



OLD BUCKENHAM HALL

A leading co-educational preparatory school for children aged 2-13 years

First Aid Policy

OBHP11

Policy owner: School Nurse
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First Aid Policy

This policy also covers EYFS pupils (Pre-Prep)

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Statement of intent:

Old Buckenham Hall is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils 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, pupils and visitors.

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

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, 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 pupils are aware of the procedures in the event of any illness, accident or injury.

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.

Definition and background:

Definition - First aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut. First aid is generally performed by the layperson, with many people trained in providing basic levels of first aid, and others willing to do so from acquired knowledge.”

Background - Under the Health and Safety (First Aid) Regulations 1981, employers are responsible for providing adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel based on a first aid needs assessment.

Although the regulations do not require employers to provide first aid for anyone other than their own employees, the DfE strongly recommends that all schools consider the needs of non-employees such as pupils and visitors when making provision for first aid, and that First Aid provision must be available:

- While people are on school premises.
- When staff and pupils are working elsewhere on school activities, including any off-site activity such as educational visits

Legal framework:

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- 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 (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2022) National Minimum Standards for boarding schools
- DfE (2024) 'Early years foundation stage (EYFS) statutory framework'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'

The policy will be implemented in conjunction with the following school policies:

- The Medical Care Policy (OBHP22)
 - The Medical Care Policy gives specific advice on treatment of minor injuries, common chronic illnesses (including asthma and anaphylaxis), incidents that may necessitate calling an ambulance, storage and administering medication protocols, and infection control.
- Behaviour Policy (OBHP04)

- Child Protection and Safeguarding Policy (OBHP23)
- Educational Visits and School Trips Policy (OBHP34)
- Health and Safety Policy (OBHP13)

Roles and responsibilities:

The Governing Board will be responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that a first aid needs assessment is undertaken to inform policy, practice and protocol.
- Ensuring that all relevant risk assessments are conducted to ensure the health and safety of the school community.
- Ensuring that there is a sufficient number of qualified first aiders within the school based upon the school's risk assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or educational visits.
- 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 pupils and others complies with the relevant legislation and guidance.
- Ensuring that the school has:
 - Suitably stocked first-aid kits.
 - An appointed person to take charge of first-aid arrangements. (the School Nurse)
 - 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 pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

The School Nurse is to be registered with the NMC, and is responsible for carrying out the day to day organisation and management of First Aid provision. She will advise on all professional nursing / medical matters and ensure that the arrangements for First Aid throughout the School are implemented in a safe and effective manner.

The School Nurse (The Appointed Person) is to:

- Ensure that respective staff are nominated and adequately trained in first aid
- Monitor the number of trained first aiders and alert them to the need for refresher courses and organise their training.
- Take charge when someone is injured or becomes ill and record all actions on iSams.
- Manage the acquisition and maintenance of all first aid equipment eg restocking the first aid boxes and keep associated records
- Maintain school vehicle first-aid equipment

- Ensure that professional medical help is summoned without delay when appropriate.
- Ensure that parents are advised of any injury to their child as soon as is reasonably practicable.
- Manage the maintenance and facilities in the Surgery
- Store / secure / maintain all medicines including associated records
- Maintain a Medical notice board in the staff room
- Promulgate information on the location of equipment, facilities and first-aid personnel.
- Maintain any necessary medical records required on-site
- Liaise with the School Doctor as required
- In conjunction with the school housekeeper, manage the collection, storage and disposal of medical waste

Put in place hygiene and infection control measures as required.

The Finance and Operations Director is to:

- Ensure that all necessary supplies and facilities are provided for the provision of First Aid.
- Manage the activities of any contractors on-site to promote safe systems of work and ensure, where possible that contractors manage their own risk
- Provide a suitable room for medical treatment and other rooms for the care of sick children during school hours.
- Be responsible for RIDDOR reporting and the receipt and dissemination of associated correspondence.
- Undertake a Risk Assessment of First Aid requirements to be reviewed at least annually, and because of that risk assessment, in conjunction with the School Nurse, ensure that enough first aiders are nominated and trained.
- Ensure records of training and first aid incidents are maintained
- Ensure that a review of first-aid needs is undertaken following any significant changes at the School e.g. staff, buildings / activities / off-site facilities, etc

Teachers and other staff are expected to be aware of the Policy and its provisions and co-operate fully in its implementation. They should consider the needs of pupils arising from particular events and activities and make recommendations to the School Nurse for additional or varied first aid provision. Examples may include Sport Activities, School trips, Outward Bound trips, Science labs, Cookery room, DT and Art room requirements.

Matrons are to:

hold an enhanced level of First Aid qualification. (e.g. Paediatric First Aid, First Aid at Work)

In the absence of the School Nurse, take charge when someone is injured or becomes ill and advise the Duty Staff and/or houseparent accordingly. They should ensure that professional medical help is summoned without delay when appropriate and be responsible for ensuring that the parents of a pupil are informed of any accident or minor injury on the same day or as soon as is reasonably practicable. The matron does not have to personally make the call, it could be a more senior member of staff, however the matron must ensure it has been done and recorded on iSams.

First Aiders* (This is a voluntary post) are to:

Complete a training course approved by the HSE.

EYFS staff complete Paediatric First Aid courses

Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school

When necessary, ensure that an ambulance or other professional medical help is called.

A record of any first aid treatment given by first aiders or appointed persons should include:

the date, time and place of incident

the name of the injured or ill person

details of their injury/illness and what first aid was given

what happened to the person immediately afterwards

name and signature of the first aider or person dealing with the incident.

First aid provision:

First aid needs assessment

The school will regularly monitor and assess its first aid arrangements by conducting a first aid needs assessment.

The school will ensure that this assessment informs first aid policies and protocols and that arrangements continue to be appropriate and take account of:

- Hazards and risks on the school premises.
- The size of the school.
- The needs of any vulnerable individuals onsite.
- The nature and distribution of pupils and staff throughout the school.

The school will ensure that first aid provision is sufficient and can be always administered without delay.

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.

The school will expect teachers and other staff working with pupils to always use their best endeavours, particularly in emergencies, to secure the welfare of pupils in the same way that parents might be expected to act towards their children.

The school will make staff aware of the government guidance which stipulates that, in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Material, equipment and facilities

The school will provide sufficient materials and equipment to meet the needs identified in the first aid needs assessment and ensure that these are suitably labelled, accessible and available at all times.

First aid containers

The school will ensure it has suitably stocked first aid boxes in line with the first aid needs assessment.

First Aid boxes will be provided in areas of the school where accidents are considered most likely. A First Aid box will be held in every school vehicle and provided for all hired vehicles.

As there are no statutory requirements in place the school will, where there is no special risk identified, follow the HSE guidelines on the minimum provision of first aid items, as set out below:

- 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 unmedicated wound dressings
- 2 large and medium-sized individually wrapped sterile unmedicated wound dressings

- 3 pairs of disposable gloves

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

The School Nurse 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.

General Principles

- Staff, pupils and parents will be informed of the School's First Aid arrangements and procedures.
- In the event of an accident or injury to a pupil, it is important to remember the responsibilities of the School 'in loco parentis'. Not only must the pupil receive immediate attention, either at the site of the accident or in the Surgery, but it is important to ensure that all necessary follow up action is taken.
- Parents will be informed immediately if the accident is sufficiently serious for referral to hospital. The pupil's Form Tutor and the Head of Pastoral Care (or member of SLT) will be informed if transfer to hospital is needed at the earliest opportunity. For other injuries the School Nurse will contact a parent/guardian as appropriate following a proper assessment.
- Relevant training is provided and training needs are monitored.

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 the School Nurse or first aider.

If called, the School Nurse or 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. An emergency 999 ambulance should be called when the School Nurse or a qualified First Aider has assessed a casualty and deemed it necessary to do so based upon the knowledge acquired through their training.

Usually this will be for casualties with the following problems:

- any instance in which it would be dangerous to approach and treat a casualty
- unconscious
- not breathing
- not breathing normally and this is not relieved by the casualty's own medication
- severe bleeding
- suspected fracture to lower limb or compound fracture
- severe asthma attack
- collapsed diabetic
- neck or spinal injury
- injury sustained after a fall from a height (higher than 2 metres)
- injury sustained from a sudden impact delivered with force (e.g. car knocking a person over)

- anaphylaxis (make sure to use this word when requesting an ambulance in this case)
- seizure activity that is not normal for the casualty, especially after emergency medication has been administered
- symptoms of a heart attack or stroke
- rapid deterioration in condition despite the casualty not initially being assessed as requiring an ambulance

IF IN DOUBT, IT IS BETTER TO CALL FOR AN AMBULANCE THAN NOT

If the School Nurse or a qualified First Aider is not available, the above guidelines should be used to determine whether to call for an emergency ambulance.

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 pupil, 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 pupil in the ambulance and calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil is taken to a hospital or doctor in a staff car, (consider if **two** staff members are required – one to drive the car, and one who is a first aider, to sit with the pupil in the back seat and attend to their medical needs). The pupil'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 pupil 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 pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils 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’](#).

Offsite visits and events:

Before undertaking any offsite visits or events, the teacher organising the trip or event will liaise with the School Nurse and 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 (OBHP34)

Accommodation:

The surgery will be used to enable the medical examination and treatment of pupils and for the short-term care of sick or injured pupils. 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.

Reporting and Recording:

The reporting process for Accidents and Incidents will be predicated by their seriousness and follow the guidance in the Health and Safety Policy (OBHP13)

The School Nurse records on iSams, all visits to her by pupils and staff requiring attention or treatment. This covers illnesses, dispensing medication and accidents.

The following details are recorded:

- The date, time and place of the incident
- The name of the injured or ill person
- Details of the injury or illness and what first aid was given or treatment administered
- What happened next – eg were parents contacted, was a pupil sent home or to hospital

Any accidents involving pupils which may have been preventable, or which arose out of, or in connection with the premises or school activities are to be reported to the Director of Finance who will investigate and submit a RIDDOR report to the HSE if necessary

First Aiders are to complete the EVOLVE accident form online for any reportable injury, disease or dangerous occurrence. It should be completed immediately, and an alert sent to the Director of Finance.

It is important that any lessons learned from accidents are taken fully into account to prevent a recurrence. All incidents, including “near misses”, are logged and fully investigated. The investigation should be to determine: • What happened • The lessons that can be learned • Any changes that need to be made to risk control measures to avoid a reoccurrence.

Automated external defibrillators (AEDs):

The AED is located in the Reception area opposite the front desk. The use of AEDs is designed so that even lay bystanders can use them by following the voice prompts and this is then combined with cardiopulmonary resuscitation (CPR). However, the School aims to give an awareness and basic training to school staff and pupils in their use.

Kitt Medical Anaphylaxis Box:

- The anaphylaxis emergency box is kept outside the dining room.
- The school nurse maintains and checks the contents regularly.
- There is a key next to the box and spares kept in the surgery and at the school reception desk.
- Staff complete adrenaline autoinjector training

Early Years:

The school will ensure that it meets the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities.

In doing so the school will ensure the following:

- At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings - the certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS framework.

- PFA training is renewed every three years and is relevant for people caring for young children.
- All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3.
- Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.
- All newly qualified entrants to the early years workforce who have completed a level 2 or level 3 qualification on or after 30 June 2016, have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios. The school will organise PFA training to be renewed every three years. The list of staff who hold PFA certificates can be found in the First Aid Policy (OBHP11) and in the surgery.

First aiders

The School Nurse is the initial point of contact for First Aid at OBH.
A first aider will accompany pupils on visits out of school.

First aiders will be expected to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the school or on educational visits.
- Ensure that an ambulance or other professional medical help is called when appropriate.

When selecting first aiders, the school will consider the following factors set out in the government [guidance](#):

- 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.
- A balance across the various departments within school ie: Teaching, Domestic, Estates, Administration

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

The current first aid appointed person(s) are:

First Aid Trained Staff

Staff Name	Course Name	Expiry Date
Hannah Phillips	Paediatric First Aid	06.09.26
Graham Drury	Paediatric First Aid	06.09.26
Andrew Swiney	Paediatric First Aid	06.09.26
Rebecca Devine	Paediatric First Aid	06.09.26

Helen Jacques	Paediatric First Aid	06.09.26
Gareth Sanders	Paediatric First Aid	06.09.26
Claire Wilson	Paediatric First Aid	06.09.26
Russell Barrett	Paediatric First Aid	15.04.27
Alan Whitered	Paediatric First Aid	15.04.27
Ellie Bale	Paediatric First Aid	15.04.27
Alice Driscoll	Paediatric First Aid	15.04.27
Fiona Laphorne	Paediatric First Aid	15.04.27
Tracey Thornton	Paediatric First Aid	15.04.27
Debra Gooderham	Paediatric First Aid	15.04.27
Emma Easdale	Paediatric First Aid	15.04.27
Linda Williams	Paediatric First Aid	15.04.27
Lucy Lee	Paediatric First Aid	15.04.27
Juliette Morrison	Paediatric First Aid	10.07.28
Nicholas Pascalides	Paediatric First Aid	10.07.28
Lindsey Gridley	Emergency First Aid	03.01.27
Michael Pursell	Emergency First Aid	03.01.27
Chloe Hayes	Emergency First Aid	12.12.26
Steven Hayes	Emergency First Aid	13.01.27
Caroline Rice	Emergency First Aid	13.01.27
Gemma Gillott	Emergency First Aid	28.01.27
Jen Miller	Emergency First Aid	14.01.27
Julia Rivington	Emergency First Aid	04.01.27
Rob Miller	Emergency First Aid	14.01.27
Tiffany Blackhurst	Emergency First Aid	11.02.27
Helene Santaniello	Emergency First Aid	23.01.27
Annie Brown	Emergency First Aid	24.01.27
Mark Warrington	First Aid at Work	23.01.26
Kingsley Went	First Aid at Work	17.07.26
Kingsley Went	Emergency First Aid at Work	02.06.28
Kate Drury	Emergency First Aid at Work	02.06.28
Matilda Lumley	Emergency First Aid at Work	02.06.28
Tracey Thornton	Emergency First Aid at Work	02.06.28
Emma Barrett	Emergency First Aid at Work	02.06.28

Monitoring and review:

This policy will be reviewed annually, 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 August 2026