



# storyybrook

## First Aid Policy





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## 1. Aims

Storybrook School is committed to ensuring that appropriate first aid provision is in place at all times to enable the effective treatment of injuries and illnesses and to support the health, safety and wellbeing of pupils, staff and visitors. The school carries out a First Aid Needs Assessment to determine the appropriate level of provision. This is reviewed annually and when there are significant changes to staffing, pupil needs or activities.

**The aims of this policy are to:**

- ensure that all individuals receive prompt and effective first aid treatment
- ensure that the school complies with statutory requirements and best practice guidance
- provide clear guidance on first aid roles, responsibilities and procedures
- support safeguarding by ensuring that injuries and incidents are appropriately recorded and monitored

## 2. Safeguarding Alignment

First aid forms part of the school's safeguarding responsibilities.

**All staff must be aware that:**

- injuries may indicate wider safeguarding concerns
- patterns of injuries or repeated incidents must be reported to the Designated Safeguarding Lead (DSL)
- all first aid incidents must be recorded accurately and reviewed where appropriate

**This policy should be read alongside:**

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy

## 3. Legislation and Guidance

**This policy is based on guidance from:**

- the Health and Safety at Work etc. Act 1974
- the Health and Safety (First Aid) Regulations 1981
- guidance from the Health and Safety Executive (HSE)





- Department for Education guidance on health and safety in schools

## **4. Roles and Responsibilities**

### **Proprietor (Rob Sherwood)**

- holds overall responsibility for first aid provision
- ensures appropriate systems and resources are in place

### **Headteacher (Mrs Rachel Burbridge)**

- responsible for day-to-day implementation of first aid arrangements
- ensures sufficient numbers of trained staff are available
- ensures first aid needs are risk assessed and met

### **First Aid Lead (Charlotte Linsell)**

- oversees first aid provision on a day-to-day basis
- maintains first aid supplies and equipment
- monitors accident and first aid records
- ensures staff training is up to date

### **First Aiders**

#### **The following staff are trained and qualified:**

- Natalie Lee - Paediatric First Aid / First Aid at Work
- Charlotte Linsell - Paediatric First Aid / Emergency First Aid at Work

#### **First aiders will:**

- respond to incidents promptly
- provide appropriate treatment
- record all first aid incidents

### **Staff**

#### **All staff will:**

- take reasonable care of pupils in line with duty of care
- report accidents and injuries promptly





- follow first aid procedures
- be aware of first aid arrangements and locations

Arrangements are in place to ensure adequate first aid cover at all times, including during breaks, lunchtimes and staff absence.

## **5. First aid provision**

**Appropriate first aid provision is in place based on:**

- the size and layout of the school
- the number of pupils and staff
- the nature of activities undertaken
- the SEMH needs of pupils

**At least one qualified first aider will be:**

- on site at all times during the school day
- present on all off-site visits

## **6. First aid equipment**

**First aid kits are:**

- clearly labelled
- easily accessible
- regularly checked and replenished

**They are located in:**

- main school office
- staff room
- classroom areas (as appropriate)
- outdoor learning areas
- school vehicles / trip kits

## **7. First aid procedures**

**Responding to an incident**

**In the event of an injury or illness:**





- a qualified first aider will be contacted immediately
- appropriate treatment will be provided
- emergency services will be called where necessary

## **Recording incidents**

- all first aid incidents must be recorded
- records must include details of the injury, treatment and actions taken
- records are stored securely in line with data protection requirements

## **Informing parents/carers**

- parents/carers will be informed of significant injuries on the same day
- emergency contact procedures will be followed where required

All incidents are recorded in line with the school's accident reporting procedures and Health and Safety Policy.

## **8. Emergency procedures**

### **Where an incident is serious:**

- emergency services will be contacted immediately
- a member of staff will remain with the injured person
- another member of staff will coordinate communication with parents/carers

Staff will follow school emergency procedures at all times.

## **9. Off-Site Visits**

### **For all off-site visits:**

- a portable first aid kit will be taken
- at least one trained first aider will be present
- staff will have access to:
  - pupil medical information
  - emergency contact details

Risk assessments will include first aid arrangements.

## **10. Pupils with medical conditions**





**First aid provision for pupils with medical conditions will be:**

- informed by individual healthcare plans
- supported by staff training where required

**This includes conditions such as:**

- asthma
- allergies
- epilepsy

## **11. Infection control**

**Staff providing first aid will:**

- follow infection control procedures
- use appropriate PPE (e.g. gloves)
- dispose of waste safely

All bodily fluid incidents will be managed in line with infection control guidance.

## **12. Training**

**First aid training will be:**

- provided to appropriate staff
- refreshed in line with statutory requirements and monitored through the school's central training record
- monitored through the school's training records

**Additional training will be provided where:**

- risks are identified
- pupil needs require it

## **13. Monitoring and review**

**First aid arrangements will be monitored through:**

- review of accident and incident records
- audits of first aid provision and equipment





- monitoring of training compliance

**This policy will be reviewed:**

- annually
- or sooner if required

#### **14. Links with other policies**

**This policy should be read alongside:**

- Health and Safety Policy
- Risk Assessment Policy
- Safeguarding and Child Protection Policy
- Supporting Pupils with Medical Conditions Policy

#### **15. Summary**

Storyybrook School is committed to ensuring that effective first aid provision supports the safety, wellbeing and safeguarding of all members of the school community. Through clear procedures, trained staff and ongoing monitoring, the school ensures that first aid is delivered safely, promptly and effectively.

