



ST PHILIP'S CE PRIMARY ACADEMY FIRST AID POLICY

Ratified:	March 2026	Signed: M.Hargreaves Head Teacher Signed: Clare Leighton Chair of Governors
Review date:	March 2027	Signed: Head Teacher Chair of Governors

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Safeguarding Statement

At St Philip's Primary Academy, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all academy activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at St Philip's Primary Academy. We recognise our responsibility to safeguard all who access the academy and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Vision Statement

Fostering curiosity and a love of learning is at the heart of our teaching. Broadening horizons enables all children to flourish and be fulfilled. Successes are celebrated and failure learned from, allowing us to shine through challenges. Together, we develop qualities of character necessary to be positive future citizens.

Our Values

At St Philip's CE Primary Academy we pride ourselves on developing a positive ethos built on the foundations of the Christian faith, whilst taking into consideration that most of our pupils, staff and community follow the faith of Islam. We endeavour to ensure we are always 'Working together with hope in our hearts'

This ethos is based on the following values that, as stakeholders, we all aim to uphold:

Value 1: NURTURING

We demonstrate kindness and caring towards each other so that we can find happiness and fulfilment. We promote and support children's wellbeing to support their growth and development.

Value 2: OPTIMISTIC

We believe that having a positive attitude towards situations enables us to be forward thinking and supports us in our goal of providing a good and better education for all of our pupils.

Value 3: ASPIRATIONAL

We have high aspirations for the futures of the children in our Academy. Through a high-quality curriculum and planning of lessons that are specifically tailored for our pupils, they will have the opportunity to achieve and surpass their potential.

Value 4: HOPEFUL

The value of hope is interwoven into our teaching and is and is an expression of our faith. Hope supports our spirituality, and through that, virtues such as forgiveness, empathy and compassion come to the fore.

Value 5: SINCERE

We are united as a whole to ensure integrity, honesty and trust are maintained. This quality within our academy means that we follow our values to ensure that we always do our best for pupils, staff and community.

Value 6: ASSURED

Our goal is to see our pupils confident, armed with independence and conviction, echoing 'Let your light shine' - Matthew 5:16

Value 7: RESPECTFUL

All members of our academy, including pupils, staff, governors, visitors and the wider community, should be treated with respect. We hold politeness in high regard and we are accepting of each individual's uniqueness.

Value 8: KNOWLEDGEABLE

By fostering resilience, collaboration and risk-taking, we craft an environment where pupils are ready to be lifelong learners.

Policy Statement

This policy outlines the school's responsibility to provide adequate and appropriate first aid to pupils, staff, parents, visitors and contractors under the Health and Safety (First Aid) regulations 1981. This policy broadly reflects the guidance for employers in early years, schools and colleges with regards to carrying out duties relating to first aid issues on their premises and off-site (DfE, First aid in schools, early years and further education)

Aims and Objectives

Our first aid policy requirements will be achieved by:

- Ensuring that we review this policy annually and updating the policy to follow any significant changes that might affect first aid provision and legislation.
- Ensuring that there are significant number of trained First Aid Staff on duty and available for the numbers of children and staff.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid.
- Ensuring that the school community has a shared knowledge on where to find a designated First Aider and First Aid resources and understands first aid procedures.
- Ensuring that First Aiders know how to record accidents and reportable injuries.
- Ensuring that casualties are looked after with the best of care.

First aid needs assessment

The school conducted a First Aid needs assessment, identifying the first aid requirements of the school, the needs of the staff, pupils and visitors to inform the writing of the policy and ensuring adequate provision is provided. The assessment includes;

- The quantity of pupils with ongoing medications, e.g. asthma, allergies.
- The identification of specific hazards in school including any changes in the environment.
- When to call for help.

First Aiders

Informed by the first aid needs assessment, the schools has identified a quantity of designated first aider required and a spread across the age phases.

First Aiders are considered to be reliable and effective communicators with the aptitude and ability to absorb new knowledge and learn new skills. They have the ability to cope with stressful and physically demanding emergency procedures and are available to respond to emergencies immediately.

When responding to first aid emergencies; first aiders are expected to give immediate help to their casualties with common injuries or illnesses and those arising from specific hazards within school or on education visits. When appropriate they should ensure that an ambulance or professional medical help is called.

Appointed Person

The school has an appointed person to take charge of first aid arrangements. Arrangements have been made for the appointed person to undertake their duties when people are at work. The appointed person takes charge of;

- Looking after first aid equipment – procurement, restocking, stock rotation.
- Ensuring reporting has been completed accurately
- Identifying training requirements.

First aid training

The school uses GEM Compliance to deliver and manage first aid training. This ensures that:

- Training is quality assured, up to date, and compliant with national guidance.
- Staff qualifications are centrally recorded, monitored, and renewed within required timeframes.
- Training provision supports both workplace first aid (e.g. EFAW/FAW) and paediatric first aid, as appropriate to roles within the school.
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The Business Leader (informed by the appointed person) is responsible for ensuring that first aid training levels remain sufficient, that refresher training is completed as required, and that staff are confident to respond effectively to incidents.

Reporting

The Governing body will ensure there are procedures for reporting:

- all accidents to employees
- parents are informed of accidents to their children

The Governing body is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety executive as it applies to employees.

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Death of an employee.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.

For non-employees and pupils an accident will only be reported under RIDDOR:

- where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
- It is an accident in school which requires immediate emergency treatment at Hospital

For each instance where the Head teacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the Trust will be sought. Where a pupil has an accident, it will be reported to the Trust under Trust guidelines. All accidents to non-employees (e.g.) visitors which result in injury will be reported (RIF form)

Insurance

The schools insurance is provided by DFE RPA Membership and indemnified the activities of all first aider.

Material, equipment and facilities

The school provided numerous fully stocked first aid containers across the multiple age phases and in general areas. First aid containers are also available outdoors and on the mini bus. All first aid containers are designated with a white cross on a red background.

The school has a automated external defibrillator, emergency inhaler, emergency auto-injector pen and lifevac located in their designated areas.

Refer to appendix (e) First Aid Kits (School, Lunchtime and Minibus) – equipment list, for further information about supplies and first aid container locations.

Medicines administration in schools

First aid at work and Pediatric first aid does not include giving tablets or medication. Medication will not be kept in any of the first aid containers.

Whilst some pupils have long-term and complex medical conditions and require ongoing medication (for example, an inhaler for asthmas or adrenaline for intramuscular use in anaphylaxis) the only role for a first aider is limited to helping pupils who need to take their medication to do so.

Some pupils need to have access to life saving prescription drugs in an emergency. The details of the medication and required support from those aiding administration will be recorded in the pupils individual healthcare plan with the trained and identified staff member who will support administration.

Prescription medication identified by Schedule 19 of the Human Medicines Regulations 2012 can be administered by anyone for the purpose of saving a live in an emergency.

Any member of school staff may be asked to provide support to pupils with the administering of medicines, but cannot be required to do so.

All medication is kept secured in designated locked cabinets.

Mental Health

The school recognises that mental health and emotional wellbeing are as important as physical health and is committed to a whole-school approach in line with Department for Education guidance. Staff are supported to identify early signs of mental health needs and to respond appropriately, with clear referral pathways in place for additional support. The school has trained Mental Health First Aiders for both adults and pupils who provide initial, non-judgemental support, reassurance and signposting to appropriate services; their role is not to diagnose or provide therapy but to act as a first point of contact. Mental health support is further promoted through the curriculum, pastoral systems and a positive staff wellbeing

culture, with oversight from the Mental Health lead to ensure provision remains effective and responsive

Early Years

In the Early Years Foundation Stage (EYFS), the school ensures that first aid provision meets the requirements of the Statutory Framework for the EYFS. At least one person with a current paediatric first aid (PFA) certificate is on site at all times when children are present and accompanies children on outings. Staff are trained to respond promptly and appropriately to accidents, injuries and medical needs, with suitable first aid equipment available and easily accessible. All accidents and first aid treatment are recorded and shared with parents and carers on the same day, or as soon as reasonably practicable. The school maintains appropriate staffing, training and procedures to ensure the safety and wellbeing of all children at all times.

Training

- All newly qualified staff (from 30 June 2016 onwards) with Level 2 or Level 3 qualifications must hold a full PFA certificate (or obtain it within 3 months of starting work).
- Providers must ensure that first aid training is appropriate, up to date, and sufficient to meet the needs of all children in the setting.

Review

This policy will be reviewed annually.

Appendices

- a) Health and Safety (First Aid) Regulations 1981
- b) First aid in schools, Early years and further education, 2022, DfE
- c) St Philip's CE Primary Academy First Aid Needs Assessment, 2026
- d) Designated First Aiders List 2025 -2026
- e) First Aid Kits (School, Lunchtime and Minibus) – equipment list
- f) Reporting Documents
- g) Early Years Foundation Stage (EYFS) Statutory Framework