



Bishop Fox's

Policy Details	
Name:	First Aid
Statutory (Y/N):	Yes
Website (Y/N):	No
SLT	
Lead:	Assistant Headteacher SENCO & Inclusion
Date Reviewed:	November 2025
Next Review Date:	November 2026
Governing Committee	
Name of Committee:	Inclusive Education Committee
Link Trustee	
Date Reviewed:	November 2025
Next Review Date:	November 2026

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. First aid provision
4. First aiders and appointed persons
5. Automated external defibrillators (AEDs)
6. Accommodation
7. Emergency procedures
8. Reporting accidents and record-keeping
9. Offsite visits and events
10. Storage of medication
11. Illnesses and allergies
12. Consent
13. Training
14. Monitoring and review

Statement of intent

Bishop Fox's School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, students and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, students and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, students and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and students are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

1. Legal framework

This policy is based on advice from the Department for Education on first aid in school and health and safety in school, and the following legislation:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2017) 'Supporting students at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'.
- DfE (2023) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies.

The policy is implemented in conjunction with the following school policies:

- Administering Medication Policy
- Allergen and Anaphylaxis Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Educational Visits and School Trips Policy
- Health and Safety Policy
- Infection Control Policy
- Lone Worker Policy
- Records Management Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Supporting Students with Medical Conditions Policy

2. Roles and responsibilities

The governing board is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff, and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.
- Ensuring that first aid provision for staff does not fall below the required standard and that provision for students and others complies with the relevant legislation and guidance.

- Ensuring that the school has:
 - A suitably stocked first-aid kit.
 - An appointed person to take charge of first-aid arrangements.
 - Information for all employees giving details of first-aid arrangements.

The headteacher is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all students and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the students at school.
- Making students aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the governing board.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Keeping up to date with government guidance relating to first aid in schools.

Schools should have at least one 'appointed person' to oversee first aid provision. The appointed person is not the same as a first aider, and therefore must not conduct any first aid for which they have not been trained. The appointed person should, at least, be trained in emergency procedures as outlined below.

The appointed person is responsible for:

- Overseeing the school's first-aid arrangements.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Maintaining injury and illness records as required.
- Undertaking an appointed person course, emergency first aid training, first aid at work, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency.
 - How to assess and monitor a casualty.
 - First aid for the unconscious casualty.
 - First aid for someone who is having a seizure.
 - Maintaining injury and illness records as required.
 - Paediatric first aid.

3. First aid provision

The school will routinely re-evaluate its first aid arrangements through a risk assessment, at least **annually**, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of students and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile un-medicated wound dressings
- 2 large-sized individually wrapped sterile un-medicated wound dressings
- 3 pairs of disposable gloves

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are in the following areas:

- **The medical room**
- **The Pastoral HUB**
- **In Design and Technology classrooms**
- **Sports Hall**
- **Minibuses**

4. First aiders and appointed persons

The main duties of first aiders will be to administer immediate first aid to students, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid certificate of competence, issued by a HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the School Business Manager (SBM).

The Appointed person will be responsible for ensuring all first aid kits are properly stocked and maintained. The appointed person will be responsible for maintaining supplies.

First aid notices will be clearly displayed throughout the school with information on the names and locations of first aiders to ensure that students and staff know who they must contact in the event of illness or injury.

The current first aid appointed person(s) are listed in the Appendices. The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role. When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual's:

- Reliability and communication skills.
- Aptitude and ability to absorb new knowledge and learn new skills.
- Ability to cope with stressful and physically demanding emergency procedures.
- Availability to respond immediately to an emergency.

Minor incidents

- Seek First Aid assistance by dialing 460 for a First Aider or send student to reception/Pastoral Hub who will inform First Aider
- The medical record log is to be completed, and the First Aider should complete an accident form if necessary. The medical log **must** be completed on the same day the injury/accident occurred (Appendix 2)
- Where there has been a minor head injury, parent/guardians should be informed, preferably by telephone and/or a head injury form (Appendix 3) should be completed for the student to take home to parent/guardians outlining the nature of the incident and treatment undertaken
- If child requires non-urgent hospital or GP treatment, a phone call will be made for parent/guardian/guardians to collect student, and student kept in an appropriate safe place until collected
- Where appropriate First Aider to inform HOY with the details of the incident to enable a response or further investigation
- If student requires immediate first aid treatment which does not warrant an ambulance and the school is unable to contact parent/guardians/guardians, then the student should be transported by two members of staff to hospital for treatment. Where possible this should not be in a member of staff's own vehicle, but can be in emergencies as Bishop Fox's insurance now covers staff for business use

Procedures for the administration of medication:

- Request for the administration of medication form (Appendix 4) is to be completed by the parent/guardian before staff administer any medication. A new form should be completed for each separate request or when dosage/timings change. Where appropriate, no more than one week's supply of medication should be stored in school
- Students with appropriate signed parent/guardian consent (Appendix 5) can self-administer non-prescriptive medications as long as a member of staff supervises and medication is held centrally and not on the student's person.

- **ALL** medication held in school is accurately labelled with the child's name. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- The medication log (Appendix 6) should be accurately completed and signed by the person administering
- **ALL** medication is kept in a locked cupboard in the Pastoral Hub
- Controlled drugs such as those administered to students with ADHD are kept in a lockable cupboard which only identified staff have access to.
- If the medication to be administered is to be given in the form of an injection, eg Epipen/Insulin, the member of staff administering the drug will have received specific training. This does not have to be a First Aider
- Students will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

All injuries to the eyes, head and large burns should be taken very seriously and the injured person taken immediately to hospital.

Appointed First Aider(s) administrative duties are as follows:

- Letters
- Administer controlled drugs
- Staff update training
- First Aid rota
- Monitoring the First Aid log
- Ensure First Aid posters are in classrooms
- Record medical issues on SIMS
- Update Care Plans
- Ensure First Aid boxes are up to date
- Administer medication
- Manage and order stock

5. Automated external defibrillators (AEDs).

The school has procured an AED through the NHS Supply Chain, which is located in **Pastoral Hub** a further AED is located on the side of the sports hall opposite the bike shed.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an **annual** basis, and usually during the **first INSET session** of the academic year.

6. Accommodation:

The school's first aid room will be suitable to use as and when it is needed, and any additional medical accommodation will be available in accordance with the school's first aid needs assessment.

The first aid room will be used to enable the medical examination and treatment of students and for the short-term care of sick or injured students. The first aid room includes a wash basin and is situated near a toilet.

The first aid room will not be used for teaching purposes.

The first aid room will:

- Be large enough to hold an examination or medical couch.
- Have washable surfaces and adequate heating, ventilation and lighting.
- Be kept clean, tidy, accessible and available for use at all times when employees are at work.
- Have a sink with hot and cold running water.
- Be positioned as near as possible to a point of access for transport to hospital.

7. Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aid administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims. Where the seriously injured or unwell individual is a student, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the student in the ambulance and calls the student's parent as soon as possible to inform them of the course of action taken. The staff member remains with the student at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the student is taken to a hospital or doctor in a staff car, accompanied by at least two staff members – one to drive the car, and one who is a first aider, to sit with the student in the back seat and attend to their medical needs. The student's parent is called as soon as possible to inform them that this course of action has been taken, and at least one of the staff members remains with the student at the hospital or doctor's office until a parent arrives.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or, if they are fit to be moved, by removing injured persons from the scene.
- Responding staff members will see to any students who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These students will be escorted from the scene of the incident and comforted. Younger or more vulnerable students may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- The headteacher.
- The parents of the victim(s).

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page '[Promoting and supporting mental health and wellbeing in schools and colleges](#)'.

8. Reporting accidents and record keeping

In the event of incident or injury to a student, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the student's class teacher will telephone the student's parent as soon as possible. Parents will be informed in by telephone/email of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts will be kept at the school office.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- Details of what happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
- The name and signature of the first aider or person dealing with the incident.

The headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the Records Management Policy.

9. Offsite visits and events.

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

The school will take a first aid kit on all offsite visits which contains at a minimum:

- A leaflet giving general advice on first aid.
- 6 individually wrapped sterile adhesive dressings.
- 1 large sterile unmedicated dressing.
- 2 triangular bandages individually wrapped and preferably sterile.
- 2 safety pins.
- Individually wrapped moist cleansing wipes.
- 2 pairs of disposable gloves.

Additionally, the school will ensure that all large vehicles and minibuses have a first aid box readily available and in good condition which contains:

- 10 antiseptic wipes, foil packed.
- 1 conforming disposable bandage that is not less than 7.5cm wide.
- 2 triangular bandages.
- 1 packet of 24 assorted adhesive dressings.
- 3 large sterile unmedicated ambulance dressings that are not less than 15x20cm.
- 2 sterile eye pads, with attachments.
- 12 assorted safety pins.
- 1 pair of non-rusted blunt-ended scissors.

For more information about the school's educational visit requirements, please see the Educational Visits and School Trips Policy.

10. Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions, save where individual students have been given responsibility for keeping such equipment with them. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.

Medicine brought in by students will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for students with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen and Inhaler.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

Students will have any medication stored and, where appropriate administered, in accordance with their EHC plans and the school's Administering Medication Policy.

11. Illness and allergies

When a student becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

Illness

If a student feels unwell during the school day they should:

- 1) Seek advice from the Pastoral Hub
- 2) Pastoral Hub/Reception to telephone home

If a student is sent home due to illness Student Services should put a note to this effect on ClassCharts.

A quiet area will be set aside for withdrawal and for students to rest while they wait for their parent to pick them up. Students will be monitored during this time.

Where a student has an allergy, this will be addressed via the school's Allergen and Anaphylaxis Policy.

The school will manage any emergencies relating to illnesses and allergies in accordance with the Emergency procedures section of this policy.

12. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions – these forms will be updated at the **start** of each school year.

Staff will not act ‘in loco parentis’ in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the student in mind – guidelines will be issued to staff in this regard.

13. Monitoring and review

This policy will be reviewed annually by the governing board, and any changes will be communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

The next scheduled review date for this policy is November 2026

Appendix 1: Letter of administration of prescribed medicine and emergency First Aid to parent/guardians

Dear Parent/Guardian

Administration of prescribed medicine and emergency First Aid

In order to comply with Somerset County Council guidelines regarding the administration of medicine, I am writing to advise you that should your son/daughter need to take prescribed medication during the course of school day, this can only be administered following receipt of a completed consent form which is available from reception at the school.

Any medication brought into school should be in its original box, clearly labelled and handed to the receptionist.

In the event of your child becoming unwell or having an accident at school the procedure is as follows:

If your son/daughter feels unwell (sick/headache) they should report to Student Services who will consult the appropriate Year Head before making a decision as to whether to send your child home. Emergency First Aid is the responsibility of myself or another designated First Aider; **we are only able to provide limited care for illness or injuries until definitive medical treatment is sought from a qualified practitioner.** We are unable to respond to injuries/incidents sustained outside of school, neither are we authorised to take your son/daughter to hospital in our own transport. We will either call an ambulance (in a medical emergency) or supervise your son/daughter until a responsible adult is able to collect them from school. May I also take this opportunity to remind you to keep the school up to date with contact telephone numbers in case of an emergency, and ask that you keep us informed of any medical condition your son/daughter may have.

Should you need any further information, please feel free to contact me.

Many thanks for your assistance.

Yours sincerely

Appendix 2: Bishop Fox's Accident Form.

THE INJURED PERSON

Forename				
Surname				
Tutor group		Student	Staff	Visitor

INJURY DETAILS

Date of injury	
Time of injury	
Location in the school	
Injured body part(s)	
Detailed account of the incident and injury	

TREATMENT

Name of First Aider	
Treatment given	

Parent informed?	YES	NO
Sent Home?	YES	NO
Ambulance called?	YES	NO
EEC Live?	YES	NO
Business Manager		

Appendix 3: Head injury incident slip for parents/guardians

Date:

Time:

Dear Parent/Guardian

Student name **Form**

Your son/daughter came to First Aid today for treatment following a minor head injury. The incident was:

Treatment given was:

The incident has been recorded in our First Aid Book, but due to the nature of some head injuries, headaches and/or nausea may not be apparent directly after the accident; the child may only later say they feel unwell.

Please monitor your child after they return home and seek medical advice if you are at all worried about your child.

Your child should ask his/her Form Tutor to sign this form at the end of the day – and the form should be brought home on the day of the incident for your attention.

Yours sincerely

Form Tutor

First Aider

Appendix 4: Request for school to administer medication

DETAILS OF STUDENT

Surname:

Forename(s):

Address

Male/female:

Date of birth:

Form:

Condition/illness:

MEDICATION

Name/type of medication (as described on the container):

For how long will your child take this medication?:

Date dispensed:

Full directions for use:

Dosage (milligrams) and method:

Timing:

Special precautions:

Side effects:

Self-administration:

Procedures to take in an emergency:

Storage arrangements:

CONTACT DETAILS

Name: Daytime telephone no:

Relationship to student:

Address:

I understand that I must deliver the medicine personally to
(named member of staff)

Date: Signature(s):

.....

Relationship to student:

Appendix 5: Parent/guardian request for student to administer their own medication

This form must be completed by parents/guardians, with the prescriber's knowledge and approval.

STUDENT DETAILS:

Surname Forename(s)

Address

Date of Birth Form

CONDITION OR ILLNESS:

MEDICATION

Name/type of medication (as described on the container/packet)

For how long will your child take this medication?

FULL DIRECTIONS FOR USE

Dosage:

Timing:

Any known effects or other relevant information:

Signature Date

Print name Relationship to child

TO BE COMPLETED BY THE SCHOOL

I agree that (Student's name) will be responsible for administering their own medication. This arrangement will continue until instructed otherwise by parent/guardians/guardians.

Signed Date

Position in school

Appendix 6: Record of medication administered in school

Name:

DOB:

Address:

Date					
Name of medication					
Time					
Dose given					
Any reactions					
Signature of staff giving medication					