




SHERSTON C OF E

PRIMARY SCHOOL



First Aid Policy

Date Approved	Review Date	Signed
September 2025	September 2026	

Year	Amendments (in Yellow)
2023	Implement vision Update staff qualifications Location of first aid trolley Linda Sheppard – first aid leader Clarity on minor and major injuries
2024	Update first aiders
2025	Update first aiders



Statement of intent

At Sherston CE Primary School, our vision 'Learning, Caring and Achieving Together' extends to every aspect of our school community, including the safety and well-being of our children, staff, and visitors. We recognise that accidents and medical emergencies can happen, and it is our collective responsibility to respond swiftly and effectively. Our First Aid Policy serves as a reflection of our commitment to this vision by ensuring that we provide a safe and caring environment where learning can thrive, and all individuals can achieve their full potential.

The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regards to all staff, pupils and visitors. Sherston Primary School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Administering Medication Policy

The School administrators have overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.



1. Legal framework

1.1. This policy has due regard to statutory legislation, including, but not limited to the following:

The Health and Safety (First Aid) Regulations 1981 and approved code of practice and guidance
Health and Safety at Work etc. Act 1974 and subsequent regulations and guidance

2. Aims

- 2.1. All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.
- 2.2. All staff will use their best endeavours, at all times, to secure the welfare of the pupils.
- 2.3. Anyone on the school premises is expected to take reasonable care for their own and others' safety.
- 2.4. The aim of this policy is to:
 - Ensure that the school has adequate, safe and effective first aid provision in order for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury; no matter how major or minor.
 - Ensure that all staff and pupils are aware of the procedures in the event of any illness, accident or injury.

- 
- 
- Ensure that medicines are only administered at the school when express permission has been granted for this.
 - Ensure that all medicines are appropriately stored.
 - Promote effective infection control.

- 2.5. Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this policy, and make clear arrangements for liaison with ambulance services on the school site.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes. There is no mandatory list of items to be included in a first aid kit. 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 minimum stock of first-aid items might be:

- A leaflet giving general advice on first aid;
- Individually wrapped sterile adhesive dressings (assorted sizes);
- sterile eye pads;
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins;
- Medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- Large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
- pairs of disposable gloves.

Equivalent or additional items are acceptable and can be found in the First Aid trolley in the First Aid Room.

- 2.6. The lead first aider is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed. The first aid leader is Linda Sheppard

- 2.7. First aid boxes are located in the following areas:

- All classrooms (Oak, Rowan, Birch, Maple, Chestnut, Willow and Sycamore classes)
- Admin Office
- Medical room/disabled toilet
- Kitchen

3. First aiders

- 3.1. The main duties of first aiders are to give immediate first aid to pupils, staff or visitors and to ensure that an ambulance or other professional medical help is called, when necessary.
- 3.2. First aiders are to ensure that their first aid certificates are kept up-to-date through liaison with the school business manager.

- 3.3. Each classroom's first aiders have a responsibility to ensure all first aid kits are properly stocked and maintained. The first aid appointed person(s) will be responsible for maintaining supplies.
- 3.4. The current first aid appointed person(s) are:

First Aiders:

Name	Location	Expiry date
Mrs Jo Boulton	Rowan Class	April 2028
Miss Olivia Harrison	Chestnut Class	April 2028
Ms Linda Sheppard	Chestnut/Willow/Rowan	April 2028
Mrs Sue Ormiston	Willow Class	April 2028
Miss Emily Ponting	Oak Class	April 2028
Mr Tommy Towers	Headteacher	July 2027
Mrs Anna Glassborow	Main Office	July 2027
Mr Colin Stewart	Sycamore Class	April 2028
Mr Dean Moran	Rowan Class	April 2028
Miss Emma Corrick	Willow Class	April 2028

Paediatric First Aiders:

Name	Location	Expiry date
Mrs Jo Boulton	Rowan Class	April 2028
Ms Linda Sheppard	Chestnut/Willow/Rowan	April 2028
Mrs Sue Ormiston	Willow Class	April 2028

4. **Emergency procedure in the event of an accident, illness or injury**
- 4.1. If an accident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.
- 4.2. If called, a first aider will assess the situation and take charge of first aid administration.
- 4.3. In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should arrange for the injured person to access appropriate medical treatment without delay.
- 4.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
 - Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving

the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.

- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.
- When the above action has been taken, the incident must be reported to:
 - The Head teacher
 - The parents/carer of the victim(s)

5. Reporting to parents

- 5.1. In the event of incident or injury to a pupil, at least one of the pupil's parents must be informed as soon as practicable.
- 5.2. Parents must be informed of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.

Head/Face Injury Type	Indicator	Communication Action Required
Major	Cuts, swelling, bruising, significant marks, child complaining of dizziness or sickness or both	Immediate phone call to parents
Minor	Small red marks	Head bump form completed by first aider
Other	No evidence of any marks or symptoms	Professional judgement to be used

- 5.3. In the event of serious injury or an incident requiring emergency medical treatment, the pupil's class teacher will telephone the pupil's parents as soon as possible.
- 5.4. A list of emergency contact details is kept at reception/admin office.

6. Visits and events off-site

- 6.1. Before undertaking any off-site events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the event and persons involved. This will be reviewed by the EVC (Educational Visits Coordinator) before the event is organised (via EVOLVE).

7. Storage of medication



7.1. See Administration of Medication Policy

8. Illness

8.1. When a child becomes ill during the day, the parents/carers will be contacted and asked to pick their child up from school as soon as possible.

8.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents/carers to arrive to pick them up. Pupils will be monitored during this time.

9. Consent

9.1. Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

9.2. Staff do not act ‘in loco parentis’ in making medical decisions as this has no basis in law – staff always aim to act and respond to accidents and illness based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the child in mind – guidelines are issued to staff in this regard.

10. Monitoring and review

10.1. This policy is reviewed annually by the Head Teacher in conjunction with the school Governors; any changes made to this policy will be communicated to all members of staff.

10.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.