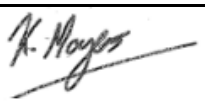
Gateway Primary School Policy Cover Sheet

Policy Name:	**First Aid in School Policy**
Adopted at / by:	**FGB**
Signed on behalf of the Governing Board	
Name:	**Kevin Moyes**
Date:	**September 2025**
Signed on behalf of Headteacher:	
Name:	**Kayleigh Anstee**
Date:	**September 2026**
Review period:	**1 year**
Date of next Review	**September 2027**

First Aid and Administration of Medicines Policy

Introduction

Gateway Primary School is committed to providing high-quality first aid and medical support for all children and adults in our care. We ensure consistent practice and clear systems so that every pupil receives equal care and attention. This provision covers both emergency first aid and the safe administration of medicines.

This policy should be read alongside the *Supporting Children with Medical Needs Policy*, the *Critical Incident and Emergency Management Plan*, *Allergy Safety Policy* and the *Health and Safety Policy*. In line with the Health and Safety at Work Act 1974, the Governing Body ensures that the school maintains appropriate health and safety arrangements, including first aid provision, informed by regular risk assessments.

Responsibilities

The Governing Body holds overall responsibility for health and safety within the school. It develops and approves relevant policies and delegates day-to-day management to the Headteacher.

The Headteacher implements this policy, develops supporting procedures, and ensures that parents are informed of the school's arrangements for health and safety, first aid, and medicines administration.

Teachers and school staff are not contractually required to administer first aid, but many choose to volunteer. All staff are expected to act in the best interests of pupils in emergencies, exercising the same duty of care a reasonable parent would. In such situations, staff should prioritise pupil welfare, recognising that doing nothing can often be more harmful than attempting to help.

As an employer, the school provides training and guidance for staff who volunteer to administer first aid or medicines. Sufficient numbers of trained staff are maintained at all times, with cover provided during absences. Statutory requirements for paediatric first aid within the Early Years Foundation Stage (EYFS) are also met.

First Aiders provide immediate assistance to casualties suffering common injuries or illness, take charge in emergencies, and call professional medical support when necessary. They are responsible for ensuring parents and carers are informed promptly. The First Aid Lead maintains all first aid equipment, including classroom kits and the designated first aid area.

The school itself is responsible for ensuring there are adequate facilities, equipment, and trained staff. Risk assessments take into account the needs of staff, pupils, and visitors when planning first aid arrangements.

Risk Assessment

The Local Authority carries out annual health and safety inspections, after which the

school develops an action plan to address findings. First aid data is regularly reviewed to identify risks and introduce preventative measures across the school.

Staff Training, Reporting, and Resources
At least one member of staff in each classroom holds first aid training, and all office staff are trained. In addition, all EYFS staff are certified in Paediatric First Aid. A list of trained first aiders is displayed in both the office and staffroom. Refresher training is provided every three years by an HSE-approved provider, and additional training—such as in epi-pen use and asthma management—is offered to volunteers.

Staff must follow hygiene and infection-control procedures, using personal protective equipment such as disposable gloves. Care is required when handling blood, bodily fluids, or medical waste.

Minor playground injuries can be treated using portable first aid kits. More serious injuries should be referred to the designated first aid area, and all head injuries must be reported to a first aider. Where a casualty cannot be moved, staff should summon help using a radio or messenger. Untrained staff must ensure the casualty is safe before leaving to get assistance.

All reportable incidents under RIDDOR are notified to the HSE. Records must include full details of the incident, those involved, and actions taken. Parents are informed of all significant incidents.

Parents are notified of minor injuries via the Abor communication system. Head bumps are always reported, with next-step guidance included. Major incidents require a county accident form, completed within 24 hours, signed by the Headteacher, and appropriately filed.

For off-site activities, portable first aid kits must be carried and their usage reported for restocking. EYFS visits require the presence of a paediatric first aider. Trip leaders must ensure accompanying staff are suitably trained, especially with regard to pupil medical needs. Any school vehicle used for transporting children must also carry a portable first aid kit.

When the school premises are used outside of school hours, external users are informed of the location of first aid equipment. Hirers are responsible for ensuring a trained first aider is present and for reporting incidents to the school office.

First Aid Practice
First aid kits are located in the KS1 changing area, kitchen, and office. They are checked and replenished termly by the First Aid Lead. Playground staff carry portable kits during supervision.

Minor injuries such as cuts and grazes should be cleaned and covered by the nearest adult, using disposable gloves where open wounds are involved. Pupils with plaster allergies are identified in school records, and alternative dressings are provided. All incidents are recorded and parents are informed.

All head injuries are treated seriously, requiring an ice pack and close monitoring. Parents are always notified by Arbor communication.

In emergencies, trained first aiders decide whether to call emergency services. Parents or next of kin are contacted immediately, and staff must maintain the casualty's dignity at all times. When dialling 999, staff should provide details of the incident, the casualty's name and age, their breathing and consciousness status, the school location, and the caller's contact information.

Staff Insurance Cover
When staff follow the procedures outlined in this policy, they are protected under the County Council's insurance policy against claims of negligence related to the administration of first aid or medicines.

Evaluation of Policy
The Governing Body monitors the implementation of this policy regularly. A formal review takes place annually to ensure that all pupils continue to have equal access to high-quality medical care and continuity of education.