



Vita et Pax  
PREPARATORY SCHOOL

## Vita et Pax Preparatory School *Established 1936*

# First Aid Policy

Policy Originator	Head Teacher
Approved by	Governing Body
Date Approved	1 March 2026
Status	Statutory
Review Period	Annually (next: March 2027)

## 1. Introduction

Vita et Pax Preparatory School is committed to providing adequate first aid provision for all pupils, staff, visitors and contractors. The school recognises its duty to ensure that prompt, effective first aid is available in the event of illness or injury. This policy applies to all activities on the school premises and to off-site activities organised by the school, including educational visits.

This policy is informed by:

- The Health and Safety (First-Aid) Regulations 1981.
- The Health and Safety at Work etc. Act 1974.
- DfE guidance: Supporting Pupils at School with Medical Conditions (2017).
- DfE guidance: First Aid in Schools (2000, as updated).
- The Independent School Standards Regulations (ISSRs) 2014, Part 3.
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2024.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- The Data Protection Act 2018 and UK GDPR.

## 2. Roles and Responsibilities

- The Governing Body ensures that the school has adequate first aid provision, reviews this policy annually, and allocates resources for training and equipment.
- The Head Teacher (Darren May) has overall responsibility for first aid arrangements, including ensuring sufficient trained staff, equipment and facilities.

- The First Aid Lead (Kate Newton, Deputy Head) co-ordinates first aid provision, maintains the first aid register, monitors training expiry dates, checks and restocks first aid kits, and ensures records are kept accurately.
- Trained first aiders administer first aid, complete records, and seek emergency medical help when necessary.
- All staff must be aware of first aid procedures, know the location of first aid kits, and be prepared to assist in an emergency.
- Parents are responsible for providing accurate and up-to-date medical information about their child, including any allergies, medical conditions and emergency contacts.

### 3. First Aid Personnel and Training

The school maintains a sufficient number of trained first aiders to cover all times when pupils are on site, including before and after school. The school ensures:

- At least one First Aid at Work (FAW) trained member of staff is on site at all times during school hours.
- At least one Paediatric First Aider (PFA) is on site at all times when EYFS children are present, in accordance with the EYFS Statutory Framework 2024.
- First aid training is delivered by an accredited provider and certificates are valid for three years. Refresher training is arranged before expiry.
- All first aiders receive annual updates on key procedures, including anaphylaxis management, asthma care and head injury protocol.
- A current list of trained first aiders is displayed in the staffroom, school office and EYFS area.
- At least one trained first aider accompanies every educational visit.
- Supply staff and new starters are informed of first aid arrangements at induction.

### 4. First Aid Equipment and Facilities

- First aid kits are located in the school office, staffroom, PE hall, EYFS area, science room, kitchen and minibus. Additional kits are taken on all trips.
- Kits contain HSE-recommended contents and are checked monthly by the First Aid Lead. Items are restocked immediately after use.
- A dedicated medical room is available with a bed/couch, wash basin, first aid supplies and privacy. It is accessible and suitable for confidential treatment.
- An automated external defibrillator (AED) is available on site. Its location is clearly signposted. Staff are trained in its use.
- Disposable gloves, face shields and clinical waste bags are included in all kits for infection control.
- A travel first aid kit is kept in the school minibus and checked before each journey.

### 5. Pupils with Medical Conditions and Individual Healthcare Plans

The school follows DfE guidance: Supporting Pupils at School with Medical Conditions (2017). The school will:

- Ensure that pupils with medical conditions are properly supported so they can play a full and active role in school life.
- Prepare an Individual Healthcare Plan (IHP) for any pupil with a significant or complex medical condition (e.g., diabetes, epilepsy, severe allergies, asthma).
- Develop IHPs in consultation with the pupil (where appropriate), parents, healthcare professionals and the school nurse.
- Share IHP information with all relevant staff on a need-to-know basis. Class teachers, teaching assistants, lunchtime supervisors and trip leaders will know the details of children with medical needs in their care.
- Review IHPs annually, or more frequently if the pupil's condition changes.
- Ensure that no pupil is excluded from any activity solely because of their medical condition, unless a specific risk assessment identifies an unacceptable risk.

## 6. Allergies and Anaphylaxis

The school takes allergies and the risk of anaphylaxis very seriously:

- All known allergies are recorded on the pupil's IHP and on the school's allergy register.
- Adrenaline auto-injectors (AAIs / EpiPens) are stored securely but accessibly, clearly labelled with the pupil's name, and available at all times including during PE, trips and after-school activities.
- The school may hold a spare AAI for emergency use (in line with DfE guidance on the use of emergency AAIs in schools, 2017).
- Relevant staff are trained in recognising the signs of anaphylaxis and administering an AAI. Training is refreshed annually.
- The school operates a nut-aware policy and communicates allergen information to parents regarding school meals and snacks.
- Parents provide a clear anaphylaxis action plan signed by a medical professional.

## 7. Asthma

Pupils with asthma have their condition recorded on their IHP. Reliever inhalers are kept accessible at all times — in the classroom for younger children or carried by the pupil if age-appropriate. The school may hold a spare emergency inhaler for use in line with DfE guidance (2014). Staff are trained to recognise and respond to asthma attacks. Pupils with asthma are not excluded from PE but may need adjustments during exercise.

## 8. Administration of Medicines

The school will administer prescribed medication to pupils during the school day where this is necessary to keep the pupil safe and well. The following procedures apply:

- Written parental consent is required before any medication is administered. The school's medicine consent form must be completed.
- Medication must be in its original packaging with the dispensing label intact, showing the pupil's name, dose, frequency and expiry date.

- A medicine administration log is maintained, recording the date, time, dosage, name of the medicine, and the name of the staff member who administered it.
- Non-prescription medicines (e.g., paracetamol, cough medicine) are not administered by the school unless specifically prescribed by a doctor and accompanied by written consent.
- Medication is stored securely in a locked cabinet in the school office or medical room. Emergency medication (AAs, inhalers, glucose) is stored securely but accessibly and is never locked away from immediate access.
- Medicines requiring refrigeration are stored in a designated, labelled container in the staff fridge.
- Expired or unused medicines are returned to parents. Uncollected medicines are returned to a pharmacy for safe disposal.
- Pupils may self-administer medication (e.g., inhalers) under staff supervision where appropriate for their age and competence, with parental and school agreement.

## 9. Head Injuries

All head injuries are taken seriously. The school's head injury protocol is:

1. The first aider assesses the pupil and applies appropriate treatment.
2. Parents are notified immediately of any head injury, regardless of severity.
3. A head injury letter/notification is sent home with the pupil detailing signs to watch for.
4. For significant head injuries: the pupil is monitored continuously; 999 is called if symptoms worsen; and a staff member stays with the pupil until the ambulance or parent arrives.
5. Any pupil who loses consciousness, vomits, or shows signs of concussion is treated as a medical emergency and 999 is called immediately.

## 10. Bodily Fluids and Infection Control

Staff follow infection control procedures when dealing with bodily fluids (blood, vomit, urine, faeces). Disposable gloves and aprons are worn. Spillages are cleaned using the school's bodily fluid clean-up kit and disinfected immediately. Contaminated materials are disposed of in clinical waste bags. Staff wash hands thoroughly after treatment. The school follows Public Health England (UKHSA) guidance on infection control in schools and childcare settings.

## 11. Emergency Procedures

1. The first aider assesses the situation and provides immediate care.
2. If the injury or illness is serious, call 999 immediately. Do not delay calling for an ambulance.
3. Notify parents as soon as practicable. If parents cannot be contacted, use the emergency contacts on the pupil's record.
4. A member of staff accompanies any pupil taken to hospital and stays until a parent arrives.
5. The school office contacts the parent to advise which hospital the child has been taken to.
6. The Head Teacher or H&S; Lead is informed of all serious incidents.
7. Complete the accident record form as soon as possible after the incident.
8. Report to the HSE under RIDDOR if required (see Section 12).

## 12. Recording and Reporting

All first aid treatment is recorded in the school's accident/treatment log. Records include:

- Name of the injured/ill person, date, time and location of the incident.
- Nature of the injury/illness and the treatment given.
- Name of the first aider who administered treatment.
- Whether parents were notified and the method of notification.
- Whether the pupil was sent home, returned to class or taken to hospital.
- Any follow-up action required.

The school complies with RIDDOR 2013 by reporting to the HSE any death, specified injury, over-7-day incapacitation of a staff member, injury to a non-employee requiring hospital treatment, or dangerous occurrence. The First Aid Lead reviews the accident log termly to identify trends and inform risk assessments.

## 13. EYFS-Specific First Aid Arrangements

In addition to the whole-school arrangements, the following apply to children in the EYFS (Little Vitas, Nursery and Reception):

- At least one member of staff with a current Paediatric First Aid (PFA) certificate is on site and available at all times when EYFS children are present.
- At least one PFA-trained member of staff accompanies EYFS children on all outings.
- Parents are informed on the same day of any first aid treatment given to their EYFS child, or as soon as reasonably practicable.
- A written record is provided to the parent describing the injury, treatment given, and advice for ongoing care at home.
- Intimate care procedures (e.g., cleaning wounds in sensitive areas) are carried out with sensitivity and recorded.

## 14. First Aid on Educational Visits

A risk assessment for every educational visit includes first aid provision. The trip leader ensures:

- At least one trained first aider accompanies the visit (PFA for EYFS trips).
- A fully stocked travel first aid kit is taken.
- All IHPs and emergency medication for participating pupils are taken and accessible.
- Emergency contact details for all pupils and the school office are available.
- The trip leader knows the location of the nearest A&E; department at the destination.
- All adults on the trip know the first aid arrangements and the identity of the first aider.

## 15. Training Summary

Training	Who	Renewal
First Aid at Work (FAW)	Designated first aiders	3 years
Paediatric First Aid (PFA)	EYFS staff (minimum 1 per setting)	3 years
Emergency First Aid at Work (EFAW)	Additional staff as needed	3 years
Anaphylaxis/AAI administration	All staff with allergic pupils	Annual
Asthma awareness	All staff	Annual
AED training	Designated staff	Annual
Head injury protocol	All staff	At induction + annual update

## 16. Related Policies

- Health & Safety Policy
- Child Protection & Safeguarding Policy
- Educational Visits Policy
- Risk Assessment Policy
- SEND Policy
- Intimate Care Policy (EYFS)
- Accessibility Plan

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Approved by: Governing Body of Vita et Pax Preparatory School

Date: 1 March 2026