

# First aid and administering medicine policy

## Walnut Tree Walk Primary

January 2026



### 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

### 2. Roles and responsibilities

#### 2.1 Appointed person(s) and first aiders

The school's appointed First Aiders are:

Serena Beyene

Charmaine Tomlinson

Miranda Karafili

Leah Bone

Sharon Withers

Billy Thrower

Nicola Hall

Alicia Marku

Susan Harrington

Nicole Lightfoot-James

Alexa Ariza-Ortiz

They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary in consultation with the Headteacher or a member of the SLT
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

## **2.2 The local authority and governing board**

Lambeth Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

## **2.3 The governing board**

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

## **2.4 The headteacher**

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Reporting specified incidents to the HSE when necessary (see section 6)

## **2.5 Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

### **3. First aid procedures**

#### **3.1 In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, a member of the SLT will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

#### **3.2 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils

Risk assessments will be completed by the Lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

### **4. First aid equipment**

A typical first aid kit in our school will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins

- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses

No medication is kept in first aid kits.

First aid kits are stored in:

- Reception (at the desk)
- In the playground at lunchtime
- Year 6 classroom (with Alicia) – top floor
- Year 1 classroom (with Miranda) – middle floor
- Reception class – bottom floor

## **5. Record-keeping and reporting**

### **5.1 First aid and accident record book**

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. A copy will be passed to a member of staff in the office.
- As much detail as possible should be supplied when reporting an accident.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### **5.2 Reporting to the HSE**

The school will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The school will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Information on how to make a RIDDOR report is available here: <http://www.hse.gov.uk/riddor/report.htm>

The School Admin Officer will report to Lambeth as appropriate; accidents, ill health conditions and dangerous occurrences that fall within statutory reporting requirements, in accordance with Council procedures.

### **5.3 Notifying parents**

The member of staff who dealt with the accident or a member of the SLT or office staff will inform parents of any serious accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. For less serious injuries, the parent will receive a copy of the first aid slip at the end of the day. For all injuries to the head, staff will attempt to

contact the parents immediately by phone and ensure that the child's class teacher is aware so that they can be monitored.

## **6. Medicines:**

Medicines will not be administered by First Aid staff unless a parental agreement form has been completed and signed by the parent, and are not to be brought to school unless this has been done. When medicine is administered, the appropriate form to state it has been given should be completed. Medicines must be kept in the office or the fridge as appropriate. Two members of staff must be present for medicine to be administered.

## **7. Training**

All school staff are able to undertake first aid training if they would like to. All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until. Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

At least one member of staff will be qualified as a mental health first aider.

Additionally, office staff will have regular training in the administering of medicines.

## **8. Monitoring arrangements**

This policy will be reviewed by the SLT and governor committee or Chair of Governors every two years.

Date Policy reviewed: January 2026

Date Policy due to be reviewed next: January 2028

Signed by Headteacher:

Signed by Chair of Governors: