



First Aid and Medicines Policy

Statement of Intent

Cribden House School is committed to providing safe, effective and timely first aid provision for all pupils, staff, and visitors. The school recognises its duty of care and legal responsibility to ensure appropriate first aid arrangements are in place to deal with accidents, illnesses, or medical emergencies that may occur on or off the school premises.

This policy ensures that:

- Adequate and appropriate first aid equipment, facilities, and personnel are available.
- All staff, pupils, and visitors are treated with care and respect in any medical situation.
- Staff are trained and confident in responding to accidents, injuries, and medical emergencies, including choking and allergic reactions.
- First aid and allergy management procedures are consistent with the Safer Eating Policy, Supporting Pupils with Medical Conditions Policy, and Health and Safety Policy.

Nothing in this policy prevents any person from calling 999 in the event of a serious or life-threatening emergency.

Legal Framework

This policy is based on:

- *Health and Safety at Work etc. Act 1974*
- *The Health and Safety (First Aid) Regulations 1981*
- *The Management of Health and Safety at Work Regulations 1999*
- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*
- *DfE (2022) "First Aid in Schools, Early Years and Further Education"*
- *DfE (2017) "Supporting Pupils at School with Medical Conditions"*
- *DfE (2023) "Early Years Foundation Stage (EYFS) Statutory Framework"*

This policy should be read alongside:

- Safer Eating Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy

Roles and Responsibilities

The Governing Board

The Governing Board will:

- Approve, review, and oversee implementation of this policy.
- Ensure sufficient resources, training, and facilities are available.
- Monitor first aid provision and incident data to ensure compliance and continuous improvement.

Headteacher and Senior Leadership Team (SLT)

The Headteacher and SLT will:

- Implement and communicate this policy to all staff.
- Maintain an up-to-date list of trained first aiders and paediatric first aiders.
- Ensure adequate cover for first aid during all school hours, off-site visits, and events.
- Oversee reporting, follow-up, and review of all accidents, incidents, and near-misses on CPOMS.
- Ensure first aid provision aligns with pupils' individual health needs and risk assessments.

Office Staff

The Appointed Persons will:

- Oversee and monitor first aid arrangements and equipment.
- Ensure first aid kits are checked each half term, replenished, and in-date.
- Keep records of all trained first aiders and training expiry dates.
- Liaise with office staff and the school nurse to maintain medical information and emergency medication.

Staff

All staff are expected to:

- Familiarise themselves with the First Aid and Safer Eating Policies.
- Know the location of first aid kits and the names of trained first aiders.
- Supervise pupils safely and respond appropriately to injuries or illness.
- Record all incidents and actions on CPOMS promptly.

First Aid Provision

Cribden House School will provide first aid facilities that meet the needs of the school population and site layout.

First aid kits will be accessible at all times in key areas, including classrooms, dining areas, offices, and school vehicles.

Class First Aid Kits – Standard Contents

Each classroom kit must contain at least:

- First aid guidance leaflet
- 20 assorted plasters
- 10 sterile cleansing wipes
- 5 saline eye wash pods (10ml)
- 2 eye patches
- 1 revive aid (resuscitation face shield)
- 2 cold packs
- 4 pairs of disposable gloves

Checks:

- Carried out each half term, recorded on a checklist in each kit.
- Only qualified first aiders with a valid certificate (recorded in the office) may administer first aid.

Kits will be restocked regularly by Michelle Peel and any expired items will be replaced promptly.

First Aiders

The main duties of trained first aiders are to:

- Administer immediate first aid to pupils, staff or visitors.
- Arrange further medical assistance or emergency services if necessary.
- Maintain accurate records of treatment and incidents.
- Support pupils and staff during medical emergencies in line with training.

Training and Coverage

- Numerous Paediatric First Aid certificates.
- At least one Paediatric First Aider will be present whenever EYFS pupils (Wildflowers 1) are eating or drinking as per the *Safer Eating Policy*.
- Sufficient first aiders will be available on site at all times to ensure adequate cover.
- All certificates are renewed every three years.

A list of trained first aiders and paediatric first aiders is displayed in each classroom and staff area.

Automated External Defibrillators (AEDs)

AEDs are available on the school site in the school office and in the Ash Cabin. First Aid trained staff are trained in its safe use and clear visual instructions are displayed. The AED is checked regularly by Michelle Peel.

Emergency Procedures

If an incident, illness or injury occurs:

1. The nearest adult assesses the situation and calls for a first aider.
2. If serious or life-threatening, 999 is called immediately.
3. The first aider provides care and monitors the casualty until medical help arrives.
4. The Headteacher or SLT member is informed without delay.

5. Parents/carers are contacted as soon as possible.
6. The incident is recorded on CPOMS.

When a pupil needs hospital treatment:

- A staff member accompanies the pupil and remains until a parent arrives.
- Another staff member contacts parents and updates SLT.

First aiders involved in serious incidents will be offered debrief and emotional support.

Allergies, Medical Conditions and Safer Eating

Cribden House is a nut-free environment.

In line with the *Safer Eating Policy*:

- All staff must be familiar with each pupil's Individual Risk Assessment (IRA) detailing allergy and medical information.
- A Paediatric First Aider must be present in EYFS during all eating and drinking times and on-call for other classes.
- Emergency medication (EpiPens, antihistamines, suction or feeding aids) must be easily accessible during meals.
- Staff must supervise pupils closely to reduce choking risk.
- Eating areas must be cleaned before and after meals, and emergency plans displayed.

In any allergic reaction, choking or medical emergency:

- The Paediatric First Aider takes charge.
- Emergency medication is administered according to the pupil's care plan.
- 999 is called if required, and parents are notified immediately.
- The incident is recorded on CPOMS and reported to SLT.

Record Keeping and Reporting

- All first aid incidents must be recorded on CPOMS, including the nature of injury, treatment given and staff involved.
- Parents are notified of all significant injuries or illnesses and a Bump to the Head letter is issued for any head injury.
- The School Business Manager or Headteacher ensures all RIDDOR-reportable incidents are submitted promptly.
- SLT reviews incident data termly to identify trends or risks.

Offsite Visits and Events

Every offsite activity must include:

- A risk assessment, including first aid provision.
- A portable first aid kit.
- Emergency medication for pupils with medical needs.
- Emergency contact details.

When planning off-site visits and activities, it's essential to include first aid provision as part of the risk assessment and planning process. The appropriate requirements should consider:

- The nature of the activity
- The nature of the group
- The potential injuries related to the activity
- The degree of isolation from emergency services support (both in terms of distance and response time)

First aid which is appropriate to the activity being undertaken must be always available and accessible. The level of first aid cover and the number of qualified first aiders required will be identified by the risk assessment (Form 5). For most Type A visits, it will be sufficient that the Visit Leader has a good working

knowledge of first aid and a suitably stocked first aid kit is carried. For Type B visits, it is generally a requirement that a suitably qualified first aider is present at all times when the group is off site. On any visit, all adults in the group must know the emergency arrangements (Form 10) and how to contact the emergency services.

Storage of Medication

- Medication is stored securely and labelled clearly with pupil details and dosage.
- Kept in original containers with prescriber's instructions.
- Expired or no-longer-needed medication is returned to parents for disposal.
- Spare emergency medication is stored in the school office.

Monitoring and Review

This policy will be reviewed annually, or sooner if:

- There are significant changes to pupil needs or staffing.
- An incident prompts procedural review.
- Updated local authority or DfE guidance is issued.

Staff are informed of all updates and training records are reviewed as part of annual safeguarding and health and safety reviews.

Policy created October 2025
Next review due: September 2026