



The Federation of Stoke Hill Schools

First Aid Policy

Date agreed: 26th February 2026

Term to be reviewed: February 2027



Federation of Stoke Hill Schools

First Aid Policy

1 Introduction:

This policy needs to be read in conjunction with other school policies including the Supporting Children with Medical Conditions Policy and the Intimate Care Policy.

2 Aims

The staff of the Federation of Stoke Hill Schools wish to ensure that students receive appropriate, timely and supportive first aid when needed. Our intention is to ensure that students with the need for first aid intervention should have their needs met while also considering any prior medical conditions, SEND or intimate care needs. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of providing first aid to pupils.

3 Insurance Liability

The school's insurance will cover liability relating to first aid provided by staff.

4 Key personnel

First Aid Lead – Melissa Yelland

First Aiders: Posters displayed with current first aid and paediatric first aid trained staff in first aid rooms and strategic areas around the school sites.

5 Establishment Responsibilities

Under the Health and Safety (First Aid) Regulations 1981 an employer must ensure first aid for its employees and anyone else on its premises. In our school this includes;

- Teaching staff
- Support staff
- Pupils
- Visitors

- Contractors
- The employer for our school is the Local Authority

Provision in our school includes;

- Staff in school (inc Senior Leadership) with paediatric and emergency first aid qualifications
- One day First Aid training for most teaching assistants (3 years)
- Training and re-qualifying training as required (School Business Manager to have oversight of training schedule).
- Sufficient first aid kits and equipment in the workplace
- Awareness amongst all staff and pupils in terms of how and where to get first aid treatment
- Policies and agreed procedures for managing first aid and medical needs (for management of medical conditions including asthma and anaphylaxis, see the Policy for Supporting Children with Medical Conditions and Administration of Medication).
- Defibrillators on both school sites; located in the First Aid room at the Infant School and one located on the external wall of the Junior School and one in the First Aid Room. All are registered on ‘The Circuit’.

6 First Aid Kits

First aid kits are easily accessible and clearly identified by a white cross on a green background. First aid kits are located in the following places;

SHINS

- School office (Fire Grab Bag)
- First Aid Room
- Y2 Block Resource Room
- Nursery Block Office/Kitchen Area
- SHINS Main Kitchen
- Playground when in use (in playground boxes)

SHJS

- Year 3 Block
- First Aid Room
- Y6 Landing
- Treetops Office
- On playground with mealtime assistants
- Reception front office
- Cleaning Cupboard

There is a travel first aid kit for use on visits and trips.

Each first aid box's contents are based on the Health and Safety Guidance.

7 Oversight of the First Aid Room and resources.

There is a nominated First Aid Lead across both federation schools. The First Aid Lead is responsible for ordering first aid supplies, re-stocking the room and first aid boxes, ensuring up to date training records are displayed and checking expiry dates of medication stored in school, on a regular basis. As a minimum this should be done on a half-termly basis.

8 Reporting Incidents and Accidents

In the federation first aid rooms, there are accident books for recording all first aid incidents. There are two types of form for reporting first aid incidents.

The standard first aid book

All incidents must be recorded in the first aid book. These books will be consecutively numbered and checked regularly for accuracy of completion and actions, by the First Aid Lead with oversight by the Federation Business Manager. On completion these books will be archived in line with statutory obligations.

The Serious Incident Form

This form must be completed for any accident or injury that requires;

- Additional treatment by a medical professional
- Referral and notification to Health & Safety Executive
- School action due to the fact that the accident/injury was the result of a Health and Safety issue

NB. Blank Serious Incident Forms can be found on the school shared drive under *staff resources*. All staff are responsible for completing Serious Incident Forms and these should be passed to the Federation Business Manager for monitoring and action (including RIDDOR reporting where required).

9 First Aid Treatment

The school is permitted to treat injuries with the equipment available in the first aid kits. Cuts and grazes are cleaned with sterile non-alcohol wipes or water and are dressed if appropriate. Children are always asked if they wear plasters at home. Bumps are treated with an ice pack. Any head injuries are monitored carefully, and reported home. See Appendix 1.

The school is not permitted to use antiseptic cream, burn cream or eye drops.

The school is not required to treat injuries received out of school.

10 Parent/Carer Contact

Parents/carers will be asked to collect their child from school if s/he is suffering from:

- Sickness or diarrhoea
- Feeling unwell following a bump to the head
- Pain/discomfort from a sprain

Parents/carers will also be asked to collect their child if the First Aider considers that medical treatment is advisable or that the child's condition is infectious.

11 Referral

In emergencies, the school will make a 999 call and will inform parents/carers immediately. A member of staff accompanies the child in the ambulance if a family member cannot get to school in time.

If the child requires medical treatment but does not need an ambulance (e.g. for an X-ray or stitches) then the parent/carer is asked to take their child to hospital. If this is not possible, the school will seek the parent/carer's verbal permission for a member of staff to take the child to hospital.

In an emergency, the school is permitted to transport a child to hospital without complying with legislation regarding height restrictions and the use of booster seats providing the vehicle has road tax, MOT (if appropriate) and insurance documentation checked by the School.

12 Role of the Governing Body

The Governing Body will;

- Ensure that there is a qualified First Aider in school.
- Provide all requisite training.
- Ensure that funds are available for first aid equipment purchases, as necessary.
- Check and monitor the Accident Reports.
- Monitor and advise on all new legislation in respect of first aid and health and safety applicable to the school.

Appendix 1 – Treatment of Bumped Heads

All bumped heads reported to staff by pupils will be treated seriously and trained staff will record the incident and consider the appropriate level of treatment in line with their training and NHS guidance.

All bumps

Check child for injury and gather information around what happened. Record all incidents in the first aid book and complete a bumped head form to give to parents.

Minor bump

If the child is showing little signs of injury or discomfort, treat with first aid and an ice pack. Ensure a bumped head text is sent home.

Monitoring required

If the child's injury is more significant and the child requires more than the most basic first aid / the bump circumstances warrant monitoring of the child / they are very distressed, then parents will be called and offered the opportunity to collect and monitor their child.

Non-emergency

If the child's injury requires attention by a medical professional but is not a medical emergency, a parent will be called and asked to collect their child and seek medical advice.

Medical emergency

999 will be called where the school suspects a major head trauma has occurred. Symptoms may include: reduced consciousness or problem with their senses / seizure / fallen from height / numbness / serious head wound / neck pain or problem moving head.

Parents will then be called and met by senior leadership on arrival.

In these situations the child should not be moved and all other pupils are to be removed from the area. Keep the child warm and calm if possible

Appendix 2 - Contacting Emergency Services



Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

Your telephone number - 01392 258894 (SHINS) / 01392 667830 (SHJS)

Your name

Your location as follows: Stoke Hill Infant and Nursery School EX4 7DB / Stoke Hill Junior School EX4 7DP

The exact location of the patient within the school.

The name of the child and a brief description of their symptoms.

The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.