



FIRST AID

This policy applies to all members of our school community, including those in our EYFS setting

The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

Tranby seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with a range of policies, procedures and other documentation relating to:

- Child Protection (Safeguarding)
- Supporting Pupils with Medical Needs
- Educational Visits and Activities Off Site – Residential and Non-Residential
- Training records
- Risk Assessment

This document is reviewed annually by Mrs A Robinson, or as events or legislation change requires.

First Aid	
Reviewed by:	Mrs A Robinson Assistant Head / DSL
Date of last review:	September 2025
Approved by:	Mr Paul Grimwood, Chair of LGB
Date of approval:	September 2025
Reason for changes:	Annual Update
Next scheduled date for review:	September 2026

CONTENTS

Entry	Page
Policy Statement	2
Aims	2
Personnel and Training	3
How to access First Aid	5
First Aid Response	5
First Aid Equipment	6
Medical information	6
Arrangements for pupils with medical conditions	6
Calling an ambulance	6
Recording Accidents (ARMS)	7
Appendix 1 – Salbutamol inhalers in school	9

Policy Statement

This document was drawn up in conjunction with Guidance from Managing Medicines in Schools and Early Years Settings (**Department for Education and Skills/ Department of Health**)

The School is fully committed to ensuring that the application of this First Aid, Accident Reporting and Medication policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

It is a statutory requirement for an employer to make adequate first aid provision for all employees. At Tranby it is recognised that the provision should cover all staff, pupils (including those in the EYFS setting) and visitors.

For this reason, all staff must make themselves familiar with:

- (i) The location of the First Aid Rooms
- (ii) The name and location of First Aiders and First Aid kits
- (iii) First Aider call-out procedures and how to contact them in an emergency (copies of these procedures can be found in the staff work rooms, staff rooms and school offices).

Aims

- to ensure appropriate first aid treatment is provided for all users of the school with reference to pupils and staff
- to make provision for having at least one person qualified in First Aid on the school site during school hours and for events organised by the school
- to make provision for having at least one person qualified in paediatric First Aid on the premises when EYFS pupils are present
- to provide for secondary first aid where necessary and appropriate
- to ensure that all those involved in the provision of First Aid at the school treat a casualty, relatives or others involved with care, compassion and courtesy
- to provide a first aid room in accordance with the Education (School Premises) Regulations 1999.

Personnel and Training

The First Aider on duty takes charge of first aid arrangements and is available to support staff qualified as First Aiders.

The First Aiders include:

- Mrs P Crank
- Tracey Williams

Mrs P Crank holds current Paediatric first aid certificate involving a minimum of twelve hours training in the EYFS and First Aid at Work certificate.

Each First Aider must complete a Health and Safety Executive (HSE) approved training course and hold a valid certificate of competence. This certificate is valid for 3 years: refresher training and retesting is arranged before the certificate expires.

A record of First Aiders and their certification dates is maintained in the Training folder.

Training will include resuscitation procedures for children. Training is provided by a local Independently Accredited Training Provider and gives staff sufficient understanding, confidence and expertise.

A person with a First Aid at Work qualification must be on site when children are present. When EYFS children are present at school or on an outing a person qualified in paediatric First Aid is present. The person responsible for co-ordinating this is the Foundation Stage Coordinator.

How to access First Aid

- The First Aid Room is situated on the ground floor and has good ambulance access. It complies with the relevant regulations of the Education (School Premises) Regulations 1999.
- A qualified First Aider(s) is on the site and on call during the school day.
- All users of the school will be able to contact the First Aider(s) on extension 223 or the main switchboard (201) or a member of staff. Minor first aid issues in the Prep School and EYFS are sometimes dealt with by a First Aider in the Prep School, who can be contacted by phoning the Prep School office (432).
- A list of qualified First Aiders can be found with Mrs Elvin at the main reception, the First Aider in the first aid room, the administrative staff in the general office, the Deputy Head (Pastoral) and on signage around the school premises.
- In the event of a pupil feeling unwell during a lesson, they should be sent to the First Aid room accompanied by another pupil. All pupils are encouraged to wait until break times to report illness except in cases of emergency.
- Should the pupil be too ill to go to the first aid room, two pupils should go to the First Aid room (or Prep School office) to inform the First Aider that their assistance is required.

First Aid Response

1. Once informed of an incident the First Aider(s) will go to the casualty(ies) without delay and provide emergency care.
2. Secondary aid i.e., ambulance assistance will be sought if necessary.
3. If a First Aider cannot accompany a casualty to hospital a member of staff will accompany him/her if this is deemed appropriate.
4. The casualty's parent/guardian (or other appropriate adult) will be informed if deemed appropriate by the First Aider and always in the case of an injury to the head.
5. All appropriate precautions will be taken by the support staff when cleaning up after an incident involving bodily fluids, blood, vomit, etc. Staff must follow basic hygiene procedures and should take precautions to avoid infection. Staff have access to single use disposable gloves and hand washing facilities and must take care when dealing with the spillage of blood, other body fluids or contaminated dressings/equipment, using disposable gloves, disinfectant and appropriate disposal facilities as provided.

First Aid Equipment

All first aid kits are clearly labelled with a white cross on a green background. First aid kits are in many rooms throughout the school including Science Labs, PE department, Food Technology, Library, Nursery, and First Aid Room.

There is no mandatory list of items to be included in a first-aid container.

As a guide, a minimum stock list of first-aid items might be:

- a leaflet giving general guidance on first aid, e.g., HSE's leaflet Basic advice on first aid at work. This is especially helpful should first aid need to be administered in an emergency by a non-trained staff member.
- individually wrapped sterile plasters (assorted sizes), appropriate to the type of work
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large and medium sterile individually wrapped un-medicated wound dressings
- disposable gloves
- Resuscitation mask

For school minibuses, a first-aid container is to be carried on-board that meets BS 8599-2 requirements.

First-aid containers must have their contents checked regularly to ensure they remain suitably stocked and any out-of-date materials must be disposed of and replaced.

A supply of kits is available in First Aid Room for school trips during which a kit should always be carried.

First aid kits will be kept sealed until used. Used kits must be returned to the First Aider(s) as soon as possible and will be restocked as appropriate. The First Aider(s) will check contents of kits termly and restock as soon as possible after use or expiry. Spare stock is kept in the First Aid room.

Medical information

Details of individual pupils' emergency telephone contact numbers and important medical history (e.g., asthma, severe allergy, diabetes, epilepsy) are available on iSAMS and a hard copy kept in the First Aid Room. This information is updated in September each year and as the school is made aware of new information.

Written parental/guardian consent is required for the administration of medicines (see Supporting Pupils with Medical Needs Policy).

Arrangements for pupils with medical conditions

Where pupils have important medical conditions, (such as asthma, severe allergy, diabetes, epilepsy), staff are informed, and training or guidance is provided. All staff receive regular training from the First Aider(s) on the appropriate use of EpiPen's.

Where pupils need immediate medical care, the following arrangements are followed:

- The First Aider is contacted immediately, including at times outside the school day.
- An ambulance is called if adequate care cannot be provided by personnel on site (see below).

Calling an ambulance

If in the judgement of the member of staff in attendance there is a serious risk to the injured person, and adequate care cannot be provided by personnel on site, an ambulance should be summoned immediately. The First Aider may make this decision once she has assessed the injury, but any other member of staff may make this judgement if the nurse is not present.

Recording Accidents

All Accidents, Incidents, Bumps and Scrapes, Dangerous Occurrences and Occupational Diseases are reported on the Group Accident Reporting and Management System (ARMS). This can be accessed on any school desktop PC using the web browser and finding "ARMS" system under the Managed Bookmarks heading.

The First Aider(s) dealing with the incident are responsible for completing the appropriate entry on to ARMS.

All reported Accidents will be reported to the Health and Safety Coordinator, via an automatic email alert. This will also go to the UL Health & Safety Manager, Stuart Males for input.

Every term the Health and Safety Coordinator analyses all entries for pupils and staff on ARMS and investigating any trends with Heads of Department and the school's Leadership Team. These are reported on at the health and safety meetings and a copy provided to the Local Governing Body meetings.

The First Aider(s) are also responsible for recording details of all treatments.

Confidential records are kept of First Aid treatment given by First Aiders for any incidents. The following details must be recorded:

- Date, time, place of incident
- Name of injured
- Details of injury/illness
- What first aid given
- Outcome (e.g., went home, resumed normal duties, went to hospital)
- Name of First Aider

Records are kept for a period of three years from the incident.

Serious accidents will be reported via ARMS to the United Learning Group Health & Safety Manager who will advise on RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) telephone 0845 300 99 23.

The school will observe the statutory requirement for schools to report to the HSE accidents resulting in death, major injury or transfer to hospital and accidents which prevent the injured person from working for more than three days.

All serious or significant incidents, including head injuries for Prep and Senior pupils, will also be reported to the parent/guardian as soon as possible. The First Aider is responsible for doing so or delegating the task to another responsible member of staff. Emergency contact details for pupils and staff are available on school database and in the documentation taken on school trips.

In line with the Accident, Records and Notification procedures in the United Learning Group Health and Safety document (page 13 ff.) The school will notify the HSE, under RIDDOR, of any serious accident, illness or serious injury to, or death of, any student whilst in our care, and of action taken in respect of it. For EYFS students Ofsted will also be notified and will be notified of any instance in connection to medicines which leads to such an event. A student's GP has the responsibility of reporting notifiable diseases and ensuring that a student is safe to return to school and not cause public health problems from infections. However, the school may also seek advice from the Health Protection Agency if a student is believed to be suffering from a notifiable disease as identified under the Health Protection (Notification) Regulations 2010. For students in our EYFS, notification will be made to Ofsted as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. If the school, without reasonable excuse, fails to comply with this requirement, we commit an offence. Contact details for Ofsted are as follows: www.ofsted.gov.uk or by telephone on 0300 123 4666.

PUPIL ACCIDENT REPORTING

Pupil Injury/ Accident



Did this happen in a lesson
or because of defective equipment/
premises or lack of supervision?

YES



Administer First Aid
(Record on ISAMS)



Start an Accident Form using – ARMS



Inform Business Manager (automatic alert once ARMS submitted)



Business Manager to investigate as necessary.



Business Manager to liaise with Group H&S Manager to assesses if further investigation
Required and if RIDDOR reportable



All details saved / uploaded to ARMS

NO



Administer First Aid
(Record on ISAMS)



Record on ARMS

Appendix 1

Salbutamol Inhalers in School

From the 1 October 2014, the Human Medicines regulations (Amendment No 2 – Department of Health) allows schools to keep a Salbutamol inhaler for use in emergencies. Schools are not however, required to hold an inhaler.

The School holds 3 Emergency Asthma kit which are located in the First Aid room, Prep and PE Office (Girls). This contains 2 x pressurised Salbutamol canisters with blue inhalers and 2 x spacers. All staff have been made aware of its location and this information will be cascaded out to staff on a 6-monthly basis.

The emergency inhaler will only be used by children with asthma and with written parental consent for its use – consent is included on the school's Medical Record and Authorisation form.

The parent/carer of the pupil will be informed if the emergency inhaler is used as well as the school documenting the episode on its ISAMS System.

Asthma Medicines

Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler as soon as their parent/carer agree they are mature enough. Inhalers of younger pupils must be kept in the classroom with their Teacher. All school staff will let pupils take their own inhalers when they need to.

Parents/carers are asked to ensure that school is provided with a labelled spare inhaler.

Exercise and activity

All teachers should know which children in their class have asthma. Pupils with asthma are encouraged to participate fully in all PE lessons. PE teachers will remind pupils whose asthma is triggered by exercise to take their reliever inhaler before the lesson. Pupils' inhalers should be labelled and kept at the site of the lesson if the pupil needs to use it during a lesson. This also applies to out of hours sports activities.

The Senior School PE/Games First Aid kits also contain spare inhalers/spacers which can be used in the event of an emergency.

EpiPens' in School

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out-of-date) [Guidance for EpiPen use in School](#) Emergency EpiPens' are stored in the Defibrillator cupboard, in a sealed, labelled container.