



# First Aid Policy

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**Academic year 2026–2027**

St John's CofE Academy, Wednesbury

## 1. Policy statement

St John's CofE Academy aims to provide appropriate first aid for pupils, employees, visitors and other people on the school premises or taking part in school activities. The school will make suitable arrangements for first aid equipment, facilities, trained personnel and emergency response. Staff must act promptly, calmly and within the limits of their training.

This policy should be read alongside the school's Health and Safety, Supporting Pupils with Medical Conditions, Medicines, Safeguarding, Infection Prevention and Control, Educational Visits and Accident Reporting procedures, together with applicable Trust arrangements.

## 2. Aims

- Preserve life and provide prompt initial assistance when someone is injured or suddenly becomes unwell.
- Prevent a condition or injury from worsening while appropriate help is obtained.
- Promote recovery, reassurance and protection from further harm.
- Ensure accidents and first aid treatment are recorded, escalated and reviewed appropriately.
- Maintain suitable first aid arrangements for the school day, early years provision and off-site activities.

## 3. Roles and responsibilities

### Headteacher / senior leadership

- Ensure that the school has a suitable first aid needs assessment and arrangements proportionate to its size, layout, activities, staffing and pupil needs.
- Ensure that appropriate numbers of trained first aiders are available, including arrangements for absence, breaks, meetings and off-site visits.
- Ensure staff know how to summon help, where first aid equipment is kept and how incidents are reported.
- Ensure serious incidents are escalated, investigated and reported to the Trust and relevant authorities where required.

### Designated first aid lead / responsible person

- Maintain an up-to-date list of trained first aiders and monitor certificate expiry dates.
- Arrange and document regular checks of first aid kits and supplies, and ensure items are replaced promptly and expired items safely removed.
- Ensure accident and treatment records are stored securely and access is limited to those who need the information.
- Review incidents and identify any recurring hazards or actions needed.

### All staff

- Take reasonable steps to keep pupils and others safe and summon a first aider when needed.
- Call 999 where there is an immediate threat to life or a serious emergency; do not delay an emergency call while trying to contact a parent or senior leader.
- Give first aid only within the limits of their training and competence, follow emergency service instructions and remain with the casualty until responsibility is handed over.
- Report all accidents, injuries and first aid treatment in accordance with school procedures.

### First aiders

- Respond promptly, assess the situation, provide appropriate first aid within their training and seek further help where necessary.
- Use appropriate personal protective equipment and follow infection-control procedures.
- Ensure treatment and advice given are recorded and communicate relevant information to the appropriate school staff.

## 4. First aid personnel and cover

The school's current list of trained first aiders and their qualifications must be maintained by the designated lead and made accessible to staff. The list below is carried forward from the existing policy and must be checked against current certificates before approval.

- Mrs Broughton
- Mr Mills
- Mr Vaughan
- Mrs Brown
- Mrs Simmonds
- Mrs Marson
- Mrs Campbell

The school will ensure that appropriate first aid cover is available whenever pupils, staff or visitors are on site, taking account of the school's first aid needs assessment. A named member of staff must check cover each day and arrange a suitable alternative if a first aider is absent or unavailable. Staff must know how to contact the office or summon emergency assistance.

For children in the Early Years Foundation Stage (EYFS), the school must comply with the current EYFS statutory framework, including requirements for a person with a current paediatric first aid certificate to be available when required. For EYFS outings, the school must ensure the required paediatric first aid provision is in place. Training requirements and staffing ratios must be checked against the version of the framework in force at the time.

## 5. First aid equipment and facilities

- Each classroom will have access to a suitably stocked first aid kit. Additional first aid materials and equipment are stored in the Phase 1 and/or Phase 2 medical rooms.
- First aid boxes must be used only for first aid materials. They must not contain tablets, medicines, creams or other non-first-aid items.
- The designated responsible person, currently recorded as Mr Mills, will arrange regular documented checks. Kits must be replenished as soon as practicable after use and a back-up stock maintained.
- Expired or damaged items must be removed and disposed of safely. Staff should report low stock or missing equipment promptly to the office or designated lead.
- First aid equipment must be accessible, clearly identifiable and suitable for the risks and needs of the school. Staff must know the location of kits and any relevant emergency equipment.

## 6. Responding to an injury or illness

### During lessons

The supervising teacher should make an initial judgement about the need for first aid, without dismissing symptoms or delaying urgent assistance. If a child needs assessment or treatment, contact a first aider in the class or phase. If unavailable, contact the alternative phase or school office. A child who is unwell or injured must remain appropriately supervised until it is safe to return to class, be collected by a parent/carer or receive further medical care.

### Break and lunchtime

Staff on duty should provide immediate assistance within their competence and contact the school office for a first aider where needed. Lunch-time supervisors should wear the required high-visibility jackets and carry the designated portable first aid kit. The kit contents and replenishment process must be checked regularly by the designated lead; individual staff should report use or low stock promptly.

### Emergency response

1. Check for danger and do not put yourself or others at unnecessary risk.

2. Send for a trained first aider and call 999 immediately if the casualty is unconscious, is not breathing normally, has a life-threatening injury or illness, or where there is another serious emergency. If uncertain, seek emergency assistance.
3. Follow the emergency call handler's instructions and provide first aid within your training. Do not move the casualty unless remaining there presents danger or movement is necessary to provide lifesaving care.
4. Ask a colleague to meet the ambulance at the agreed entrance and guide the crew to the casualty.
5. Contact the parent/carer or emergency contact as soon as practicable, without delaying emergency care. Inform the headteacher or a member of senior leadership.
6. Ensure the child is supervised and accompanied as appropriate until care is handed over. Share relevant information with ambulance or healthcare professionals.

## 7. Head injuries and injuries requiring escalation

Any head injury must be assessed by an appropriately trained person and recorded. Parents/carers should be informed promptly of head injuries and other injuries that may require monitoring at home. Follow current first aid guidance and the school's procedures for head injuries. Do not return a pupil to normal activity where there is concern about a significant head injury.

Call 999 for emergency warning signs, including but not limited to loss of consciousness or difficulty waking, seizure following injury, breathing difficulties, severe bleeding, suspected serious neck or spinal injury, or a rapidly deteriorating condition. Seek urgent medical advice where symptoms or the mechanism of injury cause concern.

The office should contact parents/carers for injuries to the head, face, neck or other areas where notification is appropriate, and for any injury that is significant or likely to cause concern. A first aider or senior leader should request that a parent/carer attend promptly where the circumstances require it. A parent's preference must not delay emergency medical assistance.

## 8. Contacting parents and collection

Parents/carers should be contacted when an injury is significant, involves the head or neck, requires medical assessment, or when a first aider or senior leader considers notification necessary. The contact and any advice given should be recorded. If a child needs to go home, the office should contact the parent/carer or authorised emergency contact and arrange a safe handover. A child must not be sent home alone because of an injury or illness.

## 9. Serious accidents and hospital attendance

Where emergency care is needed, call 999 and provide first aid while awaiting the ambulance. Do not rely on a parent/carer transporting a child where ambulance assessment or treatment is indicated. If urgent but non-emergency medical assessment is appropriate, contact the parent/carer and agree safe arrangements; seek clinical advice if uncertain.

If a parent/carer cannot be contacted, staff must continue to act in the child's best interests, follow emergency service advice and ensure the child is appropriately accompanied. A member of staff may accompany a child where required and practicable, with another member of staff maintaining safe supervision of the remaining pupils.

The headteacher or delegated senior leader must be informed as soon as possible of serious incidents. The school must follow Trust procedures for incident notification and record keeping.

## 10. Accident records and reporting

All accidents, injuries and first aid treatment must be recorded in the school's approved accident reporting system or accident book as soon as practicable. Records should be factual, legible and completed by the staff member who provided treatment or witnessed the incident, as appropriate.

Records should include, where relevant:

- name and role of the injured person and, for a pupil, class/year group;
- date, time and location of the incident;
- what happened and the nature of the injury or symptoms;
- first aid given, advice sought and any onward referral or ambulance attendance;
- name of the person providing first aid and any witnesses;
- when and how parents/carers were informed, and any follow-up actions.

Records must be handled confidentially, stored securely and retained in line with the Trust's records retention schedule and data protection requirements. Relevant staff should be informed on a need-to-know basis.

### **RIDDOR and external reporting**

Not every accident or hospital visit is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The headteacher or designated health and safety lead must assess incidents against the current HSE reporting criteria and the Trust's procedure. For pupils, a report may be required where the accident arose out of or in connection with a work activity and the pupil was taken directly from the scene to hospital for treatment, subject to the applicable criteria. Different criteria apply to employees and other categories of reportable incidents.

The school must distinguish routine internal accident recording from statutory RIDDOR reporting. Where a report may be required, the designated lead should consult current HSE guidance and the Trust's compliance team promptly, record the decision and submit any required report within the applicable time limit. The school should use the current Trust-approved reporting system; references to Sandwell RIDDOR, Smartlog or direct notification to the Compliance Officer must be confirmed as current before approval.

## **11. Educational visits and off-site activities**

- First aid provision must be considered as part of the visit risk assessment, taking account of the activity, location, duration, travel arrangements, group size and pupils' individual needs.
- A suitably trained person and an appropriate first aid kit must be available for each visit. The level and type of training must be proportionate to the risks and comply with EYFS requirements where applicable.
- The visit leader must take necessary pupil medication, emergency medication and healthcare-plan information in accordance with the medical conditions and educational visits policies. Medication must be transported and administered only by appropriately authorised staff in line with school procedures.
- The visit leader must know how to contact emergency services, the school and parents/carers, and must ensure that arrangements for supervising the remaining group are in place if a pupil needs medical care.
- Any accident or first aid treatment on a visit must be recorded and reported to the school as soon as practicable. Serious incidents must be escalated immediately.

## **12. Infection prevention and control**

- Use disposable gloves and other appropriate protective equipment when contact with blood or body fluids is possible.
- Wash hands thoroughly after providing first aid and after removing gloves. Cover cuts and broken skin with a waterproof dressing.
- Dispose of contaminated dressings and disposable items safely in accordance with the school's infection prevention and control procedures.
- Clean and disinfect contaminated surfaces using the approved procedure. Handle soiled clothing safely and advise parents/carers where clothing needs to be taken home.
- If blood or another body fluid enters the eyes, mouth or broken skin, wash or irrigate the affected area immediately and seek prompt medical advice in accordance with the school's exposure procedure.
- Sharps must not be handled by staff who are not trained and equipped to do so. Secure the area and follow the school's sharps procedure.

### 13. Staff, visitors and contractors

First aid arrangements apply to employees, visitors, contractors and other people on school premises or participating in school activities. Any incident involving an adult must be reported and recorded using the appropriate procedure. The school will make first aid arrangements based on its needs assessment and applicable health and safety requirements.

### 14. Monitoring and review

The headteacher or delegated lead will monitor the effectiveness of the arrangements, including first aider cover, training currency, equipment checks, accident trends and completion of follow-up actions. This policy will be reviewed at least in line with the Trust policy cycle and sooner following a significant incident, a change in law or guidance, or a material change in school arrangements.

### 15. References

- Health and Safety at Work etc. Act 1974 and relevant health and safety regulations.
- Health and Safety Executive (HSE): First aid at work guidance and RIDDOR guidance.
- Department for Education: First aid in schools, early years and further education guidance.
- Current Early Years Foundation Stage (EYFS) statutory framework.
- St John's CofE Academy / Trust policies: Health and Safety; Supporting Pupils with Medical Conditions; Medicines; Infection Prevention and Control; Educational Visits; Accident Reporting; Safeguarding; Records Retention and Data Protection.