

Policy & Procedure



Moira Primary School

First Aid Policy 2026-2027

This policy is reviewed every year and was agreed by the Governing Body of Moira Primary School in September 2026 **and will be reviewed again in September 2027.**

Signed: _____ Chair of Governors

Date: _____

Statutory Policy

Statement of intent

Moir Primary School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Supporting Pupils with Medical Conditions Policy
- Educational Visits and School Trips Policy
- Allergy Policy

The school's Headteacher has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2025) 'Automated external defibrillators (AEDs) in schools'

Aims

All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

Staff will always use their best endeavours to secure the welfare of pupils.

Anyone on the school premises is expected to take reasonable care for their own and other's safety. The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs. The designated person(s), Mrs Goodey and Mrs Owen, are responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use –

these will be checked and recorded each month and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

The location of First Aid Kits in school are;

- Outside Year 2 for KS1 playtimes
- Outside staffroom for KS2 playtimes
- First aid cupboard outside the office
- First aid kit in the staffroom
- Each class has a bum bag for minor injuries in class
- Trip first aid bag (also has a bum bag)
- Cold packs/ice packs are kept in the staffroom and main office fridges

Where possible major injuries should be dealt with in the staffroom, foyer or library area. Minor injuries may be dealt with where the incident/accident happened. The clinical waste bins are located in the disabled toilets in both the KS1 and KS2 buildings.

First aiders

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary. A list of first aiders in school is listed at the end of this policy and displayed in the foyer on the staff display with a green sticker.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Headteacher and school office manager, and refresher training booked as required.

Emergency procedures

If an accident, illness or injury occurs, the member of staff will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration.

If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim(s) alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the victim(s) without making the injury worse.
- Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, the incident will be reported promptly to:

- The Headteacher.
- The victim(s)'s parents.

Transport to hospital or home.

- The Headteacher will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Headteacher will contact the parents for them to take over responsibility for the child.
- If the parents cannot be contacted, then the Headteacher may decide to transport the pupil to hospital

Where the Headteacher makes arrangements for transporting a child then the following points will be observed:

- Only staff cars insured to cover such transportation will be used.
- No individual member of staff should be alone with a pupil in a vehicle.
- The second member of staff will be present to provide supervision for the injured pupil.

Reporting to parents

In the event of incident or injury to a pupil, at least one of the pupil's parents will be informed as soon as practicable, for minor incidents/ accidents this will be by raising an accident note on Smart Log and emailing this to parents.

Parents will be informed via Smart Log and a text message, of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

Your child has had a minor head injury but remains well enough to be in school. Please monitor them this evening. If they develop vomiting, a worsening headache, unusual drowsiness, confusion or changes in behaviour, please seek medical advice promptly. If you are concerned, seek urgent medical attention.

In the event of a serious injury or an incident requiring emergency medical treatment, the office manager or the Headteacher will telephone the pupil's parents as soon as possible. A list of emergency contacts will be kept at the school office.

Accident Reporting.

The Governing Board will implement the LA's procedures for reporting:

- all accidents to employees
- all incidents of violence and aggression.

The Governing Board 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 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 minor injury;
- 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 authority will be sought.

Pupil accidents involving their head.

The Governing body recognise that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

- Where emergency treatment is not required, an 'Accident/Incident Form' will be sent via e-mail, using the Smart Log system, to parents (no.1 contact), together with a text message detailing guidance on the action to take should symptoms develop.
- If there is any concern, parents will be contacted and will make the decision of the course of action for their child.

Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication such as inhalers, epipens etc. and a person who has been trained in first aid will accompany all off site visits.

Storage of medication

Medicines will always be stored securely and appropriately in accordance with individual product instructions, with the exception of when individual pupils have been given responsibility for keeping such equipment with them. Medication for named individuals should be kept within the classroom in bum bags, with the child's name and individual care plan.

All medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Illnesses

When a pupil becomes ill during the school day, the parents will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

Consent

Parents will be asked to complete and sign a consent form when their child is admitted to the school, which includes emergency numbers, details of allergies and chronic conditions, and consent for the administration of emergency first aid – these forms will be updated periodically.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind.

Monitoring and review

This policy is reviewed annually by the governing board, and any changes communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.



OUR TRAINED FIRST AIDERS: (As of September 2026)

Emergency First Aid at Work (6 hours):

Tom Clamp

Liz Shepherd

Sarah Tennant (trained nurse)

Paediatric First Aid – 12 hours *

Rachel Carter

Clare Dean

Deb Goodey

Hayley Lewin

David Moyse

Donna Owen

Cameron Powell

Corina Whitehurst

Jodie Stewart

FFA Level 3 Award in Outdoor First Aid

Gemma Gadsby

**Includes Anaphylaxis and Adrenalin Auto-Injector (Epipen)
Training*