



The Federation of the Church Schools of  
Shalfleet and Freshwater & Yarmouth  
*Together for a Brighter Future*

# **FIRST AID**

## **A STATEMENT OF POLICY**

<b>Approved by</b>	<b>DD/SH</b>
<b>Portfolio</b>	<b>Policies</b>
<b>Approved on</b>	<b>Spring 2026</b>
<b>Review date</b>	<b>Spring 2029</b>
<b>Review Cycle</b>	<b>3 Year</b>

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## First Aid Policy

### INTRODUCTION

This policy sets out the school's approach to first aid provision in line with the latest national guidance. The school is committed to ensuring the health, safety, and welfare of pupils, staff, and visitors by providing effective first aid arrangements at all times.

This policy is informed by the DfE's First Aid in Schools guidance, the 2025 Resuscitation Council UK Guidelines, and the EYFS statutory requirements for paediatric first aid in Early Years settings.

### AIMS

- To ensure appropriate first aid provision is available at all times.
- To provide clear procedures for responding and reporting for illness, injury, and emergencies as required and approved by IWCC Health & Safety, HSE and as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).
- To ensure staff understand their responsibilities and receive suitable training.
- To promote the physical and mental wellbeing of pupils and staff.
- To ensure an appointed person or designated first aider(s) to take charge of first aid arrangements.
- To appoint the appropriate number of suitably trained First Aiders to meet the needs of the Federation, maintaining accurate records.
- To provide suitable first aid equipment containing at least the minimum requirements.

### FIRST AIDERS

The school will maintain an appropriate number of trained first aiders, including Paediatric First Aiders for Early Years. First aiders are responsible for:

- providing immediate first aid to anyone who becomes ill or injured at school or on educational visits.
- recording all treatment in the school's accident system
- maintaining first aid supplies and reporting low stock
- following emergency procedures including contacting emergency services

Trained First Aiders are identified by a green lanyard.

### FIRST AID AT WORK

The Federation has a number of staff who have undertaken the full First Aid At Work qualification. This offers deeper skills ensuring better preparedness for complex situations like asthma, seizures or fractures. The First Aid at Work staff across the Federation are:

- Stuart Cook
- Terry Coburn

- Callum McCarty
- Liam Roberts
- Claire Swift
- Jennie Thompson
- Neil Westhorpe

## **APPOINTED PERSONS**

Appointed Persons do not need to have a first aid qualification, their role is to:

- Take charge of first aid arrangements
- Take charge when someone is injured or becomes ill.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.

Appointed persons do not administer first aid unless trained.

## **FIRST AID TRAINING**

- All first aiders will hold a current, accredited qualification.
- EYFS staff will meet Paediatric First Aid (PFA) requirements.
- Refresher training will be arranged before certificates expire.
- Staff will receive regular updates on emergency procedures, including anaphylaxis, asthma, and CPR.

## **PROCEDURES FOR ILLNESS OR INJURY**

- Minor Injuries
- Treated on site by a trained first aider.
- Parents informed where appropriate (e.g., head bumps).
- Serious Injuries or Emergencies
- Emergency services called immediately.
- Parents/carers contacted as soon as possible.
- A staff member will accompany a child to hospital if parents cannot attend.

## **Mental Health First Aid**

The school recognises that first aid includes mental health. Trained staff will:

- respond to signs of emotional distress
- offer immediate support
- follow safeguarding procedures if concerns arise
- signpost pupils or staff to further help

- Mental health first aid does not replace clinical assessment.

Georgina Westhorpe and Heather Eggleton and the Federation's trained Mental Health First Aiders.

## **Paediatric First Aid**

Early years education providers must meet the paediatric first aid requirements set out in the statutory framework for EYFS. This includes arrangements for off-site activities involving young children such as educational visits.

The Federation ensures that staff in both preschools and YR classes receive Paediatric First Aid training.

## **REPORTING AND RECORDING**

- All incidents requiring first aid will be recorded in the accident book or digital system.
- Parents/carers will be informed of any significant injury on the same day.
- Serious incidents will be reported to the Headteacher and, where required, under RIDDOR.
- Accident data will be monitored to identify patterns or risks.

## **FIRST AID KITS**

- First Aid Kits are kept in a central location to allow easy access for all. Mobile kits are available for break times and school trips.
- It is the responsibility of the Appointed Person to check the contents and re-stock as necessary.
- Fully stocked first aid kits in key areas.
- Portable first aid kits for the playground and trips.
- Kits will be checked every half term or more frequently if needed.

## **Travelling First Aid**

For off-site visits, staff will take:

- A portable first aid kit
- Emergency medication such as inhalers or Epipens
- Contact details for all pupils
- A trained first aider on all trips

(Risk assessments will include first aid considerations).

First Aid training includes the use and administration of Epipens and Asthma inhalers.

## **HEAD INJURIES - PROCEDURES**

### **Immediate Actions (All Injuries)**

- Stop Activity and Assess: Get the child to sit down and assess using the AVPU scale (Alert, Voice, Pain, Unresponsive)
- First Aid: Apply a cold compress (wrapped ice pack to the bump).
- Notify: Immediately inform a trained first aider
- Record: Complete an accident log/form.

### **Minor Head Injury Protocol (No Loss of Consciousness)**

- Assessment: Child appears well, no significant swelling/bruising, no vomiting/dizziness.
- **Actions:**
  - Apply cold compress
  - Record in the accident playground book.
  - Inform parents immediately (phone or message)
  - Send via Arbor/email instructions to monitor for 24 hours.

### **Serious Head Injury (Loss of Consciousness/Concerning Symptoms)**

- **Actions**
  - Call 999 (ambulance) immediately
  - Contact parents/guardians
  - Escort child to medical centre/hospital as directed.

### **Key Follow-Up for Parents (Next 24 Hours)**

- Watch for: Increasing sleepiness, severe headache, confusion, vomiting, balance problems, behaviour changes, vision issues.
- Activity: Rest is crucial; avoid strenuous activities.
- If concerns arise, seek urgent medical advice.

### **Key for School Staff**

- Vigilance: Children can seem fine initially but develop symptoms later.
- Communication: Ensure parents/guardians get the information via phone/email and accident slip.
- Documentation: Log everything for records and future reference.

## **EMERGENCY ARRANGEMENTS**

- Where the injury is an emergency, an ambulance will be called following which the parents will be contacted.
- Where hospital treatment is required but it is not an emergency, then the school will contact the parents for them to take over the responsibility of the child.
- In the event that the parents cannot be contacted, a member of staff will accompany the child to hospital and remain with them until the parents can be contacted.

## **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 must be disposed of in a suitable bag.
- Exposed cuts and abrasions should always be covered.

## **PROCEDURE IN THE EVENT ON AN ILLNESS**

If a pupil falls ill while in a lesson they should immediately tell a staff member who will assess the situation and decide the best course of action. The First Aider will administer the appropriate first aid, and parents will be called to collect their child if they are too unwell to complete the rest of the school day.

If a child who is sent home early is still too unwell to attend school the next day, parents should follow the procedure for absence. The school aims to reduce the risk of a spread of infection or illness and asks parents to keep their child at home where there is a risk.

## **PROCEDURE IN THE EVENT OF AN ACCIDENT OR INJURY**

In the case of an accident or injury, the nearest First Aider should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called. The Appointed First Aider should be called for as soon as possible and should be informed of the injury, even if their assistance is not required.

## **ALLERGIC REACTION**

First Aider training covers allergic reactions and how to recognise the signs of serious allergic reactions and in the administration of epi-Pens. In the case of a less serious allergic reaction a first aider should examine the child and follow the care plan instructions.

## **ADMINISTRATION OF INFORMATION.**

The admin staff must keep an up to date register of all medication kept in school. The information must include the date of request, the date the medication has handed into the school, name of medication, dosage, expiry date. Admin staff must inform the parent/guardian in writing when the medication is due to expire. It is the parent/guardians responsibility to ensure that medication is replaced prior to the expiration date.

## **ADMINISTRATION OF MEDICINES**

Please see the separate Administration of Medicine Policy.

## **EMERGENCY SERVICES**

An ambulance should always be called by staff dealing with the injured pupil in the following circumstances:

- A significant head injury
- Fitting, unconsciousness or concussion.
- Difficulty in breathing and/or chest pains.
- A severe allergic reaction.
- A severe loss of blood.
- Severity burns or scalds.
- The possibility of a fracture
- In the event that the first aider does not con

## **AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)**

Each school maintains AEDs at the following locations:

- Freshwater & Yarmouth: in the foyer.
- Shalfleet: on the external wall by the main door.

## **MEDICATION AND CARE PLANS**

- Medication will only be administered with written parental consent.
- Individual Healthcare Plans will be created for pupils with medical needs.
- Emergency medication will be easily accessible and staff trained in its use.

Please refer to the Administration of Medicine Policy for further information.

***This policy should be read in conjunction with the school's Child Protection Policy***