

First Aid Policy

This policy was last reviewed in August 2024

1. Introduction

This policy applies to all stages of GDST schools, Senior, Junior and Early Years Foundation

Each school and Trust Office should have, and implement, their own First Aid Policy and Procedures which reflects the GDST First Aid Policy, Procedures and Guidance and their own local circumstances. A copy of this policy is available in the 'Related Contents' section for schools to adapt.

2. Aim of GDST First Aid Policy Statement

This policy is designed to promote the health, safety and welfare of pupils, staff and visitors at GDST schools through the provision of first-aid facilities, equipment and trained personnel in accordance with the requirements of the Health and Safety (First Aid) Regulations, ISI requirements and relevant DfE guidance.

'First-aid' means:

(a) in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and

(b) treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

H&S (First Aid) Regulations 1981(as amended)

3. School Provision

The aim of first aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. Therefore, in accordance with good practice, ISI and DfE requirements, all GDST schools will ensure that:

- A first aid needs risk assessment is carried out to ascertain how many first aiders and what types of first aid equipment / facilities are required on each site. It will take into account factors such as:
 - The number of staff / pupils on the site,
 - The location of the school and higher risk parts of the school site
 - The full range of activities undertaken by staff and pupils on the school premises during the normal school day, and as appropriate off-site and outside normal school hours, e.g. before / after the school day, at weekends and during the school holidays.
- As a minimum, at least one adult with a current 'First Aid at Work' qualification (3-day training) is present on each identifiably separate school site during the normal school day. If EYFS children are present at least one person with a current full (2 day) Paediatric First Aid certificate will also be present. It may be sufficient for an 'Emergency First Aider in the Workplace' (1-day training) to be present at other times, e.g. at the end of the school day or weekends and holidays when low risk after-school clubs and activities are running, or early mornings, evenings, weekends and holidays, when only employees are on the site undertaking low risk activities, however this must be determined by risk assessment. If there is any doubt about the level of risk of the activity, someone with a current 3-day first aid qualification should be present on site.

- Appropriately qualified and equipped first aiders will accompany / be present at all off-site sporting activities, fixtures, matches and events, and educational visits / school trips. All school trips/outings undertaken by Early Years Foundation Stage pupils must be accompanied by at least one person with a current full (2 day) Paediatric First Aid certificate.
- The necessary first aid equipment and facilities are provided at appropriate locations throughout the school, as well as an adequate number of appropriately qualified First Aiders^[1];
- Adequate training and guidance is provided for First Aiders, including refresher training every 3 years and, where appropriate, specialist first aid training, for example:
 - Paediatric First Aid for Early Years Provision,
 - First Aid for Lifeguards,
 - Sports First Aid training for PE staff
 - Schools First Aid / First Aid for staff accompanying pupils on lower risk educational visits
 - Activity First Aid / Outdoor First Aid / Rescue & Emergency training for staff accompanying pupils on higher risk educational visits or visits to remote.
- Lists of First Aiders names, qualifications, locations and contact details are prominently displayed around the school where staff and pupils can see them.
- All staff are made aware of first aid arrangements and such information is included in the induction process for new staff and during the inset days at the start of each academic year.
- Parents are made aware of the school's first aid arrangements and the procedures for informing them if their child has had an accident, sustained an injury or received first aid treatment / medication at school or on an off-site school activity. NB wherever possible the parents of EYFS pupils must be informed on the same day as the accident / treatment.
- A record is kept of all first aid treatment administered by the school nurse/first aiders and all medication administered by school staff.
- A record is kept of all accidents and injuries to staff and pupils occurring both on and off the school premises as a result of school activities. Detailed guidance on

how and where to do this is given in the '[Accident Recording and Reporting](#)' section of the Hub. (NB Photographs should not be taken of a child's injury or bruising, although it is acceptable to make a record / drawing on a body map). Records will be kept in accordance with the Trust's policy on the retention of documents. In practice this means that records relating to pupils should be kept until pupils attain the age of 25, and records for all other categories of people should be kept for a minimum for 6 years.

- The HSE is informed of injuries that are reportable under RIDDOR without delay. Detailed guidance on how and when to do this is given in the [Accident Recording and Reporting](#) section of the Hub.
- 'Dangerous occurrences' and significant 'near misses' (events that, while not causing harm to a person, have the potential to cause injury or ill health or significant property damage) are recorded. Detailed guidance on how and where to do this is given in the [Accident Recording and Reporting](#) section of the Hub.
- First-aid and accident reporting arrangements are regularly reviewed.

For more detailed information see the '[First Aid Procedures and Guidance](#)' and '[Accident Recording and Reporting](#)' sections of the HUB.

4. School Practice

All school staff are expected to use their best endeavours at all times, particularly in emergencies, to secure the safety and welfare of pupils.

Once schools have completed a risk assessment to determine the number of First Aiders they need, they should invite staff to volunteer to become appropriately qualified, and provide the necessary training to enable them to administer first aid, or to organise an injured person's transfer to hospital in the case of an emergency.

The School Nurse^[3] or qualified First Aiders, as part of their responsibilities, will administer first aid in a timely and competent manner, and organise an injured person's transfer to hospital in the case of an emergency,

There are a wide range of first aid qualifications. Which courses staff should attend will be determined by the minimum requirements set down by the DfE, Trust policy and the Trust's insurers, and the school's first aid needs risk assessment. Detailed guidance is given in the '[First Aid](#)' section on the Hub.

A register of First Aiders must be maintained to ensure that staff undertake refresher training at appropriate intervals, and new First Aiders are appointed as necessary. Copies of training certificates must be kept.

All First Aiders are covered by the Trust's insurance against claims for negligence provided that they are suitably trained, and are carrying out their duties for the school/Trust.

All schools must have systems in place to ensure they are aware of any medical conditions which may require treatment whilst the pupil is in the care of school staff. Initially this information is collected on the Pupil Health Assessment Form which parents complete as part of the admissions process. Schools must have local systems to ensure that the information is regularly updated.

All schools must have documented systems and procedures in place to ensure that all medicines are stored and administered safely. All staff who are authorised to administer medicines will receive training on the procedures, essential precautions, possible side-effects of the medicine and the importance of making appropriate records and informing parents.

No child under 16 should be given any medicine without their parent's written consent. Prescribed medicines should only be administered to an Early Years Foundation Stage pupil if it has been prescribed by a doctor, dentist, nurse prescriber or pharmacist

prescriber and the parents have given specific written permission for each individual medicine and the reason why it is needed. The pupil's parents must be informed, wherever possible on the same day, if any medicines are administered during the school day.

More guidance is given in the '[Administration of Medicines](#)' protocol available in the [Pupil Health and Wellbeing](#) section of the Hub.

5. First Aid Equipment and Materials

Detailed information regarding first aid equipment and materials can be found in the '[First Aid](#)' section of the Hub.

A list of the location of emergency medicines (eg automatic adrenaline injectors / inhalers), defibrillators (AEDs) and first aid equipment, stored in containers marked with a white cross on a green background, should be maintained, and notices alerting people of their locations should be prominently displayed in appropriate areas. NB ensure travel first aid kits, kits in minibuses or school vehicles, mobile first aid kits carried by specific personnel, and first aid kits in outlying buildings, e.g. pavilions are included.

The member of staff responsible for the first aid kits in their department should notify the School Nurse when supplies have been used in order that they can be restocked without delay.

The School Nurse will make arrangements for the regular checking and re-stocking of all the first aid kits, and making appropriate records. Additional supplies are available from her if necessary.

All First Aiders should be aware of and implement the guidance on infection control which can be found in the '[Pupil Health and Wellbeing](#)' section of the Hub.

6. Procedures in the Event of an Emergency

Examples of emergencies which require immediate first-aid assistance include:

- Cardiac arrest / severe chest pain
- Stroke
- Severe allergic reactions and anaphylaxis
- Asthma attacks
- Difficulty in breathing / choking
- Seizures
- Fainting / collapse
- Diabetic emergency, eg hypoglycaemia
- Severe bleeding
- Severe burns
- Breaks or sprains
- Head injury and concussion
- Effects of severe self-harm
- Hypothermia / heat exhaustion

Schools should ensure that all staff and pupils are aware of the procedures to take in the event of a first aid emergency, e.g. by including advice along the lines below in staff and pupil handbooks:

Inform a member of staff and ask for immediate first aid assistance

If you witness an incident and the injured person is well enough to walk, take them to the medical room. If the School Nurse is not there send a message to Reception to ask them to contact a First Aider. Do not leave the person unattended.

If you witness an incident and the injured person does not seem able to move, do not try to move them; stay with them and ask for immediate help from a First Aider.

If a First Aider is not available, or the situation requires urgent medical assistance, do not hesitate to call an ambulance by dialling 999 from any mobile or land-line telephone.

Further information on the action to take in the event of anaphylaxis, asthma attacks, seizures and hypoglycaemia/hyperglycaemia can be found in the '[Chronic / Long term Illness](#)' and '[Allergies](#)' Protocols, available in the '[Pupil Health and Wellbeing](#)' section of the Hub.

7. Procedures for Pupils who are Unwell

All schools will have systems and procedures in place to respond to pupils who are ill and / or infectious in order to prevent the spread of infection. They will ensure that parents and pupils are aware of the procedures to follow if a pupil is not well enough to attend school, or if they become ill at school and need to be taken home. Schools should also discuss the procedures for caring for unwell or infectious Early Years Foundation Stage pupils with their parents.

Parents and pupils should be made aware of the times when they can seek help or advice from the School Nurse for non-emergency situations, e.g. headaches, or to discuss any concerns.

Further information on infection control can be found in the '[Pupil Health and Wellbeing](#)' section of the Hub and in the GDST [Common Childhood Ailments Protocol](#).

8. Further Information and Guidance

- H&S Intranet - '[First Aid Procedures and Guidance](#)'
- H&S Intranet - '[Accident Recording and Reporting](#)'
- H&S Intranet - '[Pupil Health and Well-being](#)'
- [First Aid in Schools, Early Years and Further Education](#) – DfE - 2022
- [First Aid at Work - Guidance on the Regulations](#) – HSE - L74 - 3rd edition with 2024 amendments

9. Appendices

Schools may find it helpful to add appendices to their policy, e.g. their:

- First Aid Needs Risk Assessment,
- List of first aiders, principal locations and contact details,
- List of the location of first aid kits, defibrillators and emergency medication (e.g. automatic adrenaline injectors and inhalers),
- The school's procedures for:
 - Administration of medicines
 - Allergy management
 - Common childhood ailments
 - Care of pupils with chronic /long term illnesses
 - Eating disorders and self harm
 - Head injuries
 - Infection control
 - Sharps disposal
 - Spillages of bodily fluids

- Promoting positive mental health

[1] The expression 'First Aiders' in this policy includes all staff with current first aid qualifications such as First Aid at Work, Emergency First Aid in the Workplace, First Aid for Teachers, Schools First Aid, Sports First Aid, Paediatric First Aid, Activity First Aid, and Outdoor First Aid / Rescue and Emergency courses.

[2] Section 24 - Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings – May 2019 – Safer Recruitment Consortium

[3] Some GDST Schools do not have a qualified School Nurse in post, or the School Nurse may be absent on some days. The expression 'School Nurse' in this Policy therefore includes Senior First Aiders, School Welfare or Pupil Health Officers as appropriate.