



First Aid Policy 2025-2026 (Accident, Incident or Sickness)

This is a whole School policy and applies to all members of Copthorne Preparatory School including EYFS.

Version:	Two
Author:	Mandy Huckle (Matron) & Ali Raja (Deputy Head)
Reviewed:	September 2025
Review date:	September 2026
Approved by:	Mrs Anne Fletcher, Chair of Governors

Contents

1	Introduction.....	3
2	Aims.....	3
3	Internal Management.....	3
4	Medical Files & Consent Forms	3
5	Recording Incidents at School	4
6	Emergency Procedures.....	4
7	Incidents Away From School.....	4
8	Accidents to Staff	5
9	Prescription Medicines	5
10	Defibrillator	5
11	Infection Control for body fluids.....	5
12	Risk Assessments.....	5
13	Insurance.....	5
14	Staff Medicine	5
16	Equal Opportunities	5
17	Related Policies.....	5
18	Monitoring and Review.....	6

1 Introduction

Copthorne Prep School is required under the Health and Safety Work Act 1974 to have a first aid policy. This is in line with the policies and procedures used in this school.

2 Aims

To ensure that all members of the Copthorne Prep School community, including any flexi boarders, are treated in an effective, timely and efficient manner.

To ensure that all treatment given is properly documented and the relevant person(s) are advised of any accident, incident or sickness.

To ensure compliance with all legislation

To ensure that the school has adequate and appropriate equipment, facilities and procedures to provide appropriate first aid.

To ensure that the first aid arrangements are based on a risk assessment of the school.

Responsible Person: Matron/First Aider in attendance in the first instance but Head and Governors are responsible for policy document.

3 Internal Management

The Head must ensure that parents are aware of the school health and safety and first aid policies.

The school will appoint a person to oversee first aid provision – usually Matron, who will:

Ensure that the first aid provision is adequate and appropriate with at least one qualified First aid at work and two paediatric trained first aiders on the school site when children are present.

Carry out appropriate risk assessments in liaison with the Head of School.

Ensure that the number of first aiders meets the assessed need.

Ensure that the equipment and facilities are fit for purpose; and

Regularly keeps the Head informed of the implementation of the policy.

4 Medical Files & Consent Forms

Teachers' conditions of employment do not include giving first aid. Staff may, however, volunteer to undertake first aid tasks. However, we have over 20 members of staff trained in First Aid at work or Paediatric First Aid. A list of all first aiders can be found around the school.

However, all staff in charge of pupils (including volunteer staff) must always use their best endeavours, particularly in emergencies, to secure the welfare of the pupils in the same way that parents would be expected to act towards children.

Trained staff may act beyond the initial management stage.

Other staff must provide aid only to the level of qualification or competence they possess.

Medical files for all children in Nursery, Pre-Prep and Prep are kept in Matron's office.

Medical files contain a signed consent form allowing Matron or a named First Aider to administer medicine.

Medical files should be referenced before treating a child to check their medical history.

Nursery staff keep a copy of all medical records for Nursery children; Pre-Prep office keeps a copy of all medical records for pre prep children and Matron keeps a copy for Prep children.

5 Recording Incidents at School

What to do:

- Report all accidents, incidents and sickness to Matron or a First Aider. Nursery children are normally looked after by a member of the Nursery staff (First Aid trained) but from time-to-time Matron is asked for her opinion.
- Matron/First Aider will assess the child and check the child's medical file to check the medical history of the child **before** giving any treatment.
- Matron/First Aider will treat the child appropriately, calling an ambulance immediately if concerned in any way.
- Treatment may involve the administration of a medicine. All medicines are held in the locked Medication Cupboard or fridge located in Matron's Room. Matron/First Aider must record any medicines removed from the cupboard on iSAMS. Matron holds a set of keys to the Medication Cupboard. The location of the spare keys to the Medication Cupboard is in the key cabinet in the back office.
- If medicine is administered, Matron/managing medicine qualified staff must email parents/guardian with the name and dose of the medication when it was given and at what time.
- Treatment may require the use of items from the First Aid boxes which are located around the school. For exact locations see the First Aid Box Location posters.
- Once the child has been treated, Matron must record the accident, incident or sickness on iSAMS. More serious injuries may also require an accident report to be completed and in some cases reported to RIDDOR (Matron to confirm if reportable).
- Certain accidents or near misses need reporting to RIDDOR (Reporting of Injuries, Disease and Dangerous Occurrence Regulations). This report is done online. The responsible person, normally Matron, will determine if the accident or incident requires reporting and complete a report.
- Matron/First Aider must inform parents if it is felt that the child needs more medical assistance or are too ill to stay at school.
- In any emergency Matron/First Aider must call 999/112 and contact the parent(s). Matron/First Aider will be available to accompany the child to hospital, with the child's medical file.
- If the child has an injury to the head, please see Head Injury Policy.
- Ofsted must be notified of any serious accident, illness or injury, or death of a child in the EYFS whilst in our care and of the action taken in respect of it. Notification must be made as soon as is reasonably practicable, but in any event within 7 days of the incident occurring.

6 Emergency Procedures

Any person finding an unconscious adult/child should shout for help immediately.

They should then check the casualty is breathing and give any emergency first aid, if trained.

After these first checks are completed, they should then call 999/112 immediately.

They should then monitor the casualty until Matron/First Aider/ambulance arrives.

7 Incidents Away From School

See 'Outings Policy' and Generic Risk Assessment for Trips

8 Accidents to Staff

Any accidents to staff must be recorded in an Accident Book. Accident Books are held in the Kitchen and Matron's room.

9 Prescription Medicines

See 'Administration of Medicines Policy'.

10 Defibrillator

Defibrillators are in prep (by the fireplace), Nursery. There is also one on the outside wall of the new block which is available to the School and Community.

11 Infection Control for body fluids

All body fluids must be disposed of in the hazardous infectious disposal bin situated in the laundry room. e.g. for blood leakage etc.

PHS supply sanitary bins which are provided in the female toilets

12 Risk Assessments

The person responsible for First Aid must make suitable and sufficient risk assessments in the school to determine any extra provision required over and above the minimum provision.

The risk assessments must also cover the risks to employees and any non-employees who may come into the school.

13 Insurance

Copthorne Prep ensures that insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment.

14 Staff Medicine

All staff will ensure that medicines they are taking must be stored securely and safely out of the reach of children. If in doubt, Matron can store it under lock and key.

15 Training

The school will provide adequate and appropriate training for first aid staff and appropriate information for all staff to enable them to carry out their duty of care.

First Aid training is kept up to date with retraining taking place every three years.

The governors will ensure that there are sufficient trained staff to meet statutory requirements and the assessed needs, allowing for staff who are absent or off-site.

16 Equal Opportunities

The school will take a particular care with the first aid provision for its disabled staff and pupils.

Appropriate risk assessments will be done by the person in charge of first aid, and suitable provision will be made in liaison with the Head.

17 Related Policies

The school has policies on Asthma, Epilepsy, Diabetes, Allergy & Anaphylactic Shock, Pandemic Flu and Head Injuries that should be read in conjunction with this policy.

18 Monitoring and Review

The Head will review the first aid needs and arrangements annually and will ensure that the appropriate levels of first aiders are in post, and that the appropriate standards are met.

This policy will be reviewed annually by Governors.