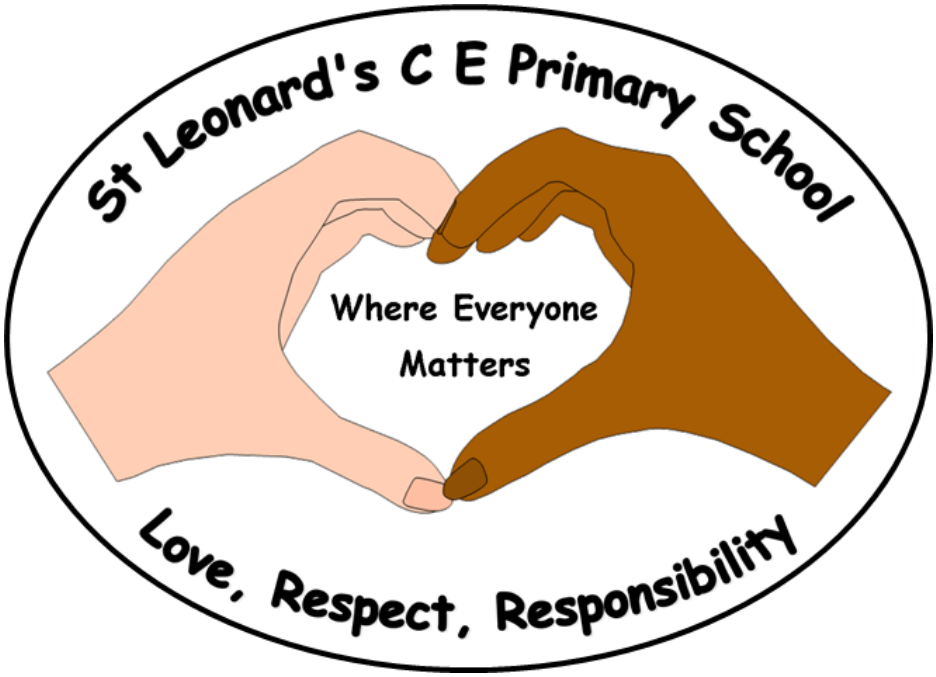
First Aid Policy



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St. Leonard's C.E. Primary School First Aid Policy

St. Leonard's C.E. Primary School (St Leonard's) is a Church of England School. All policies implemented across the school support the creation of a learning culture which celebrates our Christian vision of preparing children for "Life in All its Fullness" and our core values of Love, Respect and Responsibility.

Our catalogue of school policies can be found on our website at *'School Policies and Procedures'* under the *'Information'* tab. You can also find a glossary of terms under *'key information'* which you may find helpful as it explains any educational jargon.

In addition under the *'School'* tab there are further details setting out St Leonard's Ethos, Vision and values and the roles and responsibilities of the Head Teacher, Staff and Governors.

Rationale

1. This policy explains the process and practice surrounding first aid at St Leonard's. The health and safety of all our pupils, staff and any other persons visiting the site is a high priority. In the event of any accidents or injuries the correct procedures must be followed as outlined in this policy.

2. This policy has been updated to comply with the Early Years Foundation Stage (EYFS) Statutory Framework 2025 (effective from 1 September 2025) and reflects the requirements of the Education Inspection Framework 2025.

3. The main aim and purpose of first aid is:

    - To treat minor conditions, which do not require a medical practitioner; and
    - To prevent the deterioration in an individual's condition until expert professional help is available.
    - To promote the welfare, mental health and well-being of all children.

First Aid Procedure

1. All first aid trained people should follow the procedure below. Not all of the steps in the Danger, Response, Shout, Airway, Breathing, CPR (DRSABC) procedure will be needed for every injury, for example a minor cut or graze will be dealt with by Step 2, Check for response.

    - Step 1 Danger – Assess danger to all persons
    - Step 2 Response – Check for Response
    - Step 3 Shout for help

- Step 4 Airway – Is the airway clear?
- Step 5 Breathing - Is the patient breathing?
- Step 6 CPR

First Aider Responsibility

1. The first aider should:
    - Assess the situation and decide whether the person is able to stay at school, should go home with a responsible adult, seek medical advice (GP or A&E department) or whether an ambulance needs to be called;
    - Administer appropriate first aid;
    - Record minor incidents on a green accident form, one copy to be sent home with the child/person concerned and the carbon copy to be kept in school;
    - Record incidents which require hospital treatment on an AR1 form and inform the appropriate person; and
    - In cases of serious injury or safeguarding concern, inform the Designated Safeguarding Lead (DSL) immediately.

First Aid Training

1. Staff will be trained in either Paediatric First Aid or Emergency First Aid at Work, depending on their role and responsibilities. A list of staff who hold these certificates is kept by the School Business Manager.
2. **Paediatric First Aid (PFA):** Staff working with Early Years Foundation Stage (EYFS) children must hold valid Paediatric First Aid certificates that meet the criteria set out in Annex A of the EYFS Statutory Framework 2025. This is a statutory requirement for staff to be included in EYFS staff ratios at level 3.
3. **Training renewal:** All first aid training will be renewed according to the certificate requirements. Safeguarding training must be renewed at least every 2 years in line with EYFS requirements (sections 3.30-3.32).
4. **Training records:** The School Business Manager maintains a comprehensive training matrix showing:
    - Staff names and roles
    - Type of qualification (Paediatric First Aid or Emergency First Aid at Work)
    - Date of qualification

- Renewal/expiry dates
- Evidence of safeguarding training and renewal dates

5. All staff who have completed the experience-based route must obtain a PFA qualification before they can be included in staff ratios at level 3 (EYFS Framework section 3.38).

Mealtime First Aid and Choking Prevention

1. **PFA qualified staff presence:** During all mealtimes and snacks in EYFS, at least one member of staff with a valid Paediatric First Aid certificate (from a course consistent with the criteria set out in Annex A of the EYFS framework) must be present in the room. This is a statutory requirement under EYFS Framework sections 3.63 and 3.68.
2. **Safe seating arrangements:** Children must be seated safely in appropriate chairs, in a designated eating space where possible, during all meals and snacks.
3. **Choking prevention:**
    - Food must be prepared in a way that prevents choking and meets each child's individual developmental needs
    - Staff supervise all eating and drinking activities
    - Staff are trained to recognise choking hazards and age-appropriate food preparation
    - The school has regard for the Early Years Foundation Stage nutrition guidance (EYFS Framework section 3.62)
4. **Choking incident procedure:**
    - Immediate first aid response following DRSABC procedure
    - Call for emergency assistance if required
    - Recording on both a green accident form AND the specific choking incident log (kept in the medical room)
    - Parent/carer notification on the same day
    - Review of food preparation procedures by the SENDCO and School Business Manager

- Incident reported to governors through the Health and Safety report

5. **Dietary requirements at mealtimes:** At every snack and mealtime, the supervising member of staff is responsible for checking that the food provided meets each child's dietary requirements, including allergies, intolerances, and preferences.

Specific Medical Conditions

1. For children with specific medical needs, such as diabetes and severe allergies, that require insulin or an Epipen, additional training for staff will be carried out as appropriate and detailed care plans are written by the Special Educational Needs and Disabilities Coordinator (SENDCO) and kept with the child's medication. A record of persons trained to care for these conditions is kept by the SENDCO.

2. Photographs and information posters of children with complex medical needs are also displayed in the staffroom and in their Key Stage Departments.

3. **Reasonable adjustments:** The school makes appropriate reasonable adjustments in accordance with the Equality Act 2010 and the SEND Code of Practice to ensure that first aid procedures and medical support are accessible to all children, including those with SEND, communication needs, or other barriers to their learning and/or well-being.

4. **Adapted procedures:** First aid procedures are adapted for children with SEND or communication needs, including:

    - Use of visual supports where appropriate
    - Additional time for explanations
    - Involvement of familiar staff members
    - Consultation with parents and specialists about individual needs
    - Ensuring communication aids are available during first aid treatment

Management of Children's Medical Needs

1. School has a central register of all pupils with medical conditions that parents record on their child's admission form. Office staff then initially inform the class teacher and where a food allergy has been disclosed, the school cook. Teachers have copies of these registers and are responsible to ensure all staff within their department are aware.

2. **Dietary requirements at admission:** Before a child starts at St Leonard's, parents must provide detailed information about:

- Special dietary needs
- Dietary preferences
- Allergies and intolerances
- Any special health requirements

This information is shared with all staff involved in food preparation and handling, including the school cook, class teachers, teaching assistants, and lunchtime supervisors (EYFS Framework section 3.64).

3. **Allergy action plans:** For children with known allergies or intolerances, the SENDCO creates allergy action plans in consultation with parents/carers and health professionals. These plans:
    - Detail the specific allergy or intolerance
    - Outline symptoms to watch for
    - Provide clear instructions for emergency response
    - Are reviewed regularly with parents/carers (at least termly)
    - Are kept up to date and shared with all staff (EYFS Framework section 3.65)
4. **Consultation with parents:** The SENDCO regularly consults with parents/carers to:
    - Create and update allergy action plans for managing known allergies/intolerances with health professionals
    - Discuss the child's progress with solid foods (for younger children)
    - Review and update medical information
    - Ensure continuity of care between home and school
5. It is the parents' responsibility to inform the school of any new diagnosed medical conditions.
6. The central register is regularly reviewed by the member of staff with responsibility for medical needs. Along with the SENDCO, she checks the expiry dates of medicine, Epipens and asthma inhalers. Parents are sent reminders when these need to be replaced.
7. It is the parents' responsibility to ensure their children's medicine in school is in date and to discard any old medication. The SENDCO liaises regularly with the school and

specialist nursing teams, to ensure staff are appropriately trained, and that plans and risk assessments are in place.

First Aid Container and Contents

1. First aid containers should:
    - Contain the following items:
        - 1 leaflet giving general advice on first aid
        - Twenty individually wrapped sterile adhesive dressings
        - Two sterile eye pads
        - Four individually wrapped triangular bandages
        - Six safety pins
        - Six medium sized individually wrapped un-medicated wound dressings
        - Two large individually wrapped un-medicated wound dressings
        - One pair of disposable gloves
    - Be made of suitable material designed to protect the contents from damp and dust
    - Be clearly identified with a white cross on a green background
    - Be regularly checked by the nominated person
    - Contain only those items which the first aider has been trained to use
2. A first aid container is kept in each department. When going off site a first aid kit must be taken and this needs to be recorded as part of the risk assessment.
3. Tablets, creams, lotions and medications **must not** be kept in the first aid container.
4. Ice packs are available in the Reception fridge, the fridge in the room by the staff room, Year 3 art bay and Year 6 art bay. These should not be applied straight to an injury but should be wrapped in hygienic cloth (blue cloth).

Frequent Accidents/Injuries

1. As part of the Health and Safety Policy, the location of accidents and injuries will be recorded by the School Business Manager. This is to identify which areas of the school premises present risks. The record is located in the medical room.

2. Patterns and trends in accidents are reviewed termly by the School Business Manager and reported to governors through the Health and Safety Committee.

First Aid Medical Room and Equipment

1. This room:
    - Is identified with appropriate signs
    - Is clean and ready for immediate use
    - Is appropriately stocked
    - Has handwashing facilities
    - Is close to toilet facilities
    - Is easily accessible
    - Has emergency lighting

Safeguarding and First Aid

1. First aid procedures support the school's safeguarding culture and commitment to keeping children safe. All first aiders understand that:
    - Serious injuries must be reported to the Designated Safeguarding Lead (DSL)
    - Any injury that raises safeguarding concerns must be reported immediately to the DSL
    - First aid records may form part of safeguarding documentation
    - First aid treatment must be carried out in a way that respects children's dignity and privacy while maintaining appropriate safeguarding practices
2. The school's approach to first aid promotes the welfare, mental health and well-being of all children and ensures that first aid procedures do not create barriers to learning or well-being.

Related Policies and Guidance

This policy should be read in conjunction with the following government guidance and internal school policies:

Government guidance:

- Early Years Foundation Stage (EYFS) Statutory Framework 2025 (effective 1 September 2025), specifically sections 3.4, 3.6, 3.30-3.32, 3.38, 3.62-3.68, 3.86

- First Aid in Schools, Early Years and Further Education (DfE guidance): https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education
- Keeping Children Safe in Education 2025
- Education Inspection Framework 2025

School policies:

- Safeguarding Policy and Child Protection
- Attendance Policy
- Children with Health Needs Who Cannot Attend School Policy
- Health and Safety Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy

Monitoring and Review

This policy will be reviewed every two years, or sooner if there are changes to relevant legislation or guidance.

The effectiveness of this policy will be monitored through:

- Regular audits of first aid provision and training
- Analysis of accident and incident records
- Staff and parent feedback
- Governor oversight through the Health and Safety Committee