



Blue Skies School: First Aid policy

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Approved by:	Jo Higgins	Date: March 2026
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1. **Policy Statement**

This policy is an extension of Blue Skies School's Policy Statement for Health and Safety.

Blue Skies School will ensure compliance with the relevant legislation in regard to provision of first aid to all employees, and to ensure best practice by extending the arrangements as far as is reasonably practicable to students and others who may also be affected by our activities or injured on School premises.

2. **Aims/Objectives**

- This policy will be achieved by:
 - Ensuring there are a sufficient number of trained first aiders on duty and available for the numbers and risks on the premises.
 - Ensuring there are suitable and sufficient facilities and equipment available to administer first aid.
 - Ensuring the above provisions are transparent and clear to all who may require them.
 - Ensuring all first aider certificates are available in reception, posters showing first aid trained staff are visible around the school so people can access the correct people immediately.
 - The accident book will be completed using our online accident book- all staff have access but must be completed by a first aid trained member of staff. All accidents will be reported to the Headteacher and procedures put in place to limit the accidents' reoccurrence.

3. **Responsibilities**

- The Headteacher will ensure that the first aid policy and procedures are reviewed annually.
- The Headteacher will ensure that suitable and sufficient assessments are carried out to ascertain first aid needs.

- Staff who are first aid trained will ensure first aid kits are maintained to a high level and replenished when needed. This will be overseen by our two lead first aiders.
- The Lead member of staff for any offsite trip will ensure they have a full first aid kit with them on any visit- They may delegate this job to the first aid trained member of staff on the trip
- All teaching and some non-teaching staff will be offered first aid training, providing a higher number of first aiders than identified in the first aid assessment.
- Risk assessments will be written for all offsite visits and ensured that first aid trained staff will be present on all school trips.
- The Head of School will ensure that first-aiders are offered training to a competent standard, which includes refresher training.
- The School's business manager will ensure that arrangements are in place for a suitable budget for training and retraining of first aiders.
- The School's business manager will ensure that suitable first aid equipment is provided.
- Teachers in liaison will ensure that suitable first aid notices are displayed, which detail names of first aiders and contact information.
- First aiders will ensure that all first aid treatments are recorded in the legally prescribed accident book.
- Teachers will ensure that the policy followed for first aid arrangements is catered for in examination rooms and other activities such as project work in the school grounds, break/lunch times and field trips.
- The Headteacher will ensure that audits are carried out periodically to ensure the effectiveness of first aid arrangements using the risk assessment for first aid provision.

4. Arrangements

- Records of the assessments will be held by the Headteacher.
- First aid course booking forms will be processed by the business manager.

5. Medication

- Please refer to the Supporting students with medical conditions guidance. Should medication need to be taken with pupils, first aid trained staff are responsible for ensuring this travels with the pupil.
- Records of medication administered will be held by the first aid trained staff.
- A parental agreement to administer regular medicine will be completed by parents before being able to administer regular medication. (Appendix 1)

6. Appendices

Please see overleaf for Appendix 1 – Parental Agreement to administer regular medicine

Please see overleaf for Appendix 2 – First aid provision risk assessment and action plan

Appendix 1

Parental Agreement to
administer regular
medicine



The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____



Appendix 2

ACTIVITY	FIRST AID PROVISION
LOCATION:	
PERSONS AT RISK:	PUPILS <input type="checkbox"/> EMPLOYEES <input type="checkbox"/> VISITORS <input type="checkbox"/> CONTRACTORS <input type="checkbox"/>
STEP 1 - Watch the activity and identify the hazards – add to if necessary	
STEP 2 - Decide who might be harmed and how	
STEP 3 - Evaluate the risks and decide on the control measures – add to if necessary	
STEP 4 - Record your findings and implement them – make a plan of action – ensure they are effective	
STEP 5 - Review, revise and update as necessary	
POTENTIAL HAZARDS	<ul style="list-style-type: none"> ✘ Competent treatment of injuries and ill-health ✘ Prompt access and sufficient first aid equipment ✘ Appropriate emergency protocol in place ✘ Appropriate completion of documentation
CONTROL MEASURES TO CONSIDER AND BE IMPLEMENTED	

General	YES	NO	N/A
<input type="checkbox"/> Establish level of service needed <input type="checkbox"/> Staff will assess accidents/incidents so as not to put themselves or other people at risk <input type="checkbox"/> First aid displays are of a green background with a white cross sign with location and name of first aiders <input type="checkbox"/> Display notices as to location of first aid equipment are clearly visible <input type="checkbox"/> Disinfect all areas and surfaces contaminated by spilt body fluids using appropriate spill kits <input type="checkbox"/> Gloves to be used when dealing with open wounds or spilt body fluids State number of staff/students and consider any specific medical needs <input type="checkbox"/> Arrangements for visitors are stated <input type="checkbox"/> Split sites, educational visits and other high risk areas eg PE, DT, Science are considered <input type="checkbox"/> There are sufficient numbers of first aiders to cover absence, illnesses, and training days <input type="checkbox"/> There is a procedure for handover to teachers and parents after an incident (head bump forms) <input type="checkbox"/> Sufficient portable kits for off site activities, e.g. village halls/greens			
Emergency procedures			
<input type="checkbox"/> All staff are aware of students with high risk medical needs (from a severe allergic reaction to HIV) the emergency treatment needed and correct protocol required <input type="checkbox"/> There are sufficient first aid kits in all key areas, <input type="checkbox"/> 999 Emergency (prompt list), <input type="checkbox"/> There is access to minor injury records, ARF1, staff/visitors accident books and these are filled in after an accident/injury accordingly <input type="checkbox"/> There is prompt access to emergency medicines eg epipens/inhalers			
Monitoring, Maintenance and Inspection			
<input type="checkbox"/> Regular documented checks of the first aid boxes etc by a competent person			
<input type="checkbox"/> There are details of the protocol for treatment			

<input type="checkbox"/> All medications will be suitably labelled with the contents, dosage and prescription date and student name <input type="checkbox"/> Regular documented checks of the dates of medicines, epipens etc by a competent person <input type="checkbox"/> Regular documented checks of medication received, medication issued and medication disposed of, and records kept <input type="checkbox"/> Protocol for movement of patients e.g. evac+chairs etc is documented and stated to all staff <input type="checkbox"/> Special arrangements for schools in isolated locations, eg GP backup are documented and implemented			
What is the level of risk for this activity/situation?	HIGH	MED	LOW
Is the risk adequately controlled with existing control measures?	YES	NO	
Have you identified further control measures needed to control the risk and recorded them in your action plan?	YES	NO	
ACTION PLAN:			
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	HIGH	MED	LOW
Is such risk level deemed to be as low as reasonably practicable?	YES	NO	
FEEDBACK FROM EMPLOYEES: (for improving the risk assessment or reducing risk still further)			
ASSESSOR(S):	PRINT NAME(S):		
POSITION(S):	DATE: / /	REVIEW DATE: / /	
DISTRIBUTION:			



Signed: 	Print Name: Carrie Myhill	Signed: 	Print Name: Jonathan Higgins
Position: Middle Leader	Date: 3 rd March 2026	Position: Proprietor	Date: