



**BICKLEY PARK  
SCHOOL**

## First Aid Policy

Policy Review & Update Process			
Member(s) of SLT responsible for update		Bursar	
Sub-Committee responsible for review		Health & Safety Committee	
ISBA template policy?		Y	
Last Updated	<b>June 2026</b>	Updated by	<b>TQ</b>
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### Scope

This guidance is applicable to all those involved in the provision of first aid related to school activities.

### Objectives

- To ensure that there is an adequate provision of appropriate first aid at all times.
- To ensure that where individuals have been injured there are suitable mechanisms in place to provide remedial treatment.

### Guidance

The Bursar and School Matrons will be responsible for the implementation of this policy.

The Bursar and School Matrons will undertake a risk assessment to determine the first aid needs. This will include consideration of the following:

- (a) Size of the school and whether it is on split sites / levels.
- (b) Location of the school.
- (c) Specific hazards or risks on the site.
- (d) Staff or pupils with special health needs or disabilities.
- (e) Previous record of accidents / incidents at the school.
- (f) Provision for lunchtimes and breaks.
- (g) Provision for leave / absence of first aiders.
- (h) Offsite activities, including trips.
- (i) Practical departments, such as science, technology and PE.
- (j) Out of hours activities.
- (k) Contractors on site and agreed arrangements.

### Pupil Illness

- (a) If a pupil becomes ill during the day the school will contact the parents so that the child can be collected.
- (b) There is access to the school medical rooms which are managed by the School Matrons.
- (c) The medical rooms are open from 0800 – 1700 every day and at other times when pupils are in school, the school first aiders will administer first aid and deal with accidents and emergencies or when someone is taken ill. When the Matron is off-site, one of the school's trained first aiders will provide this.
- (d) The school will notify parents if a pupil suffers anything more than a minor injury or becomes ill during the school day and requires collecting from School.

### Specific First Aid Provision

#### First Aiders

Sufficient trained first aiders to cover day to day and other school activities will be provided.

A first aider (paediatric first aid for EYFS pupils) will accompany pupils on visits out of school. (a minimum of 1:100 pupils and staff)

First aiders will give immediate help to those with common injuries or illnesses and those arising from specific hazards, and where necessary ensure that an ambulance or other professional medical help is called.

The school may also have appointed persons in addition to first aiders. Such persons will have received formal Emergency First Aid at Work (EFAW) or Emergency Paediatric First Aid training and their duties may include:

- take charge when someone becomes ill or is injured.
- look after first aid equipment, e.g. restocking of supplies; and
- ensure that an ambulance or other professional medical help is called when appropriate.

First aid and appointed person training will be refreshed every 3 years or as and when required.

#### First Aid Boxes

First aid boxes will be provided in areas of the school where accidents are considered most likely.

A first aid box will also be taken when pupils leave the school on organised trips or participate in sports events.

First aid boxes will be replenished as necessary and checked termly.

The contents of a first aid box will be in accordance with the guidance given in HSE document "Basic advice on first aid at work" INDG 347.

#### First Aid Notices

Lists of members of staff who are qualified first aiders or Paediatric first aiders and those who are trained appointed persons will be displayed on noticeboards in the school.

## FIRST AID POLICY

### Access to First Aid

All pupils and staff will be given information on the provision of first aid at their induction.

### Records

Details of any first aid incident which requires treatment will be recorded in the school log; accidents will be recorded in the accident book (normally the Department of Social Security BI510).

### Calling an Ambulance

The School Matron will normally be responsible for summoning an ambulance and for escorting the pupil to hospital. In the absence of the Matron, another member of staff will summon an ambulance. Parents will be contacted, if a parent is unavailable a member of staff will always stay with a pupil in hospital until their parents have been contacted.

### Emergency Medical Treatment

In accepting a place at the school, parents are required to give their consent for the Head Teacher or other nominated representative to provide, on the advice of qualified medical opinion, emergency medical treatment, including general anaesthetic and surgical procedure under the NHS if the school is unable to contact a parent.

### Automated External Defibrillators (AEDs)

The School recognises the importance of Automated External Defibrillators (AEDs) as a life-saving measure in the event of a cardiac emergency and is committed to ensuring appropriate provision, accessibility, and awareness across the school site.

The AEDs are located outside the Sports Hall at the Prep School and at Reception in the Pre-prep School, they are clearly marked. The locations are communicated to staff and displayed on site plans where appropriate. They are available for use during the school day and at other times when the site is occupied.

AEDs are designed to be used by any individual in an emergency. While formal training is not a legal requirement, the School encourages staff to familiarise themselves with AED use and emergency response procedures. Clear instructions are provided on each device and guidance/optional training opportunities may be provided periodically.

The School Matrons are responsible for:

- Maintaining a register of AED locations
- Ensuring regular checks of AED condition, battery life, and electrode pads

## FIRST AID POLICY

- Arranging replacement of consumables as required
- Ensuring AEDs are included within the School's first aid and emergency planning arrangements
- each Defib unit has pads for Adults & Paediatric pads and is checked every half term.

In the event of a suspected cardiac arrest, staff should:

1. Call the emergency services immediately (999)
2. Send for the nearest AED
3. Commence CPR and follow the AED voice prompts until emergency services arrive

All incidents involving the use of an AED will be reported and reviewed in line with the School's accident reporting procedures. The School's AED provision and procedures are reviewed regularly as part of the Health and Safety policy review cycle.

### Medical care

This procedure is limited to the provision of first aid, but the school has arrangements in place for:

- dealing with pupils who have special educational needs or specialist medical needs.
- Provision of school immunisations via outside agencies.
- holding school related medical records; and
- dealing with medicines and treatments brought to school for pupils.