



REGENT PRIMARY SCHOOL

First Aid Policy

Reviewed by Registrar: February 2026

Previous Review: August 2022

Approved by the Board: March 2026

Date of Next Review March 2028

Aims

- To provide effective First Aid support for all pupils, staff and visitors.
- To ensure that all pupils, staff and visitors are aware of their roles and responsibilities in relation to First Aid and the First Aid systems in place.
- To support awareness of Health & Safety issues within school and on off-site activities, in order to reduce the risk of illness or injury.

Policy Statement

First Aid can save lives and prevent minor injuries from becoming major ones. Health personnel and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school (including off-site activities). In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency. This policy should be read in conjunction with the Administration of Medicine Policy.

Guidance

This policy is informed by UK Department for Education (DfE) guidance on First Aid in schools and reflects recognised best practice within British international education.

In developing this policy, the School has taken account of the principles underpinning the Health and Safety at Work etc. Act 1974, the Health and Safety (First Aid) Regulations 1981, and Paragraph 13 of the Education (Independent School Standards) Regulations 2014. While these UK statutory frameworks do not have direct legal force in Nigeria, they provide a recognised benchmark for standards expected in British Schools Overseas (BSO) and COBIS-accredited schools.

The School operates in compliance with all applicable Nigerian health, safety, and child protection legislation. Through this policy, the School demonstrates its commitment to meeting both local regulatory requirements and the standards expected of high-quality British international schools.”

The School Nurse

The School Nurse is employed full time and is located in the School clinic, which is at the front of the School Hall. She can be contacted by phone.

Early Years Foundation Stage through to Upper Primary

The active nature of ‘learning through play’ which forms a large part of the work of the EYFS, coupled with young children’s developing spatial awareness and balance, can lead to frequent minor collisions, trips or falls which may include bumps to the head. In the event of any accident, in any of the school departments, the child must be sent to the School Clinic with a note from the teacher. Early Years children are taken to the clinic by an adult in the class.

Staff Responsibilities:

- Refer all injuries or illnesses that occur during class time to the school nurse to manage the incident.
- Give the child a note for the nurse to handover to the nurse at the clinic.
- Never move a casualty until they have been assessed by the nurse, unless the casualty is in immediate danger.
- Send for help to the School Clinic as soon as possible, ensuring that the messenger knows the precise location of the casualty.

- Report the incident and its circumstances to the Headmaster.
- Reassure, but never treat a casualty unless the staff is in possession of a valid emergency First Aid certificate or knows the correct procedures; such staff can obviously start emergency aid until the school nurse arrives at the scene or initiate simple airway measures if clearly needed.
- Body spillages (blood, vomit): no adult in school should remove any body spillages including vomit. If a child is sick in the classroom or other shared space, the vomit should be covered by a chair and paper towels if available. Any children should be removed from the area.

The School Nurse Responsibilities:

- Complete an accident slip as appropriate for minor injuries. This should be passed on to parents at the end of the day, together with a verbal explanation by the nurse.
- Contact parents immediately if there is the slightest concern that the injury may be more serious
- Purchase and maintain the first aid supplies and resources, first aid kits, icepacks and ensure the general upkeep of the School Clinic.
- Maintain adequate standards for infection control at all times.
- Supervise the sick or injured child until no further care or assistance is required, or until the person is handed over to appropriate medical care, i.e. the hospital or the parent.
- Provide initial care of ill or injured staff, pupils and others by rendering first aid care in accordance with approved training, and where appropriate, referring the casualty for additional medical advice.
- Maintain adequate records of all emergencies, treatment given and medications brought into school by parents to be administered to the child and share information with the child's teacher, Senior Teacher Pastoral and the Headmaster.
- Keep all medical logs confidential.

Health and safety personnel responsibilities

- All health and safety team members must be present for every event held in the school from start to finish.
- Ensure the school learning environment and surroundings meet Health and Safety requirements and do not pose a health risk to students, staff and visitors.

Parent Responsibilities:

- Be aware of the school's policies and procedures regarding first aid.
- Ensure contact details are up to date and provide the name of an emergency contact person and alternatives.
- Inform the school of any follow up treatment recommended by a doctor.
- Contact the nurse in the clinic and complete the appropriate medication logs if necessary.
- Collect medicines from the school nurse at the end of the school day/school term as appropriate and sign out from the log.

School Responsibilities:

- Ensure that the school clinic is stocked with basic first aid materials and non-prescription medicine at all times.
- Provide appropriately stocked first aid kits for use during sporting events, camps, excursions and all other activities undertaken away from the school.
- Ensure that every member of staff is informed regarding first aid at the beginning, and throughout the year, via online and practical training and staff meetings.
- Send requests for updated information home, including requests for any medical management plans and reminders to parents of the policies and practices used by the school to manage first aid and illnesses.
- Remind parents throughout the year of the policies and practices used by the school to manage first aid,

illnesses and medications.

- Ensure a system for recording all information relevant to the first aid management of an injury or illness is maintained.
- Organise first aid duties according to the school's requirements.
- Ensure appropriate risk assessments are undertaken and communicated for trips, visits and events held in school.