First Aid Policy

Ludlow Junior School

Date of last review: January 2026

Date of next review: January 2027

Date approved: 3rd February 2026

Approved by: Policy Working Party

1. Purpose

Ludlow 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.

Responsibility for first aid at Ludlow Junior School is held by the Headteacher who is the Responsible Manager.

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

2. Aims & Objectives

Our first aid policy requirements will be achieved by:

- Using the children's services first aid needs assessment form to produce the first aid needs assessment for our site.
- Carrying out a first aid needs assessment to determine the first aid provision requirements for our premises.
- Ensuring the first aid needs assessment is reviewed periodically or following any significant changes that may affect first aid provision.
- Ensuring that there are a sufficient number of trained first aiders 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.
- Ensuring the above provisions are clear and shared with all who may require them.
- The responsible manager will ensure that appropriate numbers of qualified first aiders, appointed persons and paediatric 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.

3. First Aid Staff Provision

3.1 Qualified First Aid Staff

At Ludlow Junior School staff may be 'First aid at work' (3 day) qualified, or 'Emergency first aid at work' qualified. These staff are described with their qualifications in appendix A.

They will be responsible for administering first aid (to adults) 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 (e.g. first aid kit inspections).

3.2 Appointed Persons

The appointed persons within the Senior Leadership Team, Site Team and Admin Team are described in appendix A

Where the first aid needs assessment identifies that qualified first aid staff are not necessary, the minimum requirement is to appoint a person (the Appointed Person) to take charge of first aid arrangements including looking after equipment/facilities and calling the emergency services.

3.3 Schools First Aid Staff

At Ludlow Junior School there are members of staff with the Paediatric First Aid qualification, described in appendix A.

This optional, bespoke training for school staff is available to assist the school in meeting its own duty of care towards its pupils. It is not a substitute for HSE approved first aid training which qualifies staff to provide first aid to other adults. This training should be provided only where:

- additional training is considered to be required for Appointed Persons in order to enhance their role to provide first aid to children; and/or
- other staff, in addition to Qualified First Aiders, are also considered to require some level of training in order to provide first aid to children

4. First Aid Equipment

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

- 12 first aid kits on the premises – they are clearly marked in each area with posters.
- 5 travel first aid kits - these kits are in the school trip bags and on the school minibus.
- A defibrillator and anaphylaxis kit are available for emergency use and are located within Main Reception.

It is the responsibility of the site team, who are appointed persons, to check the contents of all first aid kits monthly and record findings on the first aid check sheet. Completed checklists are stored electronically on the school network.

5. First Aid Provision

At Ludlow Junior School, we have defined accidents as follows:

Tier	Type of injury	First Aid administration	Recording
Tier 1	Minor cuts, grazes, bruises, red marks etc	First aid administered by a first aider	Recorded on Medical Tracker by first aider who administered first aid, Medical Tracker email notification sent to parent/carer
Tier 2	Minor head bumps Twist or sprain	Injury assessed and first aid administered by first aider	Recorded on Medical Tracker by first aider who administered first aid, Medical Tracker email notification sent to parent/carer. Red ‘head bump’ wrist band given (for head injuries).
Tier 3	Serious head injury including face and teeth	Injury assessed and first aid administered by first aider	Recorded on Medical Tracker, by first aider who administered first aid, email notification

	Serious Twist, sprain or suspected break Significant cut or bruising Faints or seizures Significant allergic reaction Choking / restricted air way		sent to parent/carer. Phone call home to parent/carer to inform them of injury and arrange collection if required. Call Ambulance if required

6. Emergencies

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.

An ambulance is always to be called 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 the first aider is unsure of the severity of the injuries
- whenever the first aider is unsure of the correct treatment

In the event of an accident involving a child, where appropriate, it is our policy to notify parents by email notification from Medical Tracker and contact using all telephone numbers available, if their child's accident is:

- considered to be a serious injury
- requires attendance at hospital

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.

In the event that parents cannot be contacted and a message has been left, our policy is to continue to attempt to make contact with the parents. 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).

7. Record Keeping

All accidents/emergencies requiring a first aider to administer treatment are to be recorded with the minimum data:

- Name of injured person
- Name of the qualified first aider/appointed person
- Date of the accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

All information will be kept in line with the Trust's GDPR and data protection policy.

8. Safeguarding

All necessary steps are taken to keep the children in the care of Ludlow Junior School safe and well. Any safeguarding or welfare issues will be dealt with in line with the School's Child Protection and Safeguarding Policy.

9. Trustees

Any Tier 3 injuries will be reviewed with our Health and Safety Trustee and every term, our Health and Safety Trustee will review all injuries recorded on Medical Tracker to identify any patterns and provides a termly report to the Board of Trustees.