Shakespeare Junior School
First Aid Policy 2026

Name Of School:	**Shakespeare Junior School**
Date Of Policy Review:	**October 2026**
Date Of Next Policy Review:	**October 2027**
Name(s) Of Responsible Manager:	**Mrs Wilson & Miss Lewis**
Name Of Headteacher:	**Mrs Wilson**

Policy Statement

Shakespeare Junior School will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Overall responsibility for first aid at Shakespeare Junior School is held by the headteacher who is the responsible manager. However, day to day delivery of first aid is delegated to specific staff.

All first aid provision is arranged and managed in accordance with the Corporate First Aid Policy.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises
    - It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
    - The Children's Services First Aid Needs Assessment Form will be used to produce the First Aid Needs Assessment for our site

- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment, this includes PPE
- Ensuring the above provisions are clear and shared with all who may require them

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

Qualified First Aiders

At Shakespeare Junior School there are 2 qualified first aiders (who have completed the HSE First Aid at Work approved 3 day course) renewed every 3 years. They are as follows:

- Hilary Powell
- Carol Munday
- Sam Leary

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Emergency First Aiders (3hr training)

At Shakespeare Junior School all staff complete a 3hr emergency first aid in schools course, renewed on a 3 year cycle which includes anaphylaxis, asthma and defibrillator training.

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. New staff will be captured in the next round of training.

First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- First aid kit cupboard and large emergency first aid kit box are situated in the medical room
- Backpack first aid kits are situated in each classroom and can be used for activities outside the building as well

It is the responsibility of the appointed person to check the contents of all first aid kits every half term and record findings on the Children's Services First Aid Kit Checklist. Completed checklists are to be stored in the file in the Admin Office. A reminder for this check will be triggered by the bring-up diary system.

The Medical Area is designated as the first aid area for treatment, sickness and the administering of first aid. Available in this area are:

- Seating/bed, first aid kit with running water nearby in the medical room

Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and **make a balanced judgement** as to whether there is a requirement to call an ambulance.

The first aider/appointed person is to always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- For specific children with complex medical conditions as per guidance agreed and shared with staff

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires attendance at hospital
- is a significant bump to the head

- any injury where we believe the parent should be informed. We err on the side of caution and contact parents regularly so they are aware and expectant of the (minor) injury

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable.

In the event that parents cannot be contacted and the injury is serious or resulted in the child being taken to hospital we will continue to try to make contact with the parent each hour.

In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required).

Parents are informed of bumps to the head through a written note. This is always accompanied by a call home to explain the reason for the note and to ensure the child is monitored at home.

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Where the school have arrangements to let/hire out buildings to external organisations there need to be arrangements in place to co-ordinate the first-aid arrangements with the hirer. This is managed by Wendy Morby/Richard Burt who will ensure that these arrangements are recorded in the lettings/hire agreement.

The first-aid arrangements for school organised trips/visit are included in the Educational Visit risk assessment. These are reviewed for each trip/visit and the level of first-aid provision is reviewed to ensure adequate cover is provided for the trip/visit, and that sufficient cover is retained at the school to cover those who stay at school.

Records

All accidents requiring first aid treatment are to be recorded in the accident book with (at least) the following information:

- Name of injured person
- Name of the qualified/emergency/school/ first aider or appointed person
- Date of the accident
- Type of accident (eg. bump on head etc)
- Treatment provided and action taken
- All first aid is recorded in an accident book and a duplicate copy held in school and a copy sent home to the parents
- During lunchtime the appointed first aid person records all accidents in the accident book and writes the appropriate letter. More serious accidents are recorded according to county procedures

Procedure for administering first aid in classrooms

Every classroom at Shakespeare Junior School has a backpack of first aid equipment, which contains such items as plasters, sterile wipes, instant ice packs and gloves, etc. Classroom staff are expected to deal with minor injuries in class such as cuts and grazes, and minor nosebleeds.

If a child has a significant injury or a significant nosebleed that does not stop the class should send up a sensible child with a note to the office to ask for help.

If there is only one adult in the class and the child is well enough to be sent to the office, they should be accompanied by another pupil from the class for the office to deal with the first aid incident.

Staff complete an accident slip for all treatment and ensure that it goes home with the child.

Please note that we **will not** automatically contact you each time your child is sent to the school office, we will record it and you will receive a copy of our record.

Procedure for assessing unwell pupils & sending home

At Shakespeare Junior School we know that it is important for pupils to have excellent attendance in order to help achieve good learning and when children are sent home unnecessarily during the school day this is equally detrimental to their learning.

We will use our common sense when assessing children, as you do as parents, and use the knowledge of their class teacher, who will be best situated to know what is 'normal behaviour' for each individual child.

If a child is sent to the office, they will be given the chance to remove jumpers/cardigans (in order to cool down), have a drink of water and rest out of the class environment. Their temperature will be taken. If they do not present any of the following, they will be sent back to class.

We will only send children home when they have any of the following symptoms:

- Vomiting
- Diarrhoea
- Appear feverish (i.e., pale, sweaty, shivering). We will take their temperature and if abnormally high or low we will contact you.

Please be assured that if we are concerned that your child is displaying more serious symptoms, we will seek immediate medical assistance and contact you as soon as possible.

If a child is unwell during lunch break, the lunchtime staff **must** refer to the class teacher to ascertain their opinion of the children during lesson time. They will be given a chance to rest and if they do not present any of the above symptoms they will be sent back to class at the end of lunch break.