CLAYTON ST JOHN

C of E PRIMARY SCHOOL

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FIRST AID POLICY

Ratified by Governors:	3rd February 2026	Signed Headteacher: Mrs G Emsley Full Governing Body
Review date:	Spring term 2027	

Safeguarding Statement of Intent

At Clayton St John CofE Primary 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 school 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 Clayton St John CofE. We recognise our responsibility to safeguard all who access the school and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying. We also work to ensure that our pupils are aware of Online Safety and who to talk to if they feel vulnerable or scared.

Vision

'Growing together in God's Love'

"Give thanks to the Lord, for he is good; his love endures forever."
1 Chronicles 16:34

Our Values



Statement of Intent

At Clayton St John CofE Primary we strive to ensure that our pupils are safeguarded against any form of harm. We ensure that our staff are trained appropriately, can identify signs of abuse and follow policy and procedures for reporting concerns, disclosures and allegations.

Policy Statement
The Governors and Headteacher of Clayton St John CofE Primary School accept their responsibility under the Health and Safety (First Aid) regulations and acknowledge the importance of providing First Aid for employees, children and visitors within the school.
The Governors are committed to the authority's procedure for reporting accidents and recognise their statutory duty to comply with the reporting of injuries, diseases and dangerous occurrences regulations.

The provision of First Aid within the school will be in accordance with the guidance on First Aid in school.

Statement of First Aid organisation.
The school's arrangements for carrying out the policy include nine key principles.

- Places a duty on the Governing Body to approve, implement and review the policy.
- Places individual duties on all employees.
- To report, record and where appropriate investigate all accidents.
- To record all occasions when first aid is administered to employees, pupils and visitors.
- To provide equipment and materials to carry out first aid treatment.
- Make arrangements to provide training to employees, maintain a record of that training and review annually.
- To establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.

Arrangements for First Aid.
Materials, equipment and facilities.
The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'.

The contents of the kits will be checked on a termly basis by the first aid team.

Staff training on EpiPen Administration will be undertaken and all teaching and support staff will be invited to attend when necessary.

All children with allergies will be made known to staff in school via registers and displays in allocated areas. The catering manager will meet with the parents of any new pupils who have allergies to ensure details are recorded.

Off-site activities.
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.
A person who has been trained in first aid will accompany all off site visits.

Information on First Aid arrangements.
The Headteacher will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.

- The arrangements for First Aid.
- Those employees with qualifications in first Aid.

In addition the Headteacher will ensure that signs are displayed throughout the school providing names of employees with first aid qualifications.

All members of staff will be made aware of the school's First Aid Policy.

Accident Reporting.
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 Headteacher considers an accident to a visitor or pupil is reportable under RIDDOR the advice of the Trust will be sought.

All accidents to non-employees (e.g.) visitors which result in injury will be reported to the Trust.

Pupil accidents involving their head or genital area.
The Governing Body recognise that accidents involving the pupil's head or private area 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, a text will be sent to the child's parents or carers to advise of the incident.
- Head bump forms are kept in the accident book.

Transport to hospital or home.

- The Headteacher will determine 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 arrange for the parents to be contacted for them to take over responsibility for the child.
- If the parents cannot be contacted, then the Headteacher may decide to arrange to transport the pupil to hospital.

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

- Staff are covered under a Trust vehicle insurance policy for emergency use of personal vehicles.
- 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.

Personnel / First Aiders:
Posters with photographs and details of current qualified first aiders are displayed in school, including details of paediatric and first aid at work. Posters are updated termly when required.

Asthma Policy for Pupils

Statement of Intent

About one in seven children have asthma and numbers are increasing. We want to make sure that having asthma does not mean children losing out when they are at school. Most children with asthma can have a full and active life. This policy will help pupils with the management of their asthma while they are at school.

Asthma register

- When a child joins the school part of their admission pack is a form to alert the school to asthma needs. The return of this completed form will ensure that they are placed on the School Asthma Register. The link person will collate the register and also contact the parents or named responsible carer, to obtain the inhalers that will be held by the school.

Indemnity

- Staff who are happy to administer medication will be provided with indemnity.
- In emergencies staff should act as any prudent parent would, which may include giving medication.
- Each inhaler provided by parents / carers for pupils to use must be within date, named and prescribed with an appropriate pharmacy label.

Access to Inhalers

- Individual pupils' inhalers are kept in a named box in their classrooms.
- Children are allowed access to their inhalers at any time in the school day, should they feel the need to use it.
- Inhalers should accompany them when taking part in off-site activities, or residential trips.
- Inhalers should be taken outside along with the register for fire drills.

Staff Awareness and action in asthma emergencies

- All staff need to be able to manage attacks. Staff will do what a 'reasonable parent' would do in the circumstances prevailing at the time.
- For mild attacks children should take their usual reliever inhaler, as per instructions.
- For severe attacks a Metered Dose Inhaler should be used. Encourage relaxation. An asthma box is kept in each classroom for the children to access.

- If the child does not
    - feel better in 5-10 minutes,
    - is distressed or exhausted,
    - is unable to talk in sentences,
    - has blue lips
    - or you have any doubts

  then the action required is…
    - one adult should stay with pupil and use reliever inhaler via spacer while another adult dials 999 for ambulance and states that the child is having a severe asthma attack requiring immediate attention.
    - Continue to give relief inhaler while help arrives as per instructions on inhaler.
    - Inform parents of the situation and actions taken.
    - The incident should then be recorded by the person who dealt with the attack, and the entry should be signed and dated by them.

Forgotten or Lost Inhalers

- If a child's condition does not indicate the need to dial 999 i.e. not a severe attack, contact parents to bring in inhaler or collect child.
- If the child is experiencing a severe attack call 999 without delay. .

Training

- The Headteacher is responsible for assessing and arranging for training needs to be met.

Home/School Liaison

- Parents are asked to complete and update asthma records on admission, and to update them annually. They are also required to update them more frequently if the condition or medication changes.
- Absence of parental consent should not stop staff from acting appropriately in emergencies.
- Parents will be informed if an inhaler is used during the day, and the use of an inhaler will also be recorded in school.

Minimising exposure to triggers

Where possible…

- We will avoid feathery or furry school pets.
- We will avoid pollen producing plants.
- There is a complete ban on smoking in or on the premises.

Monitoring and review

This policy is monitored by the governing body, and will be reviewed annually.