



First Aid Procedures

First Aid Procedures		Author	J Footitt
Approved by	Curriculum Governors Panel	Approved on	18/06/2026
Review Period	1 year	Last updated/changed	10/06/2026

Queen's Park High School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, students and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, students and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, students and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every student, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and students are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Road Vehicles (Construction and Use) Regulations 1986
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (updated 2017) 'Supporting students at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (updated 2025) 'Automated external defibrillators (AEDs)'
- DfE (updated 2025) 'Statutory framework for the early years foundation stage'

FIRST AID, ADMINISTRATION OF MEDICINES AND SUPPORTING STUDENTS WITH MEDICAL CONDITIONS PROCEDURES

FIRST AID

- The local governing body:
 - acknowledges that First Aid can save lives and prevent minor injuries becoming major ones.
 - accepts it's responsibility
 - to provide adequate and appropriate equipment and facilities for providing first aid in school.
 - for the health and safety of their students, employees and anyone else on the school premises. This includes:
 - Arrangements for first aid
 - Number of first aiders/emergency first aiders at work
 - Number and location of first aid containers
 - Arrangements for offsite activities and visits
 - Out of school hours arrangements, for example, lettings, parents' evenings
- The head teacher is responsible for:
 - ensuring that the policy is put into practice,
 - that parents are aware of the school's health and safety policy, including arrangements for first aid.
- Staff are:
 - expected to use their best endeavours at all times to secure the welfare of students at the school in the same way that parents might be expected to act towards their children.
- The local governing body has arranged for adequate and appropriate training and guidance for appropriate staff, who volunteer to be first aiders and that there are enough trained staff.
- The school is required to provide first aid for employees and, in the light of legal responsibilities, considers the likely risks to students and visitors and makes allowances for them when training first aiders.
- The school keeps a record of all first aid accidents, incidents and illnesses via the record system (Medical Tracker). These records are kept in accordance with the Data Protection Policy. The following information is recorded:
 - The date, time and place of incident
 - The name of the injured or ill person
 - Details of the injuries or illness and the first aid given
 - What happened to the person immediately after first aid was given i.e. went home, back to class
 - Name of the first aider who dealt with the incident
- In case of serious or significant incidents, the Principal First Aider or any other member of staff administering first aid will assess the need to call for an ambulance and act accordingly.
- Wherever appropriate, parents will be contacted by telephone.
- All residential trips will be accompanied by a member of staff who is first aid trained. For all other trips, the first aid arrangements will be assessed according to the nature of the visit on an individual basis.
- Major out of school events and hours will be covered by a member of staff who is first aid trained.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified in the assessment of needs, the school will maintain the following minimum provision of first aid items:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 2 individually wrapped triangular bandages, preferably sterile
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large-sized individually wrapped sterile unmedicated wound dressings
- 3 pairs of disposable gloves
- All first aid containers will be identified by a white cross on a green background.

A defibrillator is available at the main reception at school as well as at the Chester Riverside Centre for school rowing activities.

ADMINISTRATION OF MEDICINES

- The local governing body recognises that students may at some time need to take medication at school. While parents retain responsibility for their child's medication, the school has a duty of care to the students while at school, and the local governing body wishes to do all that is reasonably practical to safeguard and promote children's welfare.
- The school expects that normally parents will administer medication to their children and medicines will only be administered when it would be detrimental to the student's health or attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent. Even with written consent, school will ensure that parents are notified if students need paracetamol or ibuprofen during school hours. A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.
- Self-administration of any medicine is not permitted, except in cases of emergency such as the need for an epi-pen/inhaler/insulin injection.
- Prescribed medicines will only be accepted if they are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which still must be in date, but can be used inside an insulin pump or pen, rather than the original container.
- All medicines are stored safely in the locked medicine cabinet in first aid or in the bottom drawer of the fridge in the office if required, with the exception of epi-pens and inhalers, which must not be locked away and are kept readily accessible on a shelf in First Aid. Children should know where their medicines are at all times and be able to access them immediately. Children who require an epi-pen, insulin or an inhaler should keep an emergency supply on their person at all times as well as provide First Aid with a supply.
- When no longer required, medicines will either be disposed of at the local pharmacy after parents are notified or they will be returned to the parent to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.
- All controlled drugs kept by school are stored in the locked medicine cabinet in first aid.
- A record is kept with the controlled drugs as well as centrally on Medical Tracker, documenting any doses used and the amount of controlled drug held.
- First Aid trained staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions.

- A written record of all drugs administered to children is kept on Medical Tracker, stating what, how and how much was given, when and by whom and a note made of any side effects experienced. This record will be kept in accordance with the Data Protection Policy and the Data Retention Policy.
- The expiry date of all medicines, including inhalers and adrenalin auto injectors will be checked every half term. Auto injectors will also be checked to ensure the content is clear.

SUPPORTING STUDENTS WITH A MEDICAL CONDITION

- Following guidelines from the Department of Health's Statutory Guidance for supporting students at school with a medical condition, the local governing body ensures that:
 - Students at school with medical conditions are supported so that they have full access to education and can enjoy the same opportunities at school as any other child.
 - Arrangements are in place to support students at school with medical conditions.
 - School leaders consult health and social care professionals, students and parents to ensure the needs of children with medical conditions are properly understood and effectively supported.
 - Staff are properly trained to provide the support that student with medical conditions need.
 - Children with a medical condition will have, in most cases, an Individual Health Care Plan to help support them at school.
 - The First Aid Team will be informed of any student coming to school who has an existing medical condition or if a student is identified as having a medical condition at any time throughout the school year.
 - Arrangements are in place to support students with medical conditions in school, including making sure that this policy and associated procedures are implemented and updated.
 - Sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions.
 - Appropriate level of insurance is in place and that it appropriately reflects the level of risk. Queen's Park High School is a member of the Department for Education's Risk Protection Arrangement (RPA).
 - Students, and their parent(s), should take all reasonable measures to ensure their own welfare in line with the instructions they are given.
- Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.