



Bassingbourn
Community Primary School

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First Aid Policy

This policy was ratified on: 20th November 2025

Implemented on: 20th November 2025

Review date: November 2026

Introduction

The Local Authority (Cambridgeshire County Council) is the employer, and its Policy Statement for First Aid is as follows:

Schools have a responsibility to ensure that adequate and appropriate equipment and facilities are provided to enable first aid to be rendered to employees who become ill or are injured at work. It is reasonable to expect this responsibility to include children, adult learners and visitors to the school.

The amount of first aid provision will depend on the nature of the establishment, in particular:

- The number of people using the premises
- The nature of the hazards
- The geographical layout
- Accessibility to assistance/NHS facilities

Each school must have access to at least one first aid box and one Appointed Person. Every member of staff should be aware who the first aider is and the location of the facilities. Arrangements should be made for activities taking place in the evenings, at weekends and during school holidays.

The first aider or an appointed person is responsible for checking and replenishing first aid boxes on a regular basis. A first aid box must be available for groups taking part in activities off-site.

The function of first aiders is to preserve life and minimise the consequences of illness in an emergency until further help is obtained. If a first aider is not available and immediate first aid treatment is required, the necessary action should be taken by a responsible person that is available at the time.

Legislation and Guidance

This policy is written with reference to:

- Health and Safety (First Aid) Regulations 1981
- HSE Guidance: First Aid at Work
- DfE: *Supporting Pupils with Medical Conditions at School* (2015)
- EYFS Statutory Framework (2024)
- Cambridgeshire County Council IRF96 Accident and Incident Reporting Procedures

Rationale

In accordance with the Health and Safety Regulations (First Aid) 1982 and in line with the Cambridgeshire County Council policy Statement (as outlined above), the staff of Bassingbourn Community Primary School will abide by this policy in situations where it is considered first aid is required. It is the policy of Bassingbourn Community Primary School to provide emergency first aid to staff, children and visitors to the school site or to any pupil, member of staff or volunteer parent on an educational visit taking place in a location away from the school site.

Bassingbourn Community Primary School Working Day

The school is open to staff and deliveries from 7a.m. and is usually closed by 6 p.m. There are occasional evening meetings and lettings. The school must ensure there is first aid provision throughout that time. At times where there are few staff on site (early mornings, late afternoons, governor meetings, lettings and events) it is sufficient to have an appointed person (who does not have to be first aid trained), a first aid kit and access to a phone.

In line with the EYFS Statutory Framework, the school ensures that at least one member of staff with a current Paediatric First Aid (PFA) qualification is on site at all times when EYFS pupils are present, including during outdoor learning and off-site visits.

Appointed Person

The school will identify a person (or persons) to be the Appointed Person who will take charge of an emergency situation, arrange for first aid and/or call an ambulance, and inform parents/carers. In the absence of this person, the Headteacher, Deputy Headteacher or Premises Manager (after hours) will assume this role.

The Appointed Person is the Office Manager, who is responsible for calling an ambulance and contacting parents/carers. The Office Manager and a designated Teaching Assistant share responsibility for checking, stocking and ordering first aid provisions. The Office Manager also ensures that training records are kept up to date and is responsible for reporting incidents via the Local Authority's online reporting system (IRF96).

Definitions of Key Roles

Qualified First Aider

A member of staff who holds a full First Aid at Work qualification or a Paediatric First Aid qualification. Qualified First Aiders can assess injuries and illness, provide treatment, administer emergency medication where trained, and make decisions regarding escalation, including contacting emergency services.

Emergency First Aider

A member of staff who has completed Emergency First Aid training (1-day). Emergency First Aiders can make an initial assessment, provide basic first aid and refer to a Qualified First Aider for treatment or further decision-making.

Appointed Person

A member of staff designated to take charge of first aid arrangements when necessary, including contacting emergency services and parents/carers.

The role of a Qualified First Aider

The main duties are:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards in school.
- When necessary, ensure that an ambulance or other medical professional help is called.
- Advise the parent or next of kin of the situation.
- The names of all the qualified first aiders (Paediatric training) can be obtained from the Office Manager.

Training of Qualified First Aiders

Staff designated to provide first aid will complete HSE-recommended training such as First Aid at Work or Paediatric First Aid. Training includes resuscitation of children. Successful participants receive a First Aid Certificate, which is valid for three years, and refresher training is arranged prior to expiry in line with statutory requirements. Annual skills update training may also be offered.

To meet the requirements of children's individual care plans, additional first aid personnel may be included in training to ensure that emergency care can be provided when a child's named support adult is absent. Records of all first aid training are kept on the school's Single Central Record.

In line with the EYFS Statutory Framework, the school ensures that at all times when EYFS children are present, at least one member of staff with a full Paediatric First Aid qualification is available on site and accompanies EYFS pupils on all visits.

The role of an Emergency First Aider (certified with 1 day's training)

An Emergency First Aider can assess an injury and decide, in loco parentis, whether it requires treatment from a qualified First Aider or whether the child can rest and recuperate. Staff will radio for a qualified First Aider when an injury requires treatment, assessment or escalation.

Where treatment is provided, the incident must be logged on Medical Tracker, and parents/carers are automatically notified through the system.

Training of Emergency First Aiders

A list of staff is provided with emergency first aid training. Refresher training for these members of staff will be arranged every 3 years. An 'Appointed Person' will maintain records of members of staff trained and arrange refresher training before the current qualification expires.

First Aid Boxes

First aid boxes can be found in the staff room and within each classroom. They contain:

- A leaflet giving advice on general first aid
- Individually wrapped sterile dressings
- Micropore tape
- One large (18 x 18) individually wrapped sterile unmedicated wound dressing
- Individually wrapped triangular bandages
- Safety pins
- Pairs of disposable gloves, in different sizes
- Sick bags
- Head bump wristbands

Named EpiPens are stored in clearly labelled bum bags to ensure immediate access. In KS2, pupils' EpiPens are carried in bum bags either by the pupil or their designated adult, depending on the child's needs and level of responsibility. In KS1 and EYFS, bum bags containing EpiPens are carried by the class teacher or a designated staff member to maintain quick access during all learning and movement around school.

EpiPens are taken with the class to all outdoor sessions, including breaktime and lunchtime. During these periods, bum bags are handed to the First Aider on duty, who maintains responsibility for access and supervision. After break or lunch, bum bags are returned to pupil or designated adult.

Inhalers are stored in classroom first aid cupboards with up-to-date pupil lists displayed clearly.

All medication expiry dates are recorded on Medical Tracker, which automatically generates alerts as expiry dates approach. Designated staff members check expiry dates at least half-termly to ensure that all emergency medication remains in date and readily available.

The school does not currently hold emergency spare adrenaline auto-injectors; staff administer only pupils' prescribed AAls.

Travelling First Aid Boxes

For visits, off-site activities and residential trips the EVC (Education Visits Coordinator) must assess the level of first aid provision and number of qualified staff required.

Staff will have a mobile available to them to make emergency calls and will be aware of any care plans for children attending the visit.

For each individual trip/visit, which takes place off site, the school will provide a mobile first aid box and this box will contain (equivalent or additional items are acceptable; additional items may be necessary for specialised activities):

- A leaflet giving advice on general first aid
- Individually wrapped sterile dressings
- Micropore tape
- 1 large (18 x 18) individually wrapped sterile unmedicated wound dressing
- Individually wrapped triangular bandages
- Safety pins
- Pairs of disposable gloves, in different sizes
- Sick bags
- 2 instant ice packs
- Head bump wristbands

First Aid Stations

Bassingbourn has two designated areas for first aid. During break and lunchtime, the primary first aid station is the table located outside the Year 2 classrooms. In wet weather, this station is relocated inside, directly adjacent to the Year 2 classrooms. These areas are used for assessing and treating incidents referred by emergency trained first aiders.

A second first aid station is located in the foyer by the main office, which is used for more serious incidents requiring access to additional support or equipment. A fridge for medicines and ice packs is available in the staff room.

Hygiene Control

All staff are expected to follow basic hygiene procedures. Single-use disposable gloves are provided and handwashing facilities are available. Staff must take care when handling blood and other bodily fluids. If they are in contact with blood or bodily fluid and believe there is a potential risk to their health, they must report this immediately to the Headteacher and via the County's online reporting system.

Soiled dressings and contaminated materials must be double-bagged and disposed of in a suitable lidded bin, following safe handling procedures. Staff should never place soiled materials directly into classroom bins.

Illness Procedure

Pupils

When a child feels unwell, the member of staff responsible for the class should contact the office to arrange for parents/carers to be notified if collection is deemed necessary, following discussion with a member of the senior leadership team (SLT). Staff will request support via radio if assistance is required.

Staff and other adults

Members of staff or other adults (other adults include parents, governors, visitors, contractors, students on work experience and any other adult authorised to be on the school premises) who are taken ill at school should liaise

with an appointed person to either seek medical attention or go home, accompanied if appropriate. In an emergency, an ambulance would be called and, for staff members, the next of kin contacted.

Accidents and Minor Injury Procedures

Pupils

Superficial injuries such as small bumps, scratches and grazes can occur regularly with children as part of normal play. This type of injury should be cleaned up and attended to by the designated first aider for that class or the first aider on duty (break and lunchtime).

Emergency First Aiders have the responsibility to make a judgement at the time of the incident as to whether the injury requires more intensive medical attention before sending for a Qualified First Aider and contacting the office. In the case of non-superficial injuries, a First Aider must always seek a second opinion from a fellow Qualified First Aider and consult a member of SLT before calling home, unless an ambulance is required.

Where a child is treated and judged to require no further attention and is fit and happy enough to remain in school, a first aid record will be completed on Medical Tracker, and a notification will be emailed to the parent/carer informing them of the treatment given.

If a head bump has been attended to, the child will also receive a wristband to highlight the incident, in addition to the bumped head notification sent via Medical Tracker.

If the injury is substantial, the matter will be referred to the first aid station and, after consultation with a member of SLT, parents/carers may be contacted by phone to inform them that their child has been in an accident and has received treatment.

Where a child has received a substantial bump to the head, the child will be treated by a trained First Aider, a wristband will be issued, and a bumped head letter will be sent automatically via Medical Tracker. Parents/carers will be contacted where the injury is causing concern or, if appropriate, emergency medical treatment will be sought.

Where an accident is judged to be of a serious nature, first aid will be provided and the child comforted while the parent/carer is contacted and/or the emergency services called. This may include calling an ambulance, in which case a familiar adult will accompany the child to hospital.

Staff and Other Adults

Where a member of staff or other adult (other adult includes parents, governors, visitors, contractors, students on work experience and any other adult authorised to be on the school site) is involved in an accident at school, first aid will be provided and the next of kin contacted for members of staff. Where time is of the essence, an ambulance will be called or the casualty will be taken to a Health Centre or Addenbrookes Hospital for treatment.

Major Accident Checklist

In the case of a major accident where the Appointed Person has assessed that the pupil or adult requires urgent hospital treatment, the following actions must take place:

- First aid is administered, if appropriate.
- An ambulance is called immediately.
- The Headteacher is notified, even when off site.

- Parents/carers/next of kin are contacted and asked to meet at the hospital, or at school if there is time before the ambulance departs.
- A member of staff or the parent/carer accompanies the pupil/adult in the ambulance.
- The incident is logged on **Medical Tracker**, **Smartlog** and the Local Authority's online reporting system (**IRF96**) as soon as possible.
- A member of the Senior Leadership Team follows up with parents/carers.
- The school investigates the incident to establish whether changes are required to prevent a similar occurrence.

Care Plans/Food Allergies

Pupils with known medical needs have an individual healthcare plan, which is stored securely via Medical Tracker and shared only with staff who need access in order to fulfil their duty of care. Essential medical information, including allergy and emergency response requirements, is made available to relevant staff in a safe, proportionate and GDPR-compliant format to ensure timely and appropriate action in an emergency.

Emergency prescribed medication is stored securely in the office or in designated locations as set out in the pupil's care plan. Medication for pupils with ongoing medical needs is also kept securely in accordance with the care plan and school procedures.

For pupils with food allergies or dietary requirements, essential information is shared with the kitchen team to ensure that trigger foods are avoided and that safe alternatives are provided.

For EYFS pupils, snack and meal times are always supervised by staff, and at least one adult present holds a current Paediatric First Aid qualification so that immediate response to choking, allergic reaction or medical need is available.

Record Keeping

All medical issues and records of first aid are recorded on **Medical Tracker**. Records include:

- Date and time of incident
- Name of child/adult
- Name of the person providing treatment
- Details of the treatment provided
- Any follow-up advice or recommendations, including when to seek further medical attention

Medical Tracker is a secure system containing confidential information. Where the medical need is severe or meets criteria for Local Authority reporting, a member of SLT will arrange for the incident to be logged on the County's online accident reporting system (**IRF96**).

Medical Tracker records are reviewed termly by SLT to identify patterns, recurring incidents or areas of concern. Any issues identified will be highlighted to the Headteacher and acted upon as part of ongoing health and safety monitoring.

School Activities

School will ensure a first aider or staff member with emergency first aid training is on site for all pupil 'after school' clubs and activities run by the school. Where it is a private or community letting, it is the responsibility of the hirer to ensure they have appropriately trained first aid support and an emergency phone.

Employee Responsibility

Each member of staff at Bassingbourn is expected to ensure their own safety and the safety of their colleagues by acting responsibly at all times. In addition, the care and safety of the children should be paramount in their working day at Bassingbourn.

First Aid for a Lone Worker

Working unaccompanied on the school site should be avoided wherever possible. Where it is essential for an employee to work alone on the school site, he/she will inform the Head, or in the case of the Head, the Premises Manager, to make them aware that they are on site and when they expect to leave. They should have access to the school phone system or a mobile phone and a first aid box.

Insurance

In the event of a claim alleging negligence by a member of staff, action is likely to be taken against the employer rather than the employee. Cambridgeshire County Council's insurance explicitly states that employees who assist in any medical procedure are acting within the scope of their employment and are indemnified.

Monitoring and Review

This policy will be reviewed every year by the Headteacher and Governing Board, or sooner if there are significant changes in legislation, guidance, staffing structures or first aid arrangements.