



The Crypt School First Aid Policy

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Governor			

It is our policy to ensure that appropriate first aid arrangements are in place for our pupils, staff and any visitors to our premises.

We aim to make sure that every pupil, member of staff, and visitor will be safe and well looked after in the event of illness or accident, no matter how major or minor.

This policy assists staff to:

- Identify how to access competent first aid assistance for pupils and staff on a timely basis.
- Identify those who have been trained to provide first aid whenever the school is open.



- Set out the process for reporting accidents, injuries and near misses for review and reporting to Governors.

1. Access to first aid

- In the event of an injury, the injured party should be escorted to Main Reception. If the injured party cannot be moved, Main Reception should be urgently contacted. Main Reception will then call other First Aiders for assistance.
- If the accident was caused by a hazardous substance, the safety data sheets must be made available to the ambulance service.
- Reception or the attending First Aider will notify the Operations Manager or Senior Deputy Head if the matter is sufficiently serious.
- Defibrillator Locations:
 - The First Aid Room in the Main Reception Area
 - The DART end of the lower main corridor.
 - Entrance foyer of the Anthony Iles (E) Building
 - The Cricket Pavillion
 - The main sportshall (paediatric pads are also available in this location)

1.1 First aid during the normal school day

The First Aid team is led by the Operations Manager.

All First Aid incidents should be accompanied and report to Main Reception, who will either deal with the incident, or call another First Aider for support.

The First Aid room is stocked with general first aid supplies, as well as school owned Asthma Inhalers and school owned Epi Pens.

Students personal medication is also stored within locked first aid cabinets or the locked first aid fridge. These are all located in the First Aid Room.

Grab and Go first aid kits are located in the first aid room, and Mini First Aid kits are located in higher risk areas, such as in Food Tech, DT, Science, and PE areas.

In the event a parent/guardian needs to be contacted, the incident First Aider will do this.

1.2 First aid cover out of normal office hours

School cannot always guarantee there will be a trained first aider outside of normal school hours.

In the event of a first aid incident requiring greater assistance, 111 or 999 should be dialled. Lone Workers should follow the guidance in their Risk Assessment.



1.3 First aid provision off site

When planning an out of school visit, staff discuss requirements with the Operations Manager or Senior Deputy Head as part of the risk assessment process, including understanding whether there are any students with particular medical needs where appropriate. Staff take a first aid box with them together with details of any medical needs of pupils in their care, and parent/guardian contact details.

1.4 Illness or injury requiring care at a hospital

In the event of hospital attendance, the student's Bromcom emergency data sheet should be printed and passed to the Emergency Services or staff member escorting the student. This then needs to be safely destroyed.

Non-emergency – parents or guardians should be informed immediately by the attending first aider and asked to collect the pupil without delay and accompany them to hospital.

Immediate hospital care required – if it is deemed necessary that a pupil should immediately attend hospital, the pupil should be accompanied by a member of staff who will wait with the pupil until a parent arrives. In this event the Operations Manager or member of SLT will arrange one of the following methods of transport, depending upon the urgency and nature of the circumstances and contact the parent or guardian:

- Taxi
- Ambulance
- Staff should not transport a pupil in their private car, unless there are exceptional circumstances, and they have permission of a member of SLT.

Serious illness or injury requiring an Emergency Ambulance – a call to 999 for an emergency ambulance should take place when a qualified First aider has assessed a casualty and deemed it necessary to do so based on the knowledge acquired through their training.

Parents or guardians should be immediately contacted by the School or member of SLT. An emergency ambulance would usually be for a casualty with the following problems (this list is not exhaustive):

- where it is unsafe to approach and treat the casualty
- unconscious
- not breathing (or not breathing normally after administering casualty's own medication)
- anaphylaxis (use this word when requesting an ambulance)
- severe bleeding



- neck or spinal injury
- suspected major fracture
- injury sustained from a fall from height (above 2m) or sudden impact with force e.g. struck by vehicle
- seizure, fits or symptoms of stroke or heart attack
- severe burns or scalds
- severe injury to themselves or taken an overdose
- rapid deterioration in condition despite the initial assessment of not requiring an ambulance
- where calling 999 has been advised by a pupil's consultant for known condition

111 operators will offer advice if you are in doubt and will arrange appointment at A&E if appropriate

If in doubt, it is better to call 999 and speak to a dispatcher who will advise

1.5 Spillage of bodily fluids

In the event of spillage of bodily fluids, staff must cordon off the affected part of the room / corridor etc, and notify the Site team who will arrange for prompt clearing up, following the relevant procedure for dealing with the spillage of bodily fluids.

2 Trained personnel

The Operations Manager responsibilities include the following:

- Ensure that the teams First Aid qualifications are up to date.
- Always maintain adequately stocked First Aid kits and ensure that these are easily and quickly located throughout the school.
- Perform a regular (at least annual) check of contents of first aid kits around the school site
- Attend safety committee meetings with the Governing Body

First Aiders responsibilities include the following:

- Keep a careful record of all visits to the first aid room for treatment, noting the nature of the visit and any treatment administered using the school medical management software, Medical Tracker
 - Accidents and Near Misses are to be reported on the Accident Reporting tool.
 - Illness is to be reported on the students Bromcom personal file under 'Health'.
 - Staff and Visitors are to be reported using the paper Accident Log Books located in the First Aid room.
- Provide First Aid expertise throughout the working hours of the school day.



- Always attend a casualty when asked to do so and treat the casualty to the best of their ability, and in the safest way possible. This also includes wearing appropriate PPE, including wearing gloves where there may be loss of blood or bodily fluids.
- Call for assistance from other First Aiders or Emergency Services if appropriate.
- Ensure that a pupil who is sent to hospital by ambulance is either:
 - o Accompanied in the ambulance at the request of the paramedics
 - o Followed to the hospital by a member of staff to act in loco parentis
 - o Met at hospital by a relative

The school admissions office / Pastoral Office responsibilities include

- Be responsible for collecting medical information from parents when a pupil joins the school.
- Inform the staff of a pupil's medical history if and when appropriate, having obtained permission to do so from the parents/guardian.

The list of the names of trained first aiders is located in the Main Reception.

All staff attend annual County Council training on Anaphylaxis and are invited to attend training sessions on Asthma, Diabetes and Epilepsy.

All higher risk areas for injuries have trained First Aiders within the teaching and support teams, for example, PE, DT, Food Tech, Science.

New members of staff are made aware of the First Aid procedures in school through induction. All members of staff will familiarise themselves with the First Aid procedures in place.

3 Medication

Dispensing medication

Medicines of any kind are dispensed by trained first aiders. All accidents/illnesses are assessed and the first aider may administer medication and then record each interaction.

With the exception of paracetamol and antihistamine tablets, we are not able to administer any nonprescription medicines in school. Paracetamol and antihistamines will only be administered where it is deemed necessary and where parental consent has been obtained. Both Paracetamol and antihistamine are available in both oral suspension and tablet forms. Any other medication that a pupil may need to take during the school day must be obtained on prescription from a doctor and supplied in the original pharmacist's container, along with clear written and signed instructions about the required dose and time and method of administration.



As a general rule, pupils should not self-medicate during the school day. It is the parents' responsibility to supply in-date medications and consent..

Emergency medication such as Adrenaline Auto Injectors (AAIs) and inhalers must be carried by the pupil at all times and a spare supply left in the First Aid Room.

Diabetics should keep their own supply of dextrose tablets and a supply should also be left with the Reception to be put in the First Aid room. Diabetic pupils may, if required, keep a spare supply of insulin in the refrigerator in the First Aid Room.

The school reserves the right to refuse pupils admission to school if emergency medications are not provided.

Access to medication

All medication is stored in the First Aid Room and is administered by a First Aider. Medication is always administered in the First Aid Room and is never allowed to be taken away for later administration. All non-emergency medication is securely locked, and all emergency medication stored in an unlocked, clearly labelled, cupboard. The School has purchased spare Adrenaline Auto Injectors, without a prescription. These are for emergency use for pupils who are at risk of anaphylaxis but where their own device is not available or not working (e.g., because it is broken or out of date). This is in line with current Guidance on the use of adrenaline auto-injectors in schools, (Department of Health 2017). These are stored, unlocked, in the First Aid Room. The School's spare AAI should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided. The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay. Emergency Salbutamol inhalers are also kept by school for pupils whose parents have provided written consent. These are stored, unlocked, in the First Aid Room.

4 School trips

Trips will be assessed regarding risk level, ie, low risk such as a theatre trip, and high risk such as sporting or watersports / adventure type activity where we insist at least one first aider will be present.

For residential trips, at least one member of staff must have a first aid certificate.



5 Pupils with medical needs

All parents/carers are required to complete a medical questionnaire prior to their child starting at the school. It is the parents' responsibility to inform school of any changes in medical conditions and other information.

Individual Health Care Plans Some pupils with medical needs may require an Individual Healthcare Plan, (IHCP). An IHCP records the following:

- the medical condition, its triggers, signs, symptoms;
- the pupil's resulting needs, including medication and any other daily care requirements;
- the name of the medication, dose, method of administration, when it should be taken and any side effects;
- what constitutes an emergency and the action to take if this occurs.

6 Allergy Action Plans

Pupils with a severe allergy will require a BSACI Allergy Action Plan. These plans have been designed to facilitate first aid treatment for anaphylaxis, to be delivered by individuals without any specialized medical training or equipment apart from access to an adrenaline autoinjector. The plans function as Individual Healthcare Plans for children with food allergies, granting medical and parental consent for schools to administer medication in the event of an allergic reaction. This includes consent to administer a "spare" back-up adrenaline auto-injector pen. It is the parent's responsibility to complete the Allergy Action Plan, provide emergency medication to be stored in the First Aid Room, and ensure the pupil carries their emergency medication at all times.

7 Asthma Action Plans

Pupils with asthma will require an Asthma Action Plan. This plan is designed to aid in the first-aid management of asthma symptoms and potential attacks. It is intended to be followed by individuals without specialised medical training or equipment, apart from access to a reliever inhaler. These plans also outline which medicines you take every day to prevent symptoms, what to do if your asthma symptoms are getting worse, and the emergency action to take if you're having an asthma attack and when to call 999. It is the parent's responsibility to complete the Asthma Action Plan, provide a spare inhaler to be stored in the First Aid Room, and ensure that the pupil keeps their emergency inhaler with them at all times.

All plans are reviewed at least annually or earlier if evidence is presented that a pupil's needs have changed.



8 Sharing information about students with medical needs

Pupil medical information is kept on the School Information Management System (SIMS). Parents are responsible for informing the school of changes to medical information. Notices of students with epilepsy and serious allergies are sent out to the relevant teaching, support and cover staff.

Students with dietary requirements, including food allergies, are encouraged to meet with the Catering Manager to assess their needs.

9 Recording and reporting accidents

- Once first aid treatment has been provided, the First Aider must record the incident:
 - Accidents and Near Misses are to be reported on the Accident Reporting tool.
 - Illness is to be reported on the students Bromcom personal file under 'Health'.
 - Staff and Visitors are to be reported using the paper Accident Log Books located in the First Aid room.
- When the investigating officer has completed their investigations, they will retain a copy of their report for recording purposes and send an additional copy to Human Resources (if the accident relates to a member of staff).
- The Line Manager will review any appropriate risk assessments and safe working procedures to ensure any further remedial actions are taken.
- Where an accident falls into the requirements of RIDDOR reporting, a report is made by the Operations Manager or Senior Deputy Head.

The Operations Manager is a member of the Pupil Welfare (H&S) Committee and raises any recurrent issues or any significant issues arising from accidents that have not had an official investigation to the Committee. A report on the accidents recorded during each term is presented to the next meeting of the Pupil Welfare (H&S) Committee by the Operations Manager.

10 Investigation

In the event of a serious incident, an investigating officer (usually Operations Manager or Senior Deputy Head) will:

- Consider if the incident is RIDDOR reportable in line with the HSE guidance for schools.



- Ensure that the area is left undisturbed and sealed off, until authorised.
- Organise an investigation to determine the cause of the dangerous occurrence.
- Take photographs of the site of the incident and any other relevant tools, equipment, etc. if necessary, and seek access to any CCTV recordings if these exist.
- Obtain witness statements.
- Obtain a statement, if possible, from the injured person.

Where there is an incident involving a member of staff an investigation may be deemed necessary (the assessment would be made by a member of SLT). When the investigating officer has completed their investigations, they will retain a copy of their report for recording purposes and send an additional copy to Human Resources.

The Line Manager will review any appropriate risk assessments and safe working procedures to ensure any further remedial actions are taken.

The investigating officer will make a full report and include all of the above information and forward it to the Principal for onward transmission to the insurance company.

11 List of Certified First Aiders

Up-to-date lists of First Aiders can be found in the Main Reception.
The current First Aiders:

March 2026
Lynn Green
Louise Price
Hayley Wood
Katherine Mountford
James Green
Lesley Smith
Phil Stanlake
Gemma Hargraves
Andy Hart
Amy Leask
Harry Windsor
Tom Farmer



Steph Williams
Sophie Lowe
Cory Howell
Laura Shaw

Further information:

DfE - First Aid in Schools

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

HSE – First Aid at Work <https://www.hse.gov.uk/pubns/priced/l74.pdf>

DfE - Supporting pupils at school with medical conditions

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

DfH – Guidance on the use of adrenaline auto-injectors in schools

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

<https://www.sparepensinschools.uk/>

BSACI Allergy Action Plans

<https://www.bsaci.org/resources/resources/paediatric-allergy-action-plans/>

DfH - Guidance on the use of emergency salbutamol inhalers in schools

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf

Asthma and Lung UK - Asthma Action Plan

<https://www.asthmaandlung.org.uk/conditions/asthma/your-asthma-action-plan>