



Shawlands Primary School

First Aid, Accident and Illness Policy

REVIEWED ANNUALLY

Updated November 2025.

At Shawlands

we want all our pupils to **thrive**
academically, **creatively** and
socially by providing a
broad, balanced curriculum,
engaging lessons and
stimulating experiences in a
safe, welcoming environment.

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1. Purpose

The purpose of this First Aid Policy is to enable the school to effectively meet the requirements of the **Health and Safety (First Aid) Regulations 1981** and in doing so to:

- Provide for the immediate needs and requirements of staff, pupils and visitors who sustain either a serious or minor injury.
- Ensure that adequate resources and arrangements are in place to deal with injuries or accidents as they arise.
- Maintain clear lines of communication with parents and families when required.
- Ensure all staff are aware of the school's first aid arrangements and procedures.

The school will inform employees of the first aid provisions made for staff, including the location of equipment, facilities, and names of designated **First Aiders** and **Appointed Persons**.

The treatment of minor illness through the administration of medicines and tablets falls outside the definition of first aid in the Regulations. Please refer to section 12. **Medicines in school** for more information.

2. Definitions

- **First Aid** – Medical treatment for an injured or ill person for the purpose of preserving life, preventing deterioration, and promoting recovery until further medical treatment can be provided.
 - **First Aider** – A person who holds a valid *First Aid at Work* (FAW) or *Emergency First Aid at Work* (EFAW) qualification, or equivalent, and has received additional training as appropriate (e.g. paediatric first aid, epi-pen use).
 - **Appointed Person** – *A designated member of staff responsible for taking charge of first aid arrangements, calling emergency services, and maintaining records when a qualified first aider is not available.*
 - **AED (Automated External Defibrillator)** – *A portable electronic device used to diagnose and treat cardiac arrest by delivering a controlled electric shock.*
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3. Roles and Responsibilities

- **Headteacher** – Has overall responsibility for the implementation of this policy, ensuring adequate first aid provision and ***annual review of the First Aid Needs Assessment***.
 - **Health and Safety Team – (Headteacher, assistant head, Premises manager and Business Manager)** – Monitors compliance with first aid procedures and supports training and risk assessment.
 - **Business Manager / Admin Officer** – Responsible for maintaining and replenishing first aid equipment, first aid boxes, and records.
 - **Premises Manager** – Ensures appropriate signage, accessibility, and safety of first aid locations.
 - **Class Teachers and Support Staff** – Responsible for the welfare of pupils in their care and for following this policy, including promptly reporting injuries or illnesses.
 - **First Aiders and Appointed Persons** – Provide immediate first aid, record incidents, and ensure communication with parents and emergency services where required.
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4. Assessment of First Aid Needs

The **Headteacher** will carry out and review a ***First Aid Needs Assessment annually, or sooner if there are significant changes in staffing, premises layout, or pupil needs.***

This assessment determines the level of provision required, including:

- Number and location of trained first aiders.
- Quantity and accessibility of equipment and first aid rooms.
- Arrangements for off-site activities and extra-curricular events.
- ***Consideration of mental health first aid or psychological support.***

All first aiders must requalify every **three years**, with ***recommended annual refresher training.***

5. Management of First Aid Equipment

The **Business Manager** will ensure adequate materials, equipment and facilities are available and checked **termly**.

All **fixed and portable first aid boxes** are **green with a white cross** and must be easily accessible.

Out-of-date or used items will be replaced immediately.

Before off-site visits, staff must check that first aid kits and bumbags contain appropriate supplies.

6. AED (Defibrillator) Provision

The school has an Automated External Defibrillator (AED) located in the First Aid Room.

- ***All first aiders are trained in its use.***
 - ***Instructions for use are displayed with the AED.***
 - ***The device is checked monthly to ensure it is charged and in good working order.***
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7. First Aid Rooms and Treatment Areas

According to Department for Education guidance, where first-aid needs to be administered in a room, it should be administered in the first aid room, or another room which will:

- be large enough to hold necessary equipment;
- have washable surfaces and adequate heating, ventilation and lighting;
- be kept clean, tidy at all times;
- be positioned as near as possible to a point of access for transport to hospital;
- display a notice on display advising of the names, locations and telephone numbers of first aiders
- have a sink (with hot and cold water if possible);
- have drinking water and disposable cups;
- have soap and paper towels;
- have a suitable container (preferably foot operated) lined with disposable waste bags
- disposable gloves and aprons, which will be used to protect the first aider from contact with body fluids.
- a First-Aid Record Book for recording incidents where first aid has been given.

If necessary, first aid may also be administered in a classroom, hall, or playground.

At all times, the dignity and privacy of the individual must be respected.

8. Provision of First Aiders

There will be a **minimum of five trained first aiders or appointed persons** on site during school hours (8:50am – 3:35pm).

Cover for absences, after-school activities, and educational visits will be arranged by the Senior Leadership Team.

9. Categories of Incidents and Procedures

Minor Accidents and Injuries

A first aider should administer first aid if appropriate. In the event that a qualified first aider is not immediately available, the designated appointed person or another responsible member of staff will take charge of the situation. They will ensure that emergency services are called if needed and will provide basic first aid within the limits of their competence, using the available equipment until a qualified first aider or medical professional arrives. All staff receive annual guidance on emergency procedures and are expected to act promptly and responsibly to ensure pupil safety.

Minor Cuts and Bruises

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may clean the wound.
- Staff must check whether the pupil has any known allergies to plasters or adhesive dressings before application
- No creams or ointments are to be applied unless there is written medical permission in line with the Managing Medicines Policy.
- Class teacher is informed by the first aider.
- Adult observation is maintained
- Children are advised to show/tell parents

Sprains and Bruises

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of R.I.C.E: rest, ice, compress and elevate
- If in doubt, parent/s are contacted
- Adult observation is maintained

Faints and Shocks

- A first aider should administer first aid if appropriate. If the first aider is not available, any member of staff may implement the process of:
- Casualty laid down, legs raised, tight clothing loosened, area ventilated.
- Parents contacted.
- Child goes home or to A&E if advised.

Stings and Bites

- Remove source of sting if safe.
- Apply cold compress.
- Contact parents if allergic reaction or swelling occurs.

9a. Serious Accidents and Injuries

If considered safe to do so, the injured party is taken to the First Aid Room. Parents are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under close observation until parents arrive, with the emphasis on making the child as comfortable and settled as possible.

If parents or carers cannot be contacted and the injury requires urgent medical attention, the school will act in loco parentis and seek medical advice or treatment, ensuring the child's safety and wellbeing are prioritised.

Very Serious or Life-Threatening Injuries

- ***Call 999 immediately.***
- ***Use the AED if cardiac arrest is suspected.***
- Do *not* move the casualty unless necessary for safety.
- Parents contacted immediately.
- ***Incident recorded under RIDDOR 2013 where required.***
- ***Staff will only transport injured pupils in personal vehicles if explicitly authorised and insured.***

Head Injuries / Concussion

- ***All head injuries monitored for dizziness, vomiting, confusion, or drowsiness.***
- ***Parents are phoned immediately for concussion or any bump to the head that is deemed a concern.***
- ***A head injury email is sent home outlining symptoms to watch for.***
- ***Follow the school's Concussion Guidance before allowing return to PE or sport.***

10. Communication with Parents

- Significant injuries (e.g. head bumps, suspected fractures, severe cuts, allergic reactions) will always result in a phone call to parents or carers as soon as possible and recorded on Medical Tracker.
 - Minor injuries and inhaler use are recorded and reported to parents via the Medical Tracker system, which sends a digital notification at approximately 2:30 p.m. each day.
 - This ensures parents are kept informed of all minor incidents in a consistent, timely manner.
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11. First Aid Record Keeping

All treatment is recorded on Medical Tracker, including:

- Date, time, and place of incident.
- Name and role of injured person.
- Details of injury/illness and treatment given.
- Outcome (returned to class, went home, hospital, etc.).
- Name of first aider.

The school uses the online Medical Tracker system to record all first aid incidents and medication use.

- ***School will notify parents and carers of minor accidents and inhaler use recorded on Medical Tracker by email or text message at approximately 2:30 p.m. each day.***
- ***For significant injuries, staff will still make a personal phone call to parents before the end of the school day to ensure clear communication.***
- ***All reports on Medical Tracker are securely stored and monitored by the Health and Safety Officer to identify trends and recurring issues.***

Accidents are reviewed regularly to identify recurring risks.

- ***Any incident that results in a serious injury, requires hospital treatment, or prevents a member of staff or pupil from attending school for more than seven consecutive days (including weekends) will be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Health and Safety Executive (HSE).***
- ***In addition, the school will notify Ofsted of any serious accident, injury, or death of a pupil while in the care of the school, in line with statutory safeguarding and welfare requirements.***
- ***Records of all RIDDOR and Ofsted notifications will be retained securely by the Business Manager and Headteacher.***

12. Medicines in School

Parents must inform the school of any **allergies or medical conditions** immediately. Where appropriate, **Individual Health Care Plans** are drawn up.

Only medicines prescribed by a doctor and required during the school day will be administered. Parents must complete the appropriate consent form on Medical Tracker before any medicine is given:

All medicines are stored in the **locked cupboard or medical fridge** in the Medical Room or in the medical bag in their classroom.

Parents are responsible for collecting medicines at the end of each day and ensuring expiry dates are valid.

All BMBC policies and procedures supporting children with medical needs are located on the council intranet.

Calpol (Paracetamol)

- ***The school holds a small stock of Calpol (paracetamol) for use only with written parental consent.***
- ***Parents give permission via a Calpol consent form at the start of the year.***
- ***Staff will always phone parents before administration to confirm the child has not already had a dose.***
- ***The dose, time, and reason for administration are recorded on Medical Tracker.***

Inhalers

- Inhalers are kept in a labelled bag in each classroom for easy access.
 - Parents must inform staff of the dosage and ensure inhalers are in date.
 - Inhaler use will be recorded on Medical Tracker.
 - ***The school also holds an emergency reliever inhaler for use in line with DfE guidance.***
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13. Duty to Inform Staff

All staff are informed of:

- Locations of first aiders, equipment and AED.
- Procedures for emergencies and communication with parents.
- Links to related policies:
 - **Health and Safety Policy**
 - **Managing Medicines Policy**
 - **Professional Code of Conduct Policy**
 - **Supporting Pupils with Medical Conditions Policy**

The **First Aid Policy** is displayed in the **Staff Room** and **Main Office**, and *accessible digitally on the school's shared drive*.

14. Policy Review

This policy will be reviewed *annually* by the **Headteacher** and **Health & Safety Team**, or sooner if there are significant changes to guidance, staffing, or premises. It will be approved by the **Governing Body** and shared with all staff.