

Shanklea Primary School

First Aid Policy

2026–27

Policy owner	Mrs Laura Ritson, Headteacher
Approved by	Governing Body
Review date	September 2026
Next review	September 2027, or earlier if legislation/guidance or school arrangements change

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Statement of intent

Shanklea Primary School is committed to providing effective first aid arrangements so that accidents, illness and medical emergencies affecting pupils, staff and visitors are responded to promptly and appropriately. Arrangements are informed by a suitable and sufficient first aid needs assessment and by the particular needs of the school community.

The school will take every reasonable precaution to protect the safety and wellbeing of pupils, staff and visitors and will ensure that first aid provision is available without avoidable delay during the school day and, where appropriate, during school-led activities outside normal hours and away from the school site.

This policy aims to:

- ensure adequate, safe and effective first aid provision is available for pupils, staff and visitors;
- ensure staff and pupils understand what to do in the event of illness, accident or injury;
- ensure first aid equipment and facilities are appropriately located, maintained and accessible;
- ensure medicines and emergency medication are managed in accordance with the school's medical policies and individual healthcare plans (IHPs);
- promote effective infection prevention and control; and
- ensure serious incidents and relevant near misses are recorded, reviewed and used to improve practice.

Nothing in this policy prevents any person from contacting the emergency services. In a medical emergency, staff should call 999 without delay and follow the advice of the emergency call handler while providing appropriate first aid.

1. Legal framework

This policy has due regard to relevant legislation and statutory guidance, including:

- Health and Safety at Work etc. Act 1974
- Health and Safety (First-Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Children and Families Act 2014, section 100
- Children's Wellbeing and Schools Act 2026, including the statutory duty relating to allergy safety policies
- DfE, Supporting pupils at school with medical conditions (current statutory guidance)
- DfE, First aid in schools, early years and further education (current guidance)
- DfE, Allergy Safety in Schools: statutory guidance (July 2026)
- DfE, Early years foundation stage statutory framework for group and school-based providers, applying from 1 September 2026
- DfE, Automated external defibrillators (AEDs): guidance for maintained schools and academies (current guidance)

This policy should be read alongside the following school policies and procedures:

- Administering Medication Policy
- Allergy and Anaphylaxis Policy 2026–27
- Behaviour Policy
- Safeguarding and Child Protection Policy 2026–27
- Early Years Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy
- Records Management Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Pupils with Additional Health Needs Attendance Policy 2026–27

2. Roles and responsibilities

The Governing Body

- oversees the development and implementation of this policy and corresponding procedures;
- ensures a first aid needs assessment is undertaken and reviewed at least annually and whenever circumstances materially change;
- ensures sufficient numbers of appropriately trained first aid personnel are available, taking account of the school's risk assessment and EYFS requirements;
- ensures arrangements are in place for off-site and out-of-hours school activities;
- ensures appropriate first aid equipment, facilities and emergency arrangements are provided;
- ensures staff training is appropriate to the roles they are expected to undertake; and
- receives assurance that serious incidents, RIDDOR-reportable events and significant medical or allergy near misses are reviewed and acted upon.

The Headteacher

- is responsible for day-to-day implementation of this policy;
- ensures staff and parents are aware of the school's first aid arrangements;
- ensures staff know the location of first aid equipment, emergency medication and the AED;
- ensures an up-to-date register of qualified first aiders and training expiry dates is maintained by the School Business Manager (SBM); and
- ensures arrangements remain sufficient during staff absence, school visits, wraparound care and school events.

All staff

- must know how to summon first aid or emergency assistance;

- must act in the best interests of pupils and use their best endeavours in an emergency;
- must follow individual healthcare plans and emergency protocols where applicable; and
- must report accidents, injuries, medical emergencies and relevant near misses promptly.

First aiders

- provide immediate assistance within the scope of their training;
- summon professional medical assistance when required;
- maintain their competence and renew training within required timescales; and
- follow school recording, reporting and escalation procedures.

The appointed person

The appointed person oversees the school's first aid arrangements, including first aid equipment and supplies, and coordinates the response when someone is injured or becomes ill. The appointed person is not a substitute for a trained first aider where trained first aid is required.

3. First aid provision

First aid needs assessment

The school will review its first aid needs at least annually and whenever there is a significant change to staffing, premises, pupil needs, activities or risk. The assessment will consider:

- the hazards and risks on the school premises and during school-led activities;
- the size and layout of the school;
- the age and needs of pupils, including pupils with medical conditions, allergies or disabilities;
- the number and distribution of pupils and staff;
- EYFS paediatric first aid requirements;
- school visits, clubs, events and wraparound provision; and
- the need for contingency cover during absence or training.

The school will ensure first aid provision is sufficient and can be accessed without avoidable delay.

First aid equipment

First aid boxes will be suitably stocked in line with the first aid needs assessment and current HSE guidance. Equipment will be clearly identified, accessible and checked regularly. Expired or used items will be replaced promptly.

First aid boxes are located in:

- the school office;
- the staff room;
- the main school kitchen;
- Nursery; and
- each classroom (small first aid kit).

The appointed person will oversee shared first aid boxes. Class teachers will ensure classroom kits are available and report items requiring replenishment to the appointed person/SBM.

Information for staff, pupils and visitors

Appropriate information will be provided about first aid arrangements, including the location of equipment and the AED, how to summon assistance, and how to identify trained first aiders. First aid arrangements form part of staff induction.

4. First aiders

The school will maintain sufficient first aid cover based on its first aid needs assessment and EYFS requirements. First aiders will be selected with regard to reliability, communication skills, ability to cope with emergency situations and availability to respond promptly.

Current first aid personnel

Name	Role	Location / provision
Sarah Brown	Appointed person overseeing first aid	Main school office
Janice Butler	Paediatric First Aider	Main school
Lisa Connelly	Paediatric First Aider	Main school
Sonia Spencer	Paediatric First Aider	Pre-school
Fiona Robson	Paediatric First Aider	Pre-school
Alison Slack	Paediatric First Aider (including Forest School)	Pre-school / Breakfast and Out of School Club
Emily Jubb	Paediatric First Aider	Pre-school / Breakfast and Out of School Club
Mel Allan	Paediatric First Aider	Pre-school / Breakfast and Out of School Club
Conor Thompson	Paediatric First Aider	Main school
Angela Catlin	Paediatric First Aider	Main school

An up-to-date internal register of first aid qualifications and expiry dates is maintained by the SBM. This register is reviewed routinely so refresher training can be arranged before certificates expire. Qualification dates are not published in this policy to prevent the public version becoming inaccurate between reviews.

Training

First aiders will hold valid certificates issued by a competent training provider. The school is responsible for selecting a provider that is suitably qualified and competent; the Health and Safety Executive does not approve individual first aid training providers.

Training and refresher arrangements will be monitored so that the school continues to have sufficient competent personnel at all times.

5. Emergency procedures

If an accident, illness or injury occurs, the member of staff present will assess the situation, summon a first aider where appropriate and call 999 immediately where the situation is potentially life-threatening or requires urgent medical assistance.

Where a pupil is seriously injured or unwell:

- a member of staff will call 999 and follow the emergency call handler's instructions;
- appropriate first aid or emergency medication will be given without avoidable delay by a trained or authorised person where required;
- parents/carers will be contacted as soon as practicable, but emergency treatment will not be delayed while permission is sought;
- where an ambulance transfer is required, an appropriate member of staff will accompany the pupil where required and practicable, and arrangements will be made to ensure the pupil is appropriately supervised until a parent/carer takes over;
- staff will make the immediate area safe and support other pupils who may have witnessed a distressing incident; and
- details of the incident will be recorded and escalated to the Headteacher and SBM as appropriate.

Following a significant incident, appropriate support and debriefing will be offered to staff and pupils involved.

6. Off-site visits and events

The visit or event leader will assess first aid requirements as part of the activity risk assessment. Suitable first aid equipment, trained staff and emergency communication arrangements will be available. Individual healthcare plans, prescribed medication and allergy arrangements will travel with the pupil and remain immediately accessible where required.

For EYFS outings, the school will meet the paediatric first aid requirements of the EYFS statutory framework.

7. Accommodation

The main first aid area is located in the main school office. It will be suitable for the short-term care, examination and first aid treatment of pupils and will be maintained in a clean, accessible condition with appropriate washing and toilet facilities nearby. It will not be routinely used for teaching purposes when required for medical care.

8. Medicines

The administration of medicines is governed by the school's Administering Medication Policy, Supporting Pupils with Medical Conditions Policy, Allergy and Anaphylaxis Policy and individual healthcare plans.

Emergency medication, including adrenaline auto-injectors (AAIs), asthma inhalers and other prescribed emergency medicines, must be readily accessible in accordance with the pupil's plan and current statutory guidance. Medication must not be locked away where this would delay emergency access.

Medication will normally be kept in the original labelled container with clear instructions and expiry information. Expired or no-longer-required medicines will be returned to parents/carers or disposed of safely in accordance with school procedures.

Parents/carers must provide current medical information, emergency contacts and prescribed medication as required. Where a pupil has a condition that may require emergency treatment, an IHP and, where appropriate, a condition-specific action plan will be developed and relevant staff trained.

9. Illnesses and allergies

When a pupil becomes unwell during the school day, parents/carers will be contacted where appropriate. A suitable quiet area will be provided while the pupil waits to be collected, and the pupil will be appropriately supervised.

Allergy and anaphylaxis

Allergy management will follow the school's Allergy and Anaphylaxis Policy 2026–27 and the DfE Allergy Safety in Schools statutory guidance.

Suspected anaphylaxis is a medical emergency. Where anaphylaxis is suspected, staff will administer adrenaline without delay in accordance with the pupil's plan and/or the school's emergency protocol, call 999 and state "anaphylaxis", monitor the pupil continuously and give a second dose after 5 minutes if symptoms are not improving or are worsening and a second device is available.

The school maintains arrangements for prescribed and spare AAIs, including accessibility, stock and expiry checks, staff training, incident reporting and review of serious reactions and near misses. These arrangements are detailed in the Allergy and Anaphylaxis Policy.

10. Consent and emergency decision-making

Parents/carers are asked to provide emergency contact details and relevant medical information when a pupil joins the school and to notify the school promptly of any changes. The school aims to hold at least two emergency contacts for each pupil.

In an emergency, staff will act in good faith and in the best interests of the pupil. Emergency first aid or lifesaving treatment will not be delayed while parental permission is sought. Staff will act within their training, school procedures, individual healthcare plans and advice from emergency services.

11. Reporting and recording

Parents/carers will be informed as soon as practicable following an injury or medical incident involving their child. Parents will be informed in writing of head injuries and given appropriate advice about symptoms that may require further medical attention.

The school will maintain records of incidents requiring first aid or medical response. Records will include, as appropriate:

- date, time and location;
- name and class of the injured or unwell person;
- details of the injury, illness or symptoms;
- first aid or emergency medication given;
- what happened immediately afterwards;
- the name of the person providing first aid; and
- parent/carer communication and any onward referral.

The SBM will ensure reportable incidents are notified to the HSE and/or local authority in accordance with RIDDOR and local procedures. Records will be stored in accordance with the Records Management Policy.

Serious medical incidents and significant near misses, including allergy/anaphylaxis incidents, will be reviewed by appropriate senior leaders. Lessons learned, changes to risk controls, IHPs, training or procedures will be recorded and, where appropriate, reported to governors.

12. Automated external defibrillators (AEDs)

The school has an AED located in the foyer area outside the main school office. Staff should follow the device prompts and emergency service instructions when it is used.

A named member of staff will ensure routine checks are completed in line with manufacturer guidance, including operational status, battery condition and pad expiry dates. Use of the AED will be recorded and replacement consumables arranged promptly following use.

13. Early Years

The school will comply with the paediatric first aid requirements in the EYFS statutory framework for group and school-based providers applying from 1 September 2026. In particular:

- at least one person with a current full paediatric first aid (PFA) certificate will be on the premises and available at all times when EYFS children are present and will accompany children on outings;
- PFA training will meet the criteria set out in the EYFS framework and be renewed within required timescales;
- staff whose qualifications require PFA in order to count in staff:child ratios will obtain the required full or emergency PFA certificate within the required timeframe;
- any member of staff who has sole responsibility for a group of EYFS children will hold the appropriate PFA certificate; and
- PFA certificates, or a current list of staff who hold valid PFA certificates, will be made available to parents and displayed or accessible to staff as appropriate.

The school will also ensure that first aid and emergency arrangements for EYFS children are reflected in relevant risk assessments, including off-site activities.

14. Monitoring and review

This policy will be reviewed at least annually by the Governing Body and sooner where there is a significant change in legislation, statutory guidance, school arrangements, premises, pupil needs or following a serious incident or significant near miss.

The next scheduled review date is September 2027.

All staff will be informed of relevant changes and first aid arrangements will continue to form part of induction and ongoing staff communication.