



Vita et Pax
PREPARATORY SCHOOL

Vita et Pax Preparatory School
Established 1936

First Aid Policy

Policy Originator	Head Teacher
Approved by	Governing Body
Date Approved	1 March 2026
Status	Statutory
Review Period	Annually (next: March 2027)

1. Introduction

The school provides adequate first aid for pupils, staff and visitors in line with the Health and Safety (First-Aid) Regulations 1981, ISSRs 2014 and DfE guidance on supporting pupils with medical conditions.

2. First Aid Provision

- Sufficient trained first aiders on site and on school-led activities.
- Paediatric first aid availability in EYFS.
- Maintained first aid kits and a dedicated medical room.

3. Medical Conditions and Healthcare Plans

Individual Healthcare Plans are prepared for significant conditions in consultation with families and professionals. Staff are informed on a need-to-know basis and receive role-specific training.

4. Administration of Medicines

- Written parental consent is required.
- Medication must be in original packaging with dispensing details.
- Records include date, time, dosage and administering member of staff.
- Storage is secure; emergency medicines remain accessible.

5. Emergency Procedures and Records

1. First aider assesses and provides immediate care.
2. Call 999 if needed and notify parents promptly.
3. Ensure staff accompaniment to hospital where required.
4. Complete incident and treatment records.

Accident, treatment, medicine and RIDDOR-related records are stored securely under data protection requirements.

6. Monitoring and Review

Provision is reviewed annually and incident trends are analysed to inform risk assessment and prevention.

Approved by: Governing Body of Vita et Pax Preparatory School

Date: 1 March 2026