



ST JOHN'S SCHOOL
SIDMOUTH, UNITED KINGDOM

Health and First Aid Policy

Policy owner: Head of School

Approved by: Directors

Applies to: Whole school, including EYFS, Junior School, Senior School, boarding, day pupils, full boarders, flexi boarders, staff, visitors, school activities, educational visits and off-site activities

Reviewed: June 2026

Next review due: June 2027

Purpose

St John's School is committed to protecting the health, safety and welfare of pupils, staff, visitors and others affected by the school's activities.

The purpose of this policy is to set out the school's arrangements for first aid provision, accident response, first aid equipment, first aid training, accident recording and relevant health procedures.

This policy applies across the whole school, including EYFS, Junior School, Senior School, boarding, school activities, educational visits and off-site activities.

This policy should be read alongside the Health and Safety Policy, Safeguarding and Child Protection Policy, Supporting Pupils with Medical Conditions Policy, Administration of Medicines Policy, Care of Unwell Pupils Policy, Educational Visits and Off-Site Activities Policy, Critical Incident and Emergency Management Policy, EYFS Policy, Boarding policies, Data Protection Policy and Records Retention Schedule.

Legal and guidance framework

This policy has been prepared with regard to:

- Keeping Children Safe in Education
- Education (Independent School Standards) Regulations 2014
- Health and Safety at Work etc. Act 1974
- Health and Safety (First-Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Statutory framework for the Early Years Foundation Stage
- National Minimum Standards for Boarding Schools
- DfE guidance on first aid in schools, early years and further education
- DfE guidance on supporting pupils with medical conditions, where applicable or appropriate

- UKHSA health protection guidance for education and childcare settings, where relevant
- UK GDPR and Data Protection Act 2018

Aims

The school aims to:

- Provide adequate and appropriate first aid arrangements
- Ensure that first aid can be accessed promptly when needed
- Ensure that first aid provision reflects the age, needs and activities of pupils
- Maintain suitable first aid equipment and facilities
- Ensure that staff understand how to seek first aid support
- Ensure that accidents, injuries, head injuries and near misses are recorded and reviewed
- Inform parents, carers or educational guardians where appropriate
- Support pupils with medical needs through appropriate planning and communication
- Maintain appropriate first aid arrangements for EYFS, boarding, educational visits and off-site activities
- Follow external reporting requirements where applicable

Scope

This policy covers first aid and immediate health response.

It does not set out the full procedures for medicines administration, long-term medical conditions, infectious illness, care of unwell pupils, mental health, safeguarding concerns, trips or critical incidents. These are covered in separate policies and staff procedures.

This policy applies to pupils, staff, visitors, contractors, volunteers, parents and any other person on school premises or taking part in school activities.

First aid needs assessment

The school will maintain first aid arrangements based on an assessment of need.

The assessment will take account of:

- The number and age of pupils
- EYFS requirements
- Boarding provision
- Site layout
- School activities
- Sport and physical education
- Science, food technology, design and practical activities
- Educational visits and off-site activities
- Residential activities
- Known medical needs
- Staffing levels

- Out-of-hours provision
- Accident history
- Availability of emergency services

The first aid needs assessment will inform the number of first aiders, location of first aid kits, equipment, training and supervision arrangements.

First aid provision

The school will ensure that there are adequate numbers of trained first aiders available during the school day and during activities where first aid provision is required.

First aid provision will be available during normal school hours, EYFS provision, boarding time, school activities, fixtures, educational visits and off-site activities where pupils are under the school's care or supervision.

The School Nurse, Matron, first aiders and trained staff will provide first aid support according to their role, training and availability.

Where first aid is required, staff should seek assistance promptly and ensure that pupils remain supervised.

Where emergency medical treatment is required, staff must call emergency services without delay.

EYFS first aid

The school will maintain paediatric first aid arrangements in EYFS in accordance with EYFS requirements.

At least one person with a current paediatric first aid certificate will be available and on the premises when EYFS children are present, and will accompany EYFS children on outings where required.

EYFS first aid arrangements will take account of the age and vulnerability of children, supervision requirements, outdoor play, toileting, meals, sleep, trips, allergies and medical needs.

Accidents and injuries involving EYFS children will be recorded and parents or carers will be informed in accordance with EYFS procedures.

Boarding first aid

The school will maintain appropriate first aid arrangements for full boarders and flexi boarders.

Boarding staff will know how to access first aid support, emergency medical care, pupil medical information and emergency contact information during evenings, nights, weekends and any other boarding periods.

Where a boarder becomes unwell or injured, staff will respond in accordance with this policy, the Care of Unwell Pupils Policy, Boarding policies and relevant staff procedures.

Parents, carers or educational guardians will be informed where appropriate.

First aid kits and equipment

First aid kits will be available in suitable locations across the school.

First aid kits will be stocked appropriately for the area, activity and likely risk.

First aid kits will be checked regularly and restocked where required.

First aid kits will be available for school vehicles, educational visits, fixtures and off-site activities where needed.

Staff must inform the School Nurse, Matron or relevant operational lead if a first aid kit is used, depleted, damaged or missing.

AED and emergency equipment

The school will maintain access to an automated external defibrillator.

The AED will be checked regularly and records will be kept.

Staff will be informed of the location of the AED and how to summon emergency assistance.

Emergency medication and equipment, such as adrenaline auto-injectors and asthma inhalers, will be managed in accordance with the Administration of Medicines Policy, Supporting Pupils with Medical Conditions Policy and relevant procedures.

Care of unwell pupils

If a day pupil becomes unwell during the school day and is not well enough to remain in lessons or normal school activities, parents or carers will be contacted and asked to collect the pupil as soon as possible.

While awaiting collection, the pupil will be supervised appropriately and cared for in a suitable area, taking account of their age, symptoms, dignity, privacy, safeguarding and the risk of infection to others.

Boarders who are unwell will be cared for by Matron, the School Nurse or boarding staff, depending on the time of day and the nature of the illness.

Where isolation is required because of suspected or confirmed infectious illness, arrangements will be made to separate the boarder from others as far as reasonably practicable while maintaining appropriate supervision, access to washing and toilet facilities, food and drink, medication, pastoral support and contact with parents or carers.

Detailed arrangements are set out in the Care of Unwell Pupils Policy and boarding procedures.

Supporting pupils with medical conditions

The school will work with parents, carers, educational guardians and healthcare professionals where appropriate to support pupils with medical conditions.

Individual healthcare plans or medical support plans may be used where needed.

Medical information will be shared with staff on a need-to-know basis where this is necessary to keep pupils safe and support their participation in school life.

Detailed arrangements are set out in the Supporting Pupils with Medical Conditions Policy and Administration of Medicines Policy.

Accidents and injuries

Where a pupil, staff member, visitor or other person is injured, staff must take prompt action to secure first aid assistance.

The seriousness of the injury will determine the response.

Minor injuries may be dealt with by a first aider or trained member of staff.

More serious injuries must be referred to the School Nurse, Matron, first aider, senior leader or emergency services as appropriate.

Where emergency medical treatment is required, staff must call 999 without delay.

A pupil requiring hospital treatment should normally be accompanied by a member of staff until a parent, carer, educational guardian or boarding staff member arrives, unless emergency services advise otherwise or circumstances make this impossible.

Parents, carers or educational guardians will be informed where appropriate, particularly where the injury is more than minor, involves the head or face, requires medical advice, requires hospital treatment or raises safeguarding, medical or welfare concerns.

Head injuries

Head injuries must be treated with particular care.

Any head injury, bump to the head or suspected concussion must be assessed and recorded in accordance with school procedures.

Parents, carers or educational guardians will be informed of head injuries involving pupils.

Staff should continue to monitor the pupil where appropriate and should seek medical advice if there are concerns.

Emergency services must be called if a pupil shows signs of serious head injury, concussion or deterioration.

Sport, PE and fixtures

First aid arrangements must be considered for sport, PE, fixtures, matches, swimming and physical activities.

Staff responsible for sporting activities must ensure that appropriate first aid arrangements, pupil medical information, emergency contact arrangements and first aid equipment are available.

Injuries sustained during sport, PE or fixtures must be recorded and reported in accordance with school procedures.

Where a pupil requires urgent medical treatment during sport or a fixture, staff must seek emergency assistance without delay and inform the school as soon as practicable.

Educational visits and off-site activities

First aid arrangements for educational visits and off-site activities must be considered as part of visit planning and risk assessment.

Visit leaders must ensure that appropriate first aid provision, pupil medical information, medication arrangements, emergency contact arrangements and first aid equipment are in place.

At least one suitable first aid kit should be taken on visits where required by the risk assessment.

The level of first aid provision will depend on the age and needs of pupils, nature of the activity, location, travel, duration, medical needs and access to emergency services.

Serious incidents during visits must be managed in accordance with the Educational Visits and Off-Site Activities Policy and Critical Incident and Emergency Management Policy.

Infection prevention and control

The school will take reasonable steps to reduce the risk of infection and cross-contamination.

Staff should follow good hygiene practice, including handwashing, use of personal protective equipment where appropriate and safe handling of bodily fluids.

Body fluid spillages must be dealt with promptly and safely in accordance with staff procedures.

Clinical waste, contaminated materials and sharps must be handled, stored and disposed of safely.

The school will have regard to current UKHSA health protection guidance for education and childcare settings where relevant.

Infection prevention and control arrangements are supported by this policy, the Care of Unwell Pupils Policy, Health and Safety Policy, Administration of Medicines Policy and relevant staff procedures.

Medicines

Medicines must be managed in accordance with the Administration of Medicines Policy and staff Standard Operating Procedure.

First aiders must not administer medication unless this is within their role, training, authorisation and school procedures.

Emergency medication may be administered in accordance with training, consent, individual healthcare arrangements, emergency procedures or where action is required to save life or prevent serious harm.

Medical records and pupil information

Parents and carers are asked to provide medical information when a pupil joins the school and to update the school when information changes.

The school may ask parents and carers to confirm or update medical information periodically.

Relevant medical information will be shared with staff on a need-to-know basis.

Medical information, first aid records, accident records and related communications will be stored securely and handled in accordance with the Data Protection Policy, privacy notices and Records Retention Schedule.

Accident, incident and near miss recording

Accidents, injuries, first aid treatment, head injuries, near misses and significant health incidents must be recorded in accordance with school procedures.

Records should be factual, accurate and completed promptly.

Records may include:

- Date and time
- Name of injured or unwell person
- Location
- Nature of injury, illness or incident
- First aid or action taken
- Name of staff member or first aider involved
- Parent, carer or educational guardian communication
- Whether medical advice or emergency services were contacted

- Follow-up action
- Any safeguarding, welfare or health and safety concern

Safeguarding, welfare or child protection concerns must be recorded on CPOMS.

Medical, attendance, parent communication and administrative records may be recorded on iSAMS or the school's medical records.

Reporting to external bodies

The school will report accidents, injuries, incidents, diseases or dangerous occurrences to external bodies where required.

The Health and Safety Coordinator will support RIDDOR reporting where applicable.

The school will make EYFS notifications, ISI notifications, Ofsted notifications, local authority notifications or other external reports where required by law, regulation or guidance.

The Head of School, Health and Safety Coordinator, DSL, Head of EYFS or other appropriate senior leader will decide whether external notification is required, depending on the nature of the incident.

Staff, visitors and contractors

First aid arrangements apply to staff, visitors, contractors, volunteers and other adults on school premises or taking part in school activities.

Accidents or injuries involving staff must be reported in accordance with staff and health and safety procedures.

Accidents or injuries involving visitors, contractors or volunteers must be recorded and reviewed where appropriate.

Training

The school will ensure that staff receive first aid training appropriate to their role and responsibilities.

This may include:

- Paediatric first aid
- Emergency first aid at work
- Sports first aid
- Anaphylaxis and adrenaline auto-injector training
- Asthma awareness and inhaler training
- Medical condition-specific training
- Educational visit first aid arrangements
- Boarding first aid arrangements

EYFS staff will receive paediatric first aid training in accordance with EYFS requirements.

Training records will be maintained.

Staff responsibilities

All staff are responsible for:

- Taking reasonable care of pupils and others
- Seeking first aid assistance promptly
- Following this policy and relevant procedures
- Supervising pupils appropriately during an incident
- Reporting accidents, injuries, head injuries, near misses and concerns
- Not acting beyond their training or competence except in an emergency where immediate action is needed to protect life or prevent serious harm
- Maintaining confidentiality and dignity
- Escalating safeguarding, medical or health and safety concerns promptly

Parent and carer responsibilities

Parents and carers are responsible for:

- Providing accurate medical information
- Updating the school when medical information changes
- Providing emergency contact details
- Collecting day pupils who are unwell and unable to remain in school
- Providing medication, consent or medical advice where required
- Working with the school to support medical needs, first aid follow-up or healthcare arrangements

Confidentiality and dignity

First aid and medical care will be provided in a way that respects dignity, privacy and confidentiality.

Information will be shared only where necessary to protect health, safety or welfare, meet legal duties or support the pupil's care.

Monitoring and review

The Head of School has overall responsibility for this policy.

The School Nurse, Matron, Health and Safety Coordinator, Head of EYFS, Head of Boarding and relevant senior leaders will support implementation and review.

The Directors will maintain appropriate oversight of health, safety and welfare arrangements.

The school will monitor first aid provision through accident records, first aid records, near miss records, training records, first aid needs assessment, equipment checks, staff feedback and review of incidents.

This policy will be reviewed annually, or sooner following a significant accident, serious incident, change in law, change in guidance or change in school provision.