



## First Aid & Administration of Medicines Policy

Based on a model policy last updated June 2024  The Key

**Date reviewed and approved by FGB:** July 2025

**Review period:** Annually to full governors

**Next review R&F Committee:** November 2025 (to align review with meeting dates)

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### 1. Aims

1.1. The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## 2. Legislation and guidance

- This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:
- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

## 3. Roles and responsibilities

### 3.1. Overview

In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an ‘first aider’ to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees’ work, the number of staff, and the location of the school. Section 3.2 below sets out the expectations of first aiders and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

### 3.2. First Aiders

All staff will be trained to carry out first aid, any new staff will complete their training as soon as possible after joining the school.

The school’s first aiders are responsible

- For taking charge when someone is injured or becomes ill,
- Ensuring there is an adequate supply of medical materials in first aid kits and the first aid room and replenishing supplies. Reporting to the SBM should further medical materials be required
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

- Record any first aid carried on Arbor

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report as soon as is reasonably practicable after an incident.
- Advising the school office if there has been a serious accident which may require reporting to RIGGOR.

### **3.3. The local authority and governing board**

Cambridgeshire County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.4. The headteacher**

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aiders are present in the school at all times
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Signing off risk assessments that have been completed

### **3.5. Ensuring that specified incidents are reported to the HSE when necessary (see section 6) The School Business Manager (SBM)**

The SBM is responsible for the implementation of this policy, including:

- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place

### **3.6. Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Completing accident reports on Arbor for all incidents they attend
- Informing their manager of any specific health conditions or first aid needs for themselves or children in their class.

## **4. First aid procedures**

### **4.1. In-school procedures**

In the event of an accident resulting in injury:

- The closest member of first aid trained staff will assess the seriousness of the injury who will provide the required first aid treatment decide if further assistance is needed from a colleague (3 day trained first aider) or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- The first aider will advise if 111 should be called to get further advice and support depending on the seriousness of the incident.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the parents will be contacted immediately.
- The first aider will complete an accident report on Abor form as soon as is reasonably practical after an incident resulting in an injury

### **4.2. Off-site procedures**

4.3. When taking pupils off the school premises, staff will ensure they always have the following:

- A portable first aid kit
- Information about the specific medical needs of pupils, ensure they take their class medical box
- Parents' contact details if the trip is outside of normal school hours

Risk assessments will be completed by the Trip Leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current pediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

## **5. First aid equipment**

A typical first aid kit in our school will include the following:

A leaflet with general first aid advice

- |                               |                   |
|-------------------------------|-------------------|
| ● Regular and large dressings | ● Scissors        |
| ● Eye pad bandages            | ● Cold compresses |
| ● Triangular bandages         | ● Burns dressings |
| ● Adhesive tape               | ● Face shield     |
| ● Disposable gloves           | ● Tissues         |
| ● Antiseptic wipes            | ● Finger bandages |
| ● Plasters of assorted sizes  |                   |

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Each classroom
- The cupboard by the office (red door)
- First aid kit and defibrillator outside HR & Finance office
- The school kitchens

## **6. Record-keeping and reporting**

### **6.1 First aid and accident recording**

An accident record will be completed on Arbor by the first aider as soon as possible after an incident and a copy will be emailed home to the parent.

As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2. This form is not used on Arbor but indicates the information that will be included in the Arbor report.

Records held will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **6.2 Reporting to Cambridgeshire County Council**

As we are a maintained Cambridgeshire County Council school, all incidents are reported directly to Cambridgeshire County Council by the Office Manager.

<https://www.reportincident.co.uk/Cambridgeshire/1>

### **6.3 Reporting to the HSE**

Our Office Managers will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Office Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

School staff: reportable injuries, diseases or dangerous occurrences

Reportable injuries, diseases or dangerous occurrences include:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Office Manager will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
  - Occupational asthma, e.g from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity\*
- An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

## **6.4 Notifying parents**

The member of staff dealing with the incident will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given as soon as reasonably practicable, by sending a copy of the first aid paperwork home with the student. The member of staff may call the parent if the injury is concerning or the child is distressed.

## **6.5 Reporting to Ofsted and child protection agencies**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in EYFS while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The DSL (Headteacher) will also notify LADO 01223 727967 / 01733 234724 (out of hours) of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

All school staff will be first aid trained through school and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

## **8. Administration of Medicines at Little Paxton Primary School**

This applies to all pupils, including those who do not have an individual health care plan.

- All medicines will be safely stored in the School Office. Parents/Carers need to complete an Administer of Medication Form which will be kept with the medication and filed in the medical folder which is kept in the school office.
- A member of the office team will record the following - date, time, dosage and name of the member of staff who will be administering the medicine and a witness to sign to say it has been administered.
- Any parent can request that their child is given prescription medicine in school. Little Paxton Primary will only accept medicine that has been prescribed by a GP or hospital doctor.
- Antibiotics will only be administered in school if they need to be taken four times a day.
- If medicines (including asthma pumps) are to be administered in school the parents must complete the appropriate form provided by the school.
- It is preferable that pupils take medicine at home, before or after the school day. Parents are encouraged to ask the GP for medical prescriptions that fit around the school day.
- No pupil will be given medicine without the parental consent unless there is a clear and dire emergency and ambulance/emergency personnel are in attendance
- Prescribed medicines must be in date and in the original container with dosage instructions
- Parents must regularly renew the school supply of medicines and be responsible for collecting repeat prescriptions
- At the end of the school year the school will return all medicines to the parents

- If the administration of prescribed medication requires medical knowledge, individual training will be provided for the relevant member of staff by a health care professional

See Appendix 5 for checklist

## **9. Review arrangements**

This policy will be reviewed by the School Business Manager every year.

At every review, the policy will be approved by the Headteacher and shared with the governors.

## **10. Equality Review**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed, and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## **11. Links with other policies**

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions



## Appendix 1: Sample accident report form

We have an accident book which asks for this information

NAME OF INJURED PERSON		ROLE/CLASS	
DATE AND TIME OF INCIDENT		LOCATION OF INCIDENT	
<b>INCIDENT DETAILS</b>			
Describe in detail what happened, how it happened and what injuries the person incurred			
<b>ACTION TAKEN</b>			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.			
<b>FOLLOW-UP ACTION REQUIRED</b>			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
NAME OF PERSON ATTENDING THE INCIDENT			
SIGNATURE		DATE	

## Appendix 2: Assessment of first aid needs checklist.

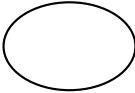
Issues to consider	Impact on first aid provision	Notes
<b>Hazards:</b> The findings of the risk assessment(s) should be taken into account, along with parts of the workplace that may have different work activities or hazards, and may require different levels of first aid provision.		
Are the hazards low level, such as those found in offices?	<p>The minimum provision is:</p> <ul style="list-style-type: none"> <li>• An appointed person to take charge of first- aid arrangements</li> <li>• A suitable first aid box.</li> </ul>	
Are there higher-level hazards such as dangerous machinery, hazardous substances, or work involving confined spaces?	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Providing first-aiders;</li> <li>• Additional training for first-aiders to deal with injuries resulting from special hazards;</li> <li>• Additional first aid equipment;</li> <li>• Precise location of first aid boxes;</li> <li>• Providing a first aid room;</li> <li>• Informing the emergency services.</li> </ul>	<ul style="list-style-type: none"> <li>• First aid room</li> </ul>
Does the level of risk vary in different parts of the establishment/building/site?	<ul style="list-style-type: none"> <li>• One site only</li> </ul>	
<b>Employees</b>		
How many people are working on site, or in the establishment/building?	<p>Where there are large numbers of employees, consider providing:</p> <ul style="list-style-type: none"> <li>• First-aiders;</li> <li>• Additional first aid equipment;</li> <li>• A first aid room.</li> </ul>	
Are there any inexperienced staff, or trainees on site?	<ul style="list-style-type: none"> <li>• Additional training for first-aiders;</li> </ul>	

<b>Employees</b>		
Are there any staff with disabilities, or particular health problems?	<ul style="list-style-type: none"> <li>• Additional first aid equipment;</li> <li>• Local location of first aid equipment.</li> <li>• The first aid provision should cover any trainees.</li> </ul>	
<b>Non-employees</b>		
Do members of the public visit your premises?	<p>Under the Regulations, there is no legal duty to provide first aid for non-employees but the HSE strongly recommends that non-employees be considered in the first aid provision.</p> <p>Where there are small numbers of non-employees, a guide to the minimum provision is:</p> <ul style="list-style-type: none"> <li>• An appointed person to take charge of first aid arrangements;</li> <li>• A suitably stocked first aid box.</li> <li>• Where there are large numbers of non- employees, consider providing: <ul style="list-style-type: none"> <li>• First-aiders;</li> <li>• Additional first aid equipment;</li> <li>• A first aid room.</li> </ul> </li> </ul> <p>Where non-employees have disabilities or particular health problems, consider:</p> <ul style="list-style-type: none"> <li>• Additional first aid equipment;</li> <li>• Precise siting of first aid boxes;</li> <li>• Providing a first aid room;</li> <li>• Additional training for first-aiders to deal with disabilities or particular health issues, for example the use of an epi-pen for administration.</li> </ul>	
<b>Accident and ill health record</b>		

What is the record of previous accidents or incidents of ill health?	<ul style="list-style-type: none"> <li>• Ensure the first aid provision will cater for the type of injuries and illnesses that might occur.</li> </ul>	
What injuries and illnesses have occurred and where did they happen?	<ul style="list-style-type: none"> <li>• Monitor accidents and ill health and review the first aid provision as appropriate.</li> </ul>	

### Working arrangements

Do staff work out of normal office hours or work shifts?	Ensure there is adequate first aid provision at all times people are at work.	
Do staff travel to other sites, work remotely or work alone?	Consider: <ul style="list-style-type: none"> <li>• The outcomes of the lone working risk assessment;</li> <li>• Issuing personal first aid kits;</li> <li>• Issuing personal communicators or mobile phones.</li> </ul>	
Does the work involve travel to other sites or locations with members of the public (clients, service users or pupils)?	Consider: <ul style="list-style-type: none"> <li>• Ensuring the group is accompanied by a first- aider;</li> <li>• Taking a first aid kit on the trip;</li> <li>• The medical needs of the clients, services users or pupils, particularly if they have a medical care plan.</li> </ul>	
Is there sufficient first aid provision to cover absences of first-aiders, or appointed persons?	Consider: <ul style="list-style-type: none"> <li>• What first aid provision would be required to cover for annual leave or other planned absences;</li> <li>• What would be required to cover for unplanned and exceptional absences?</li> </ul>	

<b>Overall Risk Rating based on information in table above (circle as appropriate):</b>	<b>High</b>	<b>Medium</b>	<b>Low</b> 

Name of person responsible for maintaining the first aid boxes and kits: Mrs Lisa Tingey	Name of person responsible for organising refresher training: Mrs A Gatward, Mrs F Staple / Mrs J Turner
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<b>Signed:</b> Alison Gatward School Business Manager	<b>Date Reviewed:</b> 17 <sup>th</sup> June 2025	<b>Date of Next Review:</b> November 2025
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### Appendix 3: First Aid Risk Assessment



Date:	17 <sup>th</sup> June 2025	Review By: November 2025	Alison Gatward School Business Manager
<b>Baseline Assessment</b>			
Do employees have easy access to suitably stocked and first aid boxes?			Yes
Has a person been appointed to take charge of first aid arrangements?			School Business Manager
Are suitably worded notices displayed within the premises detailing how to contact a first aider and where the first aid kit(s) are kept?			Yes
How many adults are there? (allow for visitors/contractors)			70
How many children over 8 are there?			143
How many children under 8 are there?			145
Total			288

Other aspects to consider	Notes	Impact on First-aid Provision	Action to be taken
What are the risks of injury and ill health arising from work as identified in your Risk assessment?	Generally low risk	If the risks are significant you may need to designate an additional first aider/s	None required
Are there any specific Risks, E.g. working with: <ul style="list-style-type: none"> <li>• Hazardous substances</li> <li>• Dangerous tools/machinery</li> <li>• Dangerous loads or animals</li> </ul>	Yes Chemicals Grounds maintenance equipment Access equipment	Specific Training for first aiders; Extra first aid equipment Precise arrangements for first aid equipment	Risk Assessments in place – chemicals, use of machinery, access equipment
Are there parts of your establishment where different levels of risk can be identified?	Yes Kitchens	You will probably need to make different levels of provision in different parts of the establishment	HCL to train their team in First Aid.
Do members of the public visit the site?	Yes – low numbers generally.	You may need to designate a first aider to deal with the higher probability of an accident	Included in baseline assessment
What is your record of accidents and cases of ill health? What type are they and where did they happen?	Accident book	You may need to – locate provision in certain high risk areas Review the contents of the first aid box	SBM to review the accident report with the Head termly.
Inexperience, disability, special educational needs	Disabled / SEND Students	You will need to consider - special equipment - local positioning of equipment	Equipment for Disabled / SEND Students SEND students provided as part of the EHCP plan.
Are the premises spread out e.g. spread out over several buildings or multi floor site?	One building and one floor only	You will need to consider provision in each building or on several floors	First Aid kits in each classroom and more equipment in the first aid room.

Is there shift work or out of hours working?	Cleaning staff, maintenance staff	There needs to be provision of first aid cover at all times of work. Caretaker now first aid trained	At least 1 EFAW from Premises/Reception onsite
Is your workplace remote from the emergency services?	Nearest A&E is 8 miles away	You will need to inform the local medical services of your location consider special arrangements with the emergency services	N/A
Do you have any employees who travel regularly or work alone	Work alone	You will need to: consider issuing personal first aid kits Conduct training for staff Issue personal communicators to staff	Lone working policy
Do you have sufficient provision to cover absences of first aiders or appointed persons?	Yes	You should consider: What cover is needed for annual leave and other planned absences; What cover is needed for unplanned, exceptional circumstances	Adequate number in place
Do you have any work experience trainees? Do you have with reading or language difficulties?	No	First aid provision must cover them. You will need to make special arrangements to give them First aid information.	N/A
Do you undertake offsite trips?	Yes	First aid trained personnel should accompany offsite trips as per the DfES guidelines ( <a href="http://www.teachernet.gov.uk/visits">www.teachernet.gov.uk/visits</a> )	Should be covered if departmental staff are EFAW trained as proposed above
Do you have out of hours activities such as before and after school clubs, sports activities	Yes	There needs to be provision of first aid cover at all times of work.	Premises staff PE staff Responsibility of group
Does the baseline assessment continue to meet your first aid needs?	Yes	If not, what additional resource is required?	N/A

Assessor's name: Alison Gatward	Date of Assessment: 17 <sup>th</sup> June 2025	Activity/Task: Risks to first aiders
Position: School Business Manager		Head Teacher: Miss R Owen