Lynnfield Primary School First Aid Policy 2026

1. Statement of Intent

Lynnfield Primary School is committed to providing safe, effective and legally compliant first aid provision for all employees, pupils and visitors. The school follows the Health and Safety (First Aid) Regulations 1981 and includes non-employees in its first aid needs assessment in line with HSE guidance.

Lynnfield Primary School will take every reasonable precaution to ensure the safety and wellbeing of all staff and pupils. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Mental Health and Behaviour Policy
- Safeguarding Policy
- Administration of Medications Policy
- Supporting Pupils with Medical Conditions Policy
- Food Hygiene Policy and Procedures
- Educational Visits and School Trips Policy

The Headteacher has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

2. Legal Framework

This policy complies with:

- Health and Safety (First Aid) Regulations 1981
- Health and Safety at Work etc. Act 1974; RIDDOR 2013
- DfE First Aid in Schools (2022); School Premises (England) Regulations 2012
- EYFS Statutory Framework 2025.

3. Aims

To ensure appropriate first aid provision, staff awareness, safe administration of medicines, and robust infection control procedures.

All staff should read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure this policy is followed in relation to the administration of first aid.

All staff will use their best endeavors, at all times, to secure the welfare of the pupils.

Anyone on the school premises is expected to take reasonable care for their own and others' safety.

The aim of this policy is to:

- Ensure that the school has adequate, safe and effective first aid provision in order 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 all staff and pupils 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 should 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 for the emergency services 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.

To achieve the aims of this policy, the school will have suitably stocked first aid boxes. Where there is no special risk identified, a minimum provision of first aid items would be:

- A leaflet giving general advice on first aid;
- Individually wrapped sterile adhesive dressings (assorted sizes);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins;
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile
- Unmedicated wound dressings;
- Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings; and
- One pair of disposable gloves.
- Equivalent or additional items are acceptable.

School also has a defibrillator on site that is maintained and checked.

Miss A. Izzett is responsible for examining the contents of first aid boxes. These should be checked frequently and restocked as soon as possible after use. Items should be discarded safely after the expiry date has passed.

First aid boxes are located in the following areas:

- Box 1 – located in main office (Elcho Street entrance)
- Box 2 – located in Leo's
- Box 3 – located in Nursery
- Box 4 – located in Reception
- Box 5 – located in Outside Year 1 Classroom
- Box 6 – located in lower Key Stage 2 corridor (opposite the kitchen)
- Box 7 – located in Library
- Box 8 – Cloakroom next to Large Hall
- Box 9 – Outside Y6 Classroom

4. Roles and Responsibilities

The Headteacher oversees first aid compliance. Designated First Aiders and trained staff administer first aid and medication. Posters around the school clearly identify staff qualified to provide first aid and administer medication.

Pediatric First Aid	• Amanda Izzett • Alisha Cleary • Victoria Roberstson • Leah Lockwood • Bridie Carlton • Kelly Lundrigan • Joanne Berry • Jay Mullen • Victoria Proudlock • Hayley Scott • Nabila Tariq • Beth Turner • Catherine Larkin • Pauline Weldrake • Sue Tait • Olwyn Askew • Michelle Walker • Mandy Spooner • Rochelle Edgar • Lloyd Procter • Megan Cairns • Mandy Brown • Laura Marshall • Leila Arnett • Alkuma Begum • Sima Begum
First Aid at Work	• Danielle Flattley

5. First Aid Needs Assessment

A first aid needs assessment is carried out annually considering staffing, pupil needs, risks, site layout, and accident trends.

6. First Aid Procedures

Staff must call 999 immediately when faced with a serious or life-threatening emergency. First Aiders provide immediate care and record treatment.

If an accident, 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.

In the event that the first aider does not consider that he/she can adequately deal with the presenting condition by the administration of first aid, then he/she should 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, one or more of the following actions will be taken:

- Administer emergency help and first aid to all injured persons. The purpose of this is to keep the accident victim(s) alive and, if possible, comfortable, before professional medical help can be called. Also, in some situations, action now can prevent the accident from getting more serious, or from involving more victims.
- Call an ambulance or a doctor, if this is appropriate – after receiving a parent's clear instruction, take the accident victim(s) to a doctor or to a hospital. Moving the victim(s) to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to make the move without making the injury worse.
- Make sure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
- See to any children who may have witnessed the accident or its aftermath and who may be worried, or traumatised, in spite of not being directly involved. They will need to be taken away from the accident scene and comforted. Younger or more vulnerable children may need parental support to be called immediately.

When the above action has been taken, the incident must be reported to:

- Headteacher or the Designated Safeguarding Lead
- The parents/carer of the victim(s)

7. EYFS Requirements

Paediatric First Aid (PFA) trained members of staff are on site whenever EYFS pupils are present and must accompany them on all trips. Pupils are monitored closely whilst eating with staff facing the pupils to ensure choking risks are reduced.

8. Administration of Medication
Medication is stored securely in original containers. Only trained staff administer medication following parental consent and school procedures. Medicines are always securely stored in accordance with individual product instructions.

All medicines shall 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. Controlled medications are kept under double lock and only designated staff members have access.

All medicines will be returned to the parent to arrange for safe disposal when they are no longer required.

Parents should advise the school when a child has a chronic medical condition so that staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy and diabetes. Appropriate school documentation will be signed by the parents in this regard.

Administering Medication	Emma White Megan Cairns Amanda Izzett Joanne Berry Louise Reid Olwyn Askew Mell Thompson Sue Tait

9. Illness Procedures
Ill pupils are supervised in a designated quiet space until collected. Exclusion periods follow UKHSA guidance.

10. Reporting and Record Keeping (including reporting to parents)
Accidents are recorded and RIDDOR-reportable incidents are notified in accordance with statutory requirements.

In the event of incident or injury to a pupil, at least one of the pupil's parents/carers must be informed as soon as practicable.

Parents/carers must be informed in writing and a telephone call made of any injury to the head, minor or major, and be given guidance on action to take if symptoms develop.

In the event of serious injury or an incident requiring emergency medical treatment, a designated member of staff will telephone the pupil's parents/carers as soon as possible.

A list of emergency contact details is kept on Arbor.

11. Training
All First Aiders maintain up-to-date certification. Staff receive periodic briefings on emergency response and medication procedures.

12. Monitoring and Review
The policy is reviewed annually by the Executive Headteacher and approved by Governors.