



King's Academy  
**Rowner**

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## First Aid Policy

Approved by:		Date:	June 2025
Maintained by:	Georgina Mulhall	Next review due:	



## Contents

1. Policy Statement	3
2. Aims and Objectives	4
3. Roles and Responsibilities	4
4. Training and Qualifications	4
5. Facilities and Equipment	5
6. Procedures	5
7. Medical Conditions	6
8. Administering Medication	6
9. Record Keeping and Reporting	6
10. Monitoring and Review	7

## 1. Policy Statement

At King's Academy Rowner, we are committed to providing a safe and healthy environment for all pupils, staff, and visitors. We aim to prevent accidents and injuries through proactive risk management and to respond to medical incidents with effective and appropriate First Aid.

This policy outlines our arrangements to ensure that First Aid provision meets the requirements of:

- The Health and Safety at Work Act 1974
- The Education (Independent School Standards) Regulations 2014
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE Guidance: *First Aid in Schools* and *Supporting Pupils with Medical Conditions*

## 2. Aims and Objectives

We will ensure that:

- A comprehensive First Aid Needs Assessment is regularly reviewed to inform our provision.
- There are sufficient trained and qualified First Aiders on site at all times when pupils are present.
- Staff understand their roles in the event of a medical emergency.
- Facilities, First Aid kits and emergency medications are properly maintained and accessible.
- Accurate records are kept of all incidents requiring First Aid.
- Parents/carers are promptly contacted if their child requires medical attention
- Parents/carers are informed of any head injury involving their child.

## 3. Roles and Responsibilities

Executive and Associate Headteacher

- Ensure compliance with statutory duties.
- Appoint trained First Aiders and maintain appropriate cover.



- Oversee record-keeping and reporting.

Qualified First Aiders:

- Respond to incidents and provide care within the limits of their training.
- Maintain First Aid kits and emergency equipment (e.g. inhalers, auto-injectors, defibrillator).
- Liaise with parents and carers as needed.

Please note, at least one First Aider will hold a current paediatric or full First Aid at Work certificate.

All Staff:

- Be aware of this policy and know how to summon help.
- Take appropriate action in an emergency, including alerting First Aiders.
- Follow medical risk assessments and Individual Healthcare Plans (IHPs) for pupils.

#### 4. Training and Qualifications

- All First Aiders are trained to an appropriate level, including paediatric First Aid where relevant.
- Training is renewed in line with statutory timeframes (every three years or sooner if required).
- All staff receive annual training in the use of EpiPens and emergency asthma inhalers.

#### 5. Facilities and Equipment

A designated First Aid Room is located by the school office and is equipped with:

- A sink with running water.
- A stocked First Aid kit and relevant PPE.
- Access to an accessible toilet.

Please note, if a bed is required, the Medical Room in the lower school can be used.

First Aid kits are located in:

- The First Aid Room (accessible toilet by reception)
- School Kitchen
- The Hive
- Music Room
- Offsite Visit Green Packs (stored in the First Aid Room)

Emergency equipment includes:

- Emergency inhaler (with parental consent)
- Emergency auto-injector (with parental consent)
- Defibrillator



- Glucose (Dextro tablets and sugared drinks)

## 6. Procedures

Responding to an Incident:

- A First Aider will assess the situation and deliver First Aid as appropriate.
- For serious incidents, an ambulance will be called immediately.
- Where head injuries or other significant concerns arise, parents/carers will be contacted directly by text and where possible a phone call also.

Parental Notification:

Parents/carers will be notified if the injury:

- Involves a head bump
- Is serious or results in visible bruising or bleeding
- Requires monitoring or hospital attention
- It is a recurring issue (e.g. repeated nosebleeds)

Transport to Hospital:

- An ambulance will be the default option.
- If not available, and the situation permits, two staff members may accompany the child in a private vehicle (only with HT authorisation).
- Staff will remain with the pupil until a parent/carer arrives.

Follow-up in Class:

- The teacher will be informed if a child needs monitoring or support following an injury.
- For minor nosebleeds or similar, a courtesy text or email will be sent.

## 7. Medical Conditions

Asthma:

- Inhalers are kept with pupils, clearly labelled in green pouches.
- They must accompany the pupil on all trips and PE activities.

Allergies & Anaphylaxis:

- Photos and dietary notes are shared with the kitchen. Children will wear a lanyard as provided by the catering company.
- Emergency medication (e.g. auto-injectors) is kept in the school office unless otherwise arranged.



- All staff are made aware of children with serious medical needs.

## **8. Administering Medication**

- Prescription medication will only be administered where a completed permission form is provided.
- All medication must be handed to the office and will be returned only to the parent/carer, not the child.
- Non-prescription creams, ointments, and cold compresses are not used unless prescribed or in accordance with IHPs.

## **9. Record Keeping and Reporting**

- All accidents and incidents are recorded on our Arbor MIS system.
- The following is recorded:
  - Name of injured person
  - Date, time, location and nature of injury
  - First Aider name and actions taken
  - Any follow-up communication

Serious incidents will also be reported in accordance with RIDDOR where applicable.

## **10. Monitoring and Review**

This policy will be reviewed every two years or sooner if there are significant changes to legislation or local arrangements.