In a serious emergency clear the area of any staff not involved in the incident to ensure that other staff are not subjected to further personal stress which might arise if they were to remain. The area also needs to be made clear for medical professionals responding to the emergency call

HYGIENE/INFECTION CONTROL

- Hands must be washed before and after giving First Aid.
- Single-use disposable gloves must be worn when treatment involves blood or other body fluids.
- Any soiled dressings etc must be put in a plastic bag and disposed of carefully and safely.
- Any body fluids on the floor should have absorbent granules sprinkled on to them, then swept up with a designated dustpan and brush. This waste must be disposed of safely and cleanly.
- Body fluid spillages on hard surfaces should be cleaned up then sanitised.
- Exposed cuts and abrasions should always be covered.
- Ensure that all used first aid material/soiled dressings etc. are disposed of appropriately. Note that infectious items are to be treated as hazardous waste and placed in appropriate containers (e.g. yellow bags) and disposed of in accordance with local arrangements

SHARING OF INFORMATION – Medical Alert Posters/Health Care Plans

At the start of the academic year, school secretaries will update the medical alert notices with copies issued to class teachers with information about pupils who are known to have medical needs, for example, Anaphylactic, Asthma, Allergies, Diabetic pupils. If there is a change of circumstance, HCPs should be reviewed immediately. This will also be done after consultation with the appropriate persons i.e. parents, medical advisors regarding Health Care Plans. The school office holds medical consent forms for out of school visits that are readily available to staff responsible for school outings. All Health Care plans must be recorded on the school server and must be reviewed with parents annually or sooner if there is a change of circumstances.

ADMINISTRATION OF MEDICINES

The following people are named personnel who can administer medication:

- Emma Doherty
- Rachel Kelly

When a child joins the school the parents are informed of procedures that must be followed if a child requires medication in school time. The school does not encourage medication to be administered during school time unless it is absolutely necessary. Advice from the School Nursing Service encourages parents to ask for medication from their GP which can be taken around the school day. If this cannot be done and it is essential that a child has to have medicine in school, the following applies:

- If the medication forms part of a Health Care Plan, it must be outlined in that plan and risk assessed and signed off by the Head of School.
- Medication must be clearly labelled.
- Parents must complete the medication form authorising the school to administer medicine. This can be obtained from the School Office and information should then be uploaded to medical tracker.
- Any medication must remain at the School Office (or placed in the fridge in the small kitchen, in a locked perspex box) where administration of medicine will be logged on medical tracker with child's name, dosage and time of dose. Parents will then be alerted via email when the child has received medication.
- Medicine will be administered by a designated person. First-aider/member of staff. There must be a witness to verify the dosage/ administration of medicine.
- Meditracker must be completed by the member of staff responsible for administering the medicine each time medicine is given.
- Medicines must be stored in the medicine cupboard in the office (or in the fridge if required), out of the reach of children.
- Paracetamol/ibruprofen medication can only be administered with signed consent from the parents/carer, indicating dose and frequency required.

HEADS OF SCHOOL AND LINE MANAGERS WILL:

- implement and monitor this Policy and associated documentation within their area of responsibility ensure that sufficient persons are nominated to provide first aid, in accordance with the criteria outlined in paragraph 1.1 above; for example, in low risk situations such as offices and libraries, with fewer than 50 employees, at least one First Aider qualified in Emergency First Aid at Work (one day course) would suffice. Whereas if more than 50 persons are employed there, at least one First Aider qualified in First Aid at Work (three day course) will be required. Remember, however that you may need to have more than one to ensure the site is covered allowing for shift or part time working patterns
- ensure that risk assessments incorporate appropriate reference to suitable first aid provision
- ensure First Aiders receive adequate training, delivered by organisations regulated by Ofqual, to enable them to carry out their duties
- ensure First Aiders hold current First Aid training certificates
- ensure that, where required, First Aiders re-qualify before the expiry date of their certificate
- provide and maintain appropriate first aid provision, including efficient systems for dealing with injuries, ill-health etc
- bring to the attention of all staff, particularly at induction, the first aid arrangements e.g. names of First Aiders and locations of First Aid boxes
- ensure that adequate communications are in place for contacting all First Aiders
- arrange for the annual honorarium to be made to employees who hold a current Full First Aid at Work Certificate (three day course) by way of a grant in recognition of their services (contact Personnel Support Unit, County Hall)
- ensure that sufficient First Aid boxes are provided and First Aid notices displayed
- ensure the safe disposal of surplus and waste substances/containers in accordance with the relevant waste regulations, taking into account ecological factors
- provide personal protective clothing or equipment as necessary and ensure staff know how to use and maintain them

- take the requirements of this Policy into account when placing orders for goods or services
- arrange for counselling to be offered to staff that have witnessed or have been subject to a traumatic incident.

HEAD OF SCHOOL OR HEALTH & SAFETY COORDINATOR MUST:

- ensure there are adequate First Aid Notices indicating local first aid arrangement around the premises
- agree common first aid arrangements where a workplace is shared with other agencies or departments
- ensure that contractors and others working temporarily on the premises are familiar with the first aid arrangements.

APPENDIX 1: SCRIPT FOR COMMUNICATION WITH PARENTS ON TELEPHONE

When a first aider contacts the parent, advice will always be to go to minor injuries/ A&E when the child presents with:
Potential broken nose
Potential broken limb
Non-severe Head injury
Minor allergic reaction
Potential cut that needs stiches/glue
Non-severe bleed (judged on how much it is bleeding)

Script:
You child is presenting with (List symptoms) you **need** to come and collect your child and take them to either minor injuries or A&E.
Parent response:
If parents can't come:
If you can't come please arrange for someone else to come as soon as possible. If you cannot arrange for someone to come within 30 minutes we will call the emergency services.

When parent arrives at school:
Explain how the child has been and then advice again that they need to take their child to minor injuries or A&E. School to ensure they have recorded what advice or information was given to the parent (include which member of staff spoke to which parent).

APPENDIX 2: CONTACT DETAILS FOR EAST SUSSEX COUNTY COUNCIL

Enquiries: Health & Safety Team **Author:** Health & Safety Team **Telephone:** 01273 336306 **Email:** paths@eastsussex.gov.uk **Download this document**: Pioneer Drive **Version number:** 03	

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Zoom in or out by holding down the Control key and turning the mouse wheel.

CTRL and click on the table of contents to navigate.

Press CTRL and Home key to return to the top of the document Press

Alt-left arrow to return to your previous location.

APPENDIX 3: APPROVED CONTENTS OF FIRST AID BOXES

What should a first-aid box in the workplace contain?

There is no mandatory list of contents for first-aid boxes and the HSE does not 'approve' or endorse particular products. Deciding what to include should be based on an employer's assessment of first-aid needs. As a guide, where work activities involve low hazards, a stock of first-aid items might include:

Contents	**First Aid Kit Sizes**			
	SMALL	MEDIUM	LARGE	TRAVEL
Burn relief dressing 10cm x 10cm	1	2	2	1
Washproof assorted plasters	40	60	100	10
Eye pad dressing with bandage, sterile	2	3	4	1
Foil blanket, adult size	1	2	3	1
Large HSE dressing 18cm x 18cm, sterile, unboxed	1	2	2	1
Medium HSE dressing 12cm x 12cm, sterile, unboxed	4	6	8	1
Nitrile gloves pair	6	9	12	1
Mouth to mouth resuscitation device with valve	1	1	2	1
Finger dressing with adhesive fixing 3.5cm	2	3	4	-
First aid guidance leaflet	1	1	1	1
Conforming bandage 7.5cm x 4m	1	2	2	1
Microporous tape 2.5cm x 5m	1	1	1	1
Cleansing wipes	20	30	40	4
Safety pins assorted	6	12	24	2
Single use triangular bandage 90cm x 127cm	2	3	4	1
Universal shears, small 6"	1	1	1	1
Eye wash 250ml	-	-	-	1

This is a suggested contents list taken from the British Standards Institute (BSI).

Important points:

- where clean mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Once opened they must not be reused and must be used within their use-by date. The use of eye baths/cups or re-fillable containers is not permitted
- the use of antiseptics is not necessary for first aid treatment of wounds
- under no circumstances must medication or tablets be kept in first aid boxes/kits.

When taking pupils off the school premises, staff will ensure they always have the following: A portable first aid kit including, at minimum:

The following are based on the HSE's recommendation for a minimum travelling first aid kit – adapt the list to reflect your school's first aid needs assessment and arrangements.

- A leaflet giving general advice on first aid

- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

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