



“Sun Hill Junior School is committed to fostering a safe and secure learning environment in which to flourish.”

FIRST AID PROCEDURE 2025-2026

produced by Stacey Lakeman

Name of School	Sun Hill Junior School
Date of Procedure Issue/Review	October 2025/October 2026
Name of Responsible Manager/Head teacher/Responsible Person	Sue Griffiths & Steve Jones (CEO)
Chair of Trustees	Michelle Andrews
Date approved by Trust Board (if statutory)	N/A

Introduction	The administration of first aid during the school day to pupils, visitors and staff
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Procedure Statement

Sun Hill 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 Sun Hill Junior School is held by the Head Teacher, who is the responsible manager.

All first aid provision is arranged and managed as per the regulations in accordance with L74: <https://www.hse.gov.uk/pubns/priced/l74.pdf>

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

This procedure links directly with Supporting Pupils with Medical Needs - Vita MAT with overall approval and compliance provided by the **MAT Estates and Health & Safety Manager**

Aims & Objectives

Our first aid procedure requirements will be achieved by:

- Carrying out a First Aid Risk Assessment to determine the first aid provision requirements for our premises
 - It is our procedure to ensure that the First Aid Risk Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid risk assessment
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid risk Assessment
- Ensuring the above provisions are clear and shared with all who may require them

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid 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.

Appointed Persons

At Sun Hill Junior School there are 3 appointed persons who are as follows:

Mrs Sue Griffiths
Mrs Marie-Louise Woods
Mrs Stacey Lakeman

Where the first aid risk assessment identifies that qualified first aid staff are not necessary due to the nature/level of risk, the **minimum legal requirement** is to appoint a person (the Appointed Person) to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services.

Note: Appointed Persons are not First Aiders and should not provide first aid for which they have not been trained. However it is good practice to provide appointed persons with some level of first aid training. Such training does not require HSE approval.

Emergency First Aiders *(Those completing the HSE approved 1-day emergency first aid course)*

At Sun Hill Junior School there are 12 emergency first aiders who are as follows:

- Emmaline Barstow
- Charlotte Edwards
- Steph Burrows
- Molly Wilson
- Dana Hruzova
- Gemma Cheyney
- Esther Harris
- Anna Pearce
- Lisa Wilkinson
- Matt Wright
- Sue Griffiths
- Annette Terry

Paediatric First Aiders *(Those completing the HSE approved 2-day paediatric first aid course)*

At Sun Hill Junior School there are 2 paediatric first aiders who are as follows:

- Sharon Townson
- Madison Burrows-Griffin

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at school or on the premises. They may also have other duties and responsibilities which are identified and delegated as appropriate (eg. first aid kit inspections).

Qualified First Aiders *(Those completing the HSE approved 3-day first aid course)*

At Sun Hill Junior School there is 1 qualified first aiders who are as follows:

- Stacey Lakeman

They will be responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work, school or on the premises. There may also be other duties and responsibilities which are identified and delegated to the first aider (eg. first aid kit inspections).

First Aid At Work

The L74 regulation for first aid at work, provides guidance on the numbers of first aiders to support staff at work. There is a guidance in place that states that for every workforce of 25 or more, there should be at least one appointed first aider. This individual should be qualified with a 3-day first aid at work qualification. All accidents will be recorded and reported if they meet the threshold.

First Aid Provision

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

- 6 first aid kits on the premises
 - One of these first aid kits will be situated in each teaching wing, school kitchen, the first aid room and in the school office totalling 6 kits.
 - 1 kit which is specifically for playground use only
- 2 travel first aid kits for school trips
 - These travel first aid kits will be located in the First Aid Room and a record will be kept of all first aid administered on a trip and parents notified if applicable

It is the responsibility of the emergency/qualified first aiders/appointed persons to check the contents of all first aid kits every half term and before every trip.

1-1 LSA's have approval to administer first aid within their classroom vicinity and on the playground. If they require assistance an additional or senior first-aider should be contacted via walkie-talkie.

First aiders will follow allocated EHCP's and undertake all training required to support illness and disabilities as per the EHCP guidance including the administration of medication as per the Supporting Pupils with Medical Needs Policy.

It is the responsibility of the school office to check the first aid contents within the first aid station at reception, the wing first aid kits and the school kitchen.

It is the responsibility of the appointed LSA's to check the contents of all playground first aid kits and the first aid bags used for trips. This should be done every half-term and record findings on the First Aid Stock Checklists (H:\TeachersPool\First Aid and Health\First Aid Checklists) completed checklists are to be stored in the First Aid Room and checked by The Vita MAT H&S Manager Manager Manager termly.

The appointed LSA's check the classroom medical boxes every half-term to ensure medicines kept in school are in date, the administration information is up-to-date and there is no requirement for replacements.

The First Aid Room within the School Hall is designated as the first aid room for treatment, sickness and the administering of first aid during the school day. During break time and lunchtime there is a designated first aid station outside

The first aid room will have the following facilities:

- AED defibrillator
- Telephone
- Medical Bed
- Running Water
- First Aid Kit
- Fridge
- Lockable medicines cabinet

Emergency Arrangements

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 proportionate 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.

The first aider/appointed person is to always call an ambulance 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 there is the possibility of a severe fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- When Individual Healthcare Plan (IHP) requests an ambulance is called
- When an adrenaline auto-injector is used
- When a perceived risk could result in a significant accident. E.g. falling from a height

In the event of an accident or emergency involving a child, where appropriate, it is our procedure to always notify parents by telephone of their child's accident/illness if it:

- is considered to be a serious (or more than minor) injury.
- when injury is extensive enough that it requires additional explanation.
- when a significant head injury occurs
- requires attendance at hospital or other medical department (i.e. dentist, opticians, GP's etc.)
- If IHP requests a parent is contacted

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message to contact the school should the parents not be contactable and also send a text message.

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

In the event that the child requires hospital treatment and the parents can not 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.

Automated External Defibrillators (AEDs)

Location

The AED is located in the medical Room. It is clearly marked with a standard sign for AEDs. There is also a community AED located on the main gate to the school, this unit can be accessed by calling 999.

Training

Although AEDs are designed to be used by someone without any specific training and by following step by step instructions on the AED at the time of use, a number of staff have been trained in the safe use of the AED. A list of AED trained staff is available in the medical room, the staff room and the school office.

Maintenance

Modern AEDs undertake regular self-tests and, if a problem is detected, will indicate this by means of a warning sign or light on the machine. Our Health and Safety Manager will check the AED every month for warning indicators. The AED is kept with a number of accessories/consumables to ensure that it is always ready for use. Where necessary, these will be replaced after every incident.

Records

All accidents requiring first aid treatment are to be recorded on the schools online medical tracker system (<https://www.medicaltracker.co.uk/>) and an email is sent home with (at least) the following information:

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

If online is not available then the treatment will be recorded on a paper medical form and transferred to medical tracker when possible with the paper form then being disposed of as per GDPR regulations, parents will either be notified by medical tracker at a later time (on the same day) or via a message from the school office.

Reporting/Investigations

In line with the HSE guidance <https://www.hse.gov.uk/pubns/edis1.pdf> there are certain incidents and accidents that will be considered as RIDDOR reportable. Incidents and accidents that take place will be weighed against what is contained within the guidance for employers.

External investigations are typically triggered by incidents requiring reporting under RIDDOR. For pupils and visitors, this includes death as a result of a work-related accident, or an injury connected to a work activity that requires being taken directly to a hospital for treatment.

Trips

- A first-aider should always be included on a school trip
- Once a first-aider has been appointed, the trip organiser should ensure the first-aider has a list of all medical requirements and allergies for attendees, a list of medicines and how they should be stored and administered.
- It is the trip first-aider's responsibility to check that all the medicines are available for the trip(adrenaline auto-injector etc..), that they are in-date and quantities are correct. The trip leader has overall responsibility and needs to ensure that this is all completed at least 1 week before the trip date.

- The trip first aider will need to have undertaken training within the last 3 years for administering medications. This course is provided through the national college website
- On the day of the trip the first aider should confirm that pupils who require direct access to medicines are grouped with a first aider.
- The first-aider should record all first-aid administered using Medical Tracker on the trip tablet to ensure that parents are informed and a record is kept. If they do not have a Wi-Fi signal then a call should be placed to the school office (using the school mobile) and it will be recorded on their behalf.

Supply Teachers/Class Visitors (DBS checked)

Supply Teachers are defined as teachers hired by the school from an agency to cover a class in the absence of the teacher (due to illness, training or PPA) who is not a member of The Vita MAT staff.

Class Visitors are defined as adults invited into school to support pupils with their education (sports, music, drama, curriculum led activities) who are not members of The Vita MAT staff or Sun Hill Junior School approved volunteers.

Both of these groups may be required to be responsible for pupils without a member of staff present and as such should always be made aware of any medical conditions or ongoing medical care required for any pupils in their care. A class safeguarding document has been added to each class register detailing the needs (medical and otherwise) for the class and this should be highlighted to the cover teacher by either the class teacher (if in attendance) OR the teacher from the next door class, the class LSA or member of SLT. If an adult is taking a smaller group away from the class teacher, they should be informed of any medical conditions or ongoing medical care required for any pupils in their care.

All supply teachers and class visitors should have access to a first-aider or a school walkie talkie to enable them to contact one if required.

Infection Control

In the case of a suspected infectious illness or outbreak please refer to the Vita MAT H&S procedure which can be found on the school website: <https://www.sunhilljs.net/policies>

PPE & Cleaning

It is a requirement for all staff administering first aid to wear the required PPE (Personal Protective Equipment), this is crucial to protect employees from potential hazards and ensure compliance with health and safety legislation. Our range of PPE includes aprons, face shields and disposable vinyl gloves.

The school is cleaned at the end of each day. Should an infection outbreak occur, this may be increased to include a mid-day clean of all surfaces. All re-usable first-aid equipment is cleaned to the required standard and non-reusable items are disposed of within the assigned disposal units, which are disposed of by a professional waste removal service.