



St John's
School Billericay

First Aid Policy

Date:	September 2026
Those Responsible:	Mr A Angeli - Headteacher Mrs A Fleming - Deputy Headteacher Mr. Summers – Health and Safety Officer
To be reviewed:	September 2027

FIRST AID POLICY

RATIONALE

To ensure the physical well-being of all pupils and staff.

PURPOSES

To give swift, effective, initial assistance or treatment to a casualty for any injury or sudden illness before the arrival of second aid.

GUIDELINES

- 1-1 The school is legally required to maintain an accident book where accidents are recorded. The record is removed from the book to comply with Data Protection. One copy is put into the student's file and the other sent home with the student or emailed home to parents. **Please see the Injury Recording Policy for further guidance.**
- 1-2 An accident is deemed serious if the casualty requires further medical treatment, involves a head injury requiring first aider treatment, or he or she needs to be sent home to recover.
- 1-3 Parents are informed immediately in the event of a serious accident.
- 1-4 The school records include up to date emergency numbers where either the parents or a designated responsible person can be contacted in case of emergencies.
- 1-5 The school keeps a record of all chronic complaints that children may suffer from, e.g., asthma, epilepsy.
- 1-6 All medicines and directions for administering are kept in the main office. Medicines will be locked in the medicine cabinet. Medicines are administered by secretaries according to directions. **Please refer to the Administration of Medicines in School Policy for correct procedures.**
- 1-7 Asthmatic students need to have an inhaler with them at all times. In addition, they need to have another of their personal inhalers, labeled with their names, in the office. Anaphylactic students must have an epipen, labeled with their names, kept close to them. They should have a second epipen in school for use in case of need. Diabetic students need to have any pill type medication (including glucose tablets) with them at all times. Students with either condition will have an action plan, and the student's picture will be displayed on the staffroom wall.

2-0 FIRST AID EQUIPMENT

- 2-1 There are adequate stocks of first aid equipment available both in school and in suitable packs for both residential stays (if necessary) and day trips.

- 2-2 The qualified first aiders are responsible for regular checking of equipment and replenishing where necessary.
- 2-3 First-aid boxes are found in various classrooms which can change year to year depending on the location of first aiders. Rooms with First Aid boxes will have a first aid sticker on the door. It is the responsibility of the classroom teachers to know where the nearest first aid box is to their classroom. Classroom teachers should report when they need more supplies.
- 2-4 Sanitary protection is available from the Office.
- 3-0 All children, after first aid has been administered, should return to class, unless the accident is deemed of a serious nature.
- 3-1 No injured or unwell child is left unattended in any area of the school and must preferably be left with a first aider.
- 3-2 If a child is waiting to be picked up by a parent, he or she must remain outside the main office until collected.
- 3-3 If necessary, a Learning Support Assistant may be asked to remain with the child until help arrives. All of our Learning Support Assistants have had first aid training.
- 4-0 Minor cuts and abrasions may be dealt with by any member of staff available.
- 4-1 Any bodily fluid spills must be cleaned hygienically by a caretaker. Anyone who is to come into contact with any bodily fluid must wear gloves.
- 4-2 The first aider only needs to be consulted if:
 - a) the accident is of a serious nature, or
 - b) the member of staff is not confident in his/her ability to deal with it.
- 4-3 Any first aider can make the decision to call an ambulance, but it is highly recommended that a 'First Aid in the Workplace' qualified staff member is consulted first, time and injury permitting.
- 4-4 The school follows all the requirements as stipulated by Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 5-0 Staff must record all injuries and treatment in the school accident books. This is a priority and should be done as soon as practicably possible after the incident.

6-0 QUALIFIED FIRST AIDERS

A list is kept by the Health and Safety Officer

NOTE

- All first aiders need to update their training every three years. The training schedule is kept and maintained by the Health and Safety Officer.
- At least one person from this list must be present when children are present on site.
- A member of staff with paediatric first aid will always be present when the children in the EYFS are eating (please see the EYFS Safer Eating policy).
- All staff are to be made aware of students with more serious medical conditions. A list of these students will be displayed in the staffroom and a copy kept in the Head's office. It will be maintained by the Health and Safety Officer.
- Specific subject risk assessments (Art, Drama, PE, Science) are available from the Health and Safety Officer.

Paediatric First Aid

A list of qualified Paediatric First Aiders is kept by the Health and Safety Officer. A copy of the list is displayed in the Kindergarten building and on the Pre-Reception notice board.