



PRIORY SCHOOL
EDGBASTON

FIRST AID POLICY

(STATUTORY)

Trustee Committee:	Risk & Compliance	
Date Approved:	September 2026	
Next of Review:	September 2029	
Member of Staff Responsible:	R Higgins Finance and Facilities Manager	
Trustee Overseer:	Mr Brereton	
Intended Audience:	Options: Employees, Volunteers, Parents, Pupils and Visitors	
Relevance:	Whole School	Yes
	Early Years	Yes
	Preparatory	Yes
	Seniors	Yes
Access:	Website	Yes
	Internal	Yes
	Restricted	No

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

1.0 Introduction

1.1 The school will undertake to ensure compliance with the relevant legislation with regards to the provision of first aid for pupils, parents and visitors and will make sure that procedures are in place to meet that responsibility. This Policy includes the Early Years Foundation Stage.

1.2 Responsibility for first aid provision is held by the Headteacher who is the responsible manager. This is delegated to the Finance and Facilities Manager.

1.3 First aid and medical incidents may occasionally give rise to safeguarding concerns. Where an injury, presentation or explanation causes concern, staff must follow the School's Safeguarding and Child Protection Policy and refer the matter promptly to the DSL/DDSL.

2.0 Aims and Objectives

2.1 Carrying out a First Aid Needs Assessment to determine the first aid provision for the school.

2.2 To ensure that first aid provision is available at all times while people are on the school premises and also off the school premises whilst on school visits.

2.3 To appoint the appropriate number of suitably trained people to meet the needs of the school and to maintain a record of that training and review annually.

2.4 To provide relevant training and ensure monitoring of training needs.

2.5 To provide sufficient and appropriate resources and facilities.

2.6 To provide awareness of Health and Safety issues within the school and on trips, to prevent, where possible, potential danger or accidents.

2.7 To inform staff and parents of the school's first aid arrangements.

2.8 To report, record and where appropriate investigate all accidents.

2.9 To keep accident records and report to the HSE as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013.)

2.10 To comply with Health & Safety (First-Aid) Regulations 1981

3.0 First Aid Training

3.1 All staff will be trained annually in Allergy Awareness and use of Epipens / adrenaline auto-injectors.

3.2 An appropriate number of staff will be trained in first aid – a list of personnel trained is available upon request.

4.0 First Aid Kits

4.1 There are a number of first aid kits situated around the various school buildings and on the school minibuses.

4.2 All first aid kits are checked and restocked monthly – a list of locations and contents of the first aid kits are available upon request.

5.0 The Medical / First Aid Room

5.1 The Medical / First Aid Room is in the Prep building just off the Prep reception D1 + D2 and is accessed from the outside by its own dedicated entry door to the left off the main Prep entrance door.

6.0 Individual Health Plans

6.1 For pupils with particular health issues such as diabetes, epilepsy, and allergies, a tailored health plan will be agreed between the school, the pupils, parents and all relevant health professionals. All key personnel will be made aware of this plan and their responsibility within the plan.

7.0 Accident / Incident Reporting

7.1 All accidents should be recorded in Accident Report Book located on the Main Reception, the Prep Reception and the Early Years Manager's Office. The completed Accident Book will be analysed monthly by the Finance and Facilities Manager and a summary report given to the Health and Safety Committee at each meeting.

7.2 Following any accident that is beyond the day-to-day bumps and scrapes, an investigation by the Finance and Facilities Manager and the Facilities Co-ordinator will take place to determine the cause and take any corrective action to prevent reoccurrence.

7.3 EYFS – staff are all aware of the duty to inform parents of any accident or injury sustained by the child on the same day or as soon as reasonably practicable and any first aid treatment given. Priory School has a duty to inform Ofsted of serious accidents involving EYFS children. This should be completed by the Finance and Facilities Manager with the support of the Poppets Manager.

7.4 All allergy related incidents must be reported to the Finance and Facilities Manager immediately, so that a full review can take place and action taken to prevent recurrence where reasonably practicable.

7.5 Safeguarding concerns arising from injuries- Where an injury is unexplained, inconsistent with the explanation given, repeated, deliberately self-inflicted, or otherwise raises a safeguarding concern, the DSL/DDSL must be informed promptly. Appropriate first aid or medical treatment must not be delayed while safeguarding advice is sought. The accident or first-aid record does not replace a safeguarding record. Where appropriate, the concern must also be recorded separately on CPOMS in accordance with the Safeguarding and Child Protection Policy.

8.0 EMERGENCY ARRANGEMENTS

8.1 Upon being summoned in the event of an accident, the First Aiders are to take charge of the first aid administration commensurate 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.

Anyone can call an ambulance

Any member of staff may call an ambulance on the following occasions-

- ☐ In the event of a medical emergency, eg severe allergic reactions (anaphylaxis) or serious asthma attack
- ☐ In the event of serious injury
- ☐ In the event of a significant head injury
- ☐ In the event of a period of unconsciousness
- ☐ Whenever there is a possibility of a serious fracture or where this is suspected
- ☐ Whenever the First Aider is unsure of the severity of the injuries or unsure of the correct treatment.

8.2 Where hospital treatment is required but it is not an emergency the First Aider should contact the parents/carers for them to take over responsibility for the child or next of kin for a member of staff. In the event that parents/ carers cannot be contacted, the First Aider will accompany the child to hospital and remain there until the parents /carers can be contacted.

9.0 Hygiene /Infection Control

- ☐ Hands must be washed before and after giving first aid
- ☐ Single use disposable gloves must be worn when treatment involves blood or other bodily fluids
- ☐ Any soiled dressings etc must be put into a yellow clinical waste bag and passed to Facilities for disposal.
- ☐ Any bodily fluids on the floor should have absorbent granules sprinkled on to them, then swept up into a yellow bag for disposal. Facilities should then be contacted in order that the floor be cleaned and disinfected.
- ☐ Exposed cuts and abrasions should always be covered

9.1 Clinical Waste

When dealing with first aid Issues, there may be waste products containing bodily fluids. When disposing of this waste, the yellow clinical waste bags must be used and placed in the Clinical Waste Euro Bin located to the rear of the Prep School building. Disposable gloves should be worn when dealing with any clinical waste and gloves also disposed of in the clinical waste bins. This Euro Bin is emptied weekly.

9.2 Sharps Disposal

The Finance and Facilities Manager will be responsible for arranging sharps disposal by liaising with Birmingham City Council and requesting a Clinical Hazardous Waste Disposal. Contact Number: 0121 303 6713

10.0 Administration of Medicines

Please see the Medication Policy

11.0 Health & Dietary Requirement Information

11.1 When a child registers at Priory School a Health Form is completed, the details of which are placed on the iSAMS Administration System. Each year, an annual update of the health condition of each child in the school is sought through a data collection sheet. iSAMS Administration System is updated with this new information by the Admissions and Marketing Manager. Information about pupils' medical and dietary needs will be made available to staff who require it to fulfil their responsibilities. Sensitive health information will be stored securely and shared on an appropriate need-to-know basis, while ensuring that staff responsible for the pupil's care, supervision or emergency response have access to the information necessary to keep the pupil safe.

Health information may also be shared with the DSL or relevant external professionals where there is an appropriate safeguarding purpose and lawful basis.

12.0 Emergency Service Vehicles

12.1 Emergency service vehicles should be directed to the front car park. The area outside the front entrance has limited dedicated parking spaces always leaving adequate parking for emergency vehicles.

13.0 Early Years

13.1 A paediatric first aid trained member of staff will always be present when the children are eating and all incidents of choking are recorded and reviewed by the Finance and Facilities Manager alongside the Early Years Manager.

Please see Early Years Food and Mealtime Policy

14.0 Monitoring and Review

14.1 Legislation and Codes of Practice as they apply to school policies are consistently being reviewed and any changes will be reflected in our documentation as soon as it is practicable.

This policy will be monitored by the Headteacher. It will be reviewed by the designated members of the Governing Council.