



DOWNHAM MARKET  
ACADEMY



# First Aid Policy

**November 2025**

|                              |               |
|------------------------------|---------------|
| <b>Ratified by Governors</b> | November 2025 |
| <b>Due for review</b>        | November 2026 |



The First Aid procedure at Downham Market Academy is in operation to ensure that every student, member of staff and visitor will be well looked after in the event of an accident or injury, no matter how minor or major.

It is emphasised that the team consists of qualified first aiders and not trained doctors or nurses. The term "first aider" refers to those members of the school community who are in possession of a valid first aid at work certificate or equivalent.

In the event of an incident all members of the school community should be aware of the support and the procedures available to activate this.

The purpose of the policy is therefore:

- to provide effective, safe first aid cover for students, staff and visitors;
- to ensure that all staff and students are aware of the system in place;
- to provide awareness of health & safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents;

### **Qualified first aiders will:**

1. Ensure that their qualifications are always up to date.
2. Ensure that first aid cover is available throughout the working hours of the school week as directed by the appointed person responsible for first aid or the Head of School.
3. Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing appropriate PPE for the situation, calling for help from other first aiders or emergency services.
4. Help fellow first aiders at an incident and provide support during the aftermath.
5. Act as a person who can be relied upon to help when the need arises.
6. In the event of an incident, a record will be made on the Handsam First Aid recording system and will include:
  - The date, time and place of incident
  - The name of the injured or ill person
  - Details of their injury/illness and what first aid was given
  - What happened to the person immediately afterwards
  - Name of first aider or person dealing with the incidentThe Handsam system will generate a summary notification that is sent to parents/carers that outlines the reason first aid was provided and specifically what first aid was provided.
7. Ensure that the parents/carers of any student are contacted by telephone in the event that:
  - a. a head injury is sustained by the student;
  - b. The student is taken to hospital;
  - c. The mobility of the student is impaired by their injury.
8. Ensure that parents are aware of all head injuries promptly. Advise that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents/carers to collect a child to take them to hospital.
9. Ensure that a child who is sent to hospital by ambulance is either:
  - a. accompanied in the ambulance at the request of paramedics;
  - b. followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted;
  - c. met at hospital by a relative;
  - d. The member of staff to accompany the casualty to hospital need not be a first aider, however, an appropriate person should be sent.
10. Ensure that everything is cleared away safely, utilising the medical waste bin if necessary. Any bloodstains on the ground must be washed away thoroughly by contacting the site team on 07827 310166, 07789615939 or 07826914810.

11. Ensure that the first aid kit is restocked of all items used, alerting the Office Manager to low supplies in the first aid cupboard.
12. Not administer paracetamol or other medications without verifying consent to administer is in place. Any medication administered should be detailed on Handsam First Aid with appropriate consent forms provided by parent/carer, medication will be clearly labelled in the cabinet.

**The Office Manager will:**

1. Ensure that the first aid cupboard is adequately stocked periodically and that all items in the cupboard are in date.
2. Ensure that there is a sufficient amount of 1 and 3 day first aid trained staff and arrange for staff with expiring qualifications to renew qualifications.
3. Ensure that, in the absence of the designated first aider, cover is provided.
4. Liaise with pastoral leaders, the SENDCO and DSL to ensure that first aiders are aware of serious medical needs of students and where to find details of Health Care Plans (IHCP).
5. Ensure that the academy defibrillator is checked on a weekly basis. Checks should include presence of an in date defibrillator pad and battery and that the defibrillator turns on. The checklist should be completed each time this is reviewed.
6. Regularly review the accident and incident reports and support investigations of any serious accidents, reporting findings to the Head of School who will decide if the incident is reportable to the HSE.

**The Academy will:**

1. Provide adequate first aid cover as outlined in the Health & Safety (First Aid) Regulations 1981.
2. Monitor and respond to all matters relating to the health and safety of all persons on school premises.
3. Ensure all new staff are made aware of first aid procedures in school.

**Staff will:**

1. Familiarise themselves with the first aid procedures in operation and ensure that they know who the current first aiders are.
2. Be aware of specific medical details of individual students as detailed in SIMS/Edulink.
3. Ensure that students are aware of the procedures in operation.
4. Never move a casualty until they have been assessed by a qualified first aider unless the casualty is in immediate danger.
5. Send the student directly to the First Aid room which will be manned by a first aider at all times. An email should be sent to [firstaid@dma.tela.org.uk](mailto:firstaid@dma.tela.org.uk) to alert the first aider that the student is on their way to seek support.
6. In an emergency contact the First Aider immediately by calling the First Aid mobile phone: 07597 055278
7. Reassure, but never treat a casualty unless staff are in possession of a valid first aid certificate and always ensure personal safety.
8. Ensure that they have a current medical consent form for every student that they take out on a school trip which indicates any specific conditions or medications of which they should be aware.

**Pastoral leaders, the SENDCO and DSL will:**

1. Ensure that the student medical records are up to date with any new medical conditions or changes to medical conditions by providing the First Aider with relevant and detailed information.
2. Review any IHCP and update annually or as required should new information be provided.

Further details regarding this are outlined in the Supporting students with medical needs policy.

### **Support Staff (not first aid trained) will:**

1. Support the first aiders in calling for an ambulance or contacting relatives in an emergency.
2. Not administer paracetamol or other medications without verifying consent to administer is in place. Any medication administered should be detailed on Handsam First Aid with appropriate consent forms provided by parent/carer, medication will be clearly labelled in the cabinet.
3. Administer the dispensing of plasters; students must confirm that they are not allergic and sign the plaster register in the medical folder.

### **First aid before and after out of school hours**

Before 8am and after 4pm, in the event of a medical emergency, attention should be sought by the person requiring attention from 111 or 999.

### **First aid before on trips and visits**

When students go on a school trip, they must be accompanied by at least one First Aider who is suitably qualified for the type of activity and duration of the trip. Matt Rogers can provide advice on this. The First Aider will ensure that adequate supplies of first aid are taken on the trip or visit.

### **Serious injuries, patterns of injuries and near misses**

Where a serious injury occurs; where a number of students or staff are injured whilst carrying out the same activity or are in the same location or where a serious injury was narrowly avoided, the school First Aider will alert the Office Manager who will consult with the Head of School and Director of Estates on a suitable course of action. This could include a review of risk assessments; review of the site, facilities or equipment; report to RIDDOR.

### **First aiders at Downham Market Academy**

| <b>Name</b>   | <b>Qualification</b>                | <b>Training Provider</b> | <b>Expiry Date</b> | <b>Department/Location</b> |
|---------------|-------------------------------------|--------------------------|--------------------|----------------------------|
| Adam Revell   | Emergency First Aid At Work - 1 Day | Qualsafe                 | 17/07/2026         | Geography                  |
| Alan Clifford | Emergency First Aid At Work - 1 Day | Norvic Training          | 17/07/2026         | IT                         |
| Alex Ward     | Emergency First Aid At Work - 1 Day | Anglian Training         | 22/06/2028         | Science                    |
| Annie Locke   | Emergency First Aid At Work - 1 Day | SG Trainig Services      | 11/06/2026         | Maths                      |
| Elaine Wells  | Emergency First Aid At Work - 1 Day | Anglian Training         | 08/07/2027         | DT                         |
| Ellen Anthony | Emergency First Aid At Work - 1 Day | Qualsafe                 | 17/07/2026         | Science                    |
| Ellie Cook    | Emergency First Aid At Work - 1 Day | Anglian Training         | 08/07/2027         | English                    |
| Emma Goulding | Emergency First Aid At Work - 1 Day | Norvic Training          | 22/06/2028         | Science                    |

|                      |                                     |                  |            |                |
|----------------------|-------------------------------------|------------------|------------|----------------|
| Faten Mohamad        | Emergency First Aid At Work - 1 Day | Norvic Training  | 04/07/2025 | Maths          |
| Gemma Snell          | Emergency First Aid At Work - 1 Day | Anglian Training | 08/07/2027 | SEND           |
| Lee Gaskell          | Emergency First Aid At Work - 1 Day | Anglian Training | 22/06/2028 | Site Team      |
| Helen James          | Emergency First Aid At Work - 3 Day | Qualsafe         | 11/10/2026 | First Aid      |
| James Williams       | Emergency First Aid At Work - 1 Day | Anglian Training | 22/06/2028 | History        |
| Jessica Davies       | Emergency First Aid At Work - 1 Day | Anglian Training | 08/07/2027 | Geography      |
| Karen Robinson       | Emergency First Aid At Work - 3 Day | Qualsafe         | 31/01/2027 | Design Tech    |
| Katie Offler         | Emergency First Aid At Work - 1 Day | Anglian Training | 08/07/2027 | PE Department  |
| Kirsty Lipscomb-Cook | Emergency First Aid At Work - 1 Day | Anglian Training | 22/06/2028 | Safeguarding   |
| Lewis Swatman        | Emergency First Aid At Work - 1 Day | Norvic Training  | 14/03/2026 | Safeguarding   |
| Lindsey Cook         | Emergency First Aid At Work - 3 Day | Anglian Training | 12/06/2027 | SEND           |
| Mathew Rogers        | Emergency First Aid At Work - 1 Day | Anglian Training | 22/06/2028 | Geography      |
| Paul Southam         | Emergency First Aid At Work - 1 Day | Anglian Training | 22/06/2028 | PE Department  |
| Rachel Cook          | Emergency First Aid At Work - 1 Day | Norvic Training  | 14/03/2026 | DT             |
| Rebecca Nicholson    | Emergency First Aid At Work - 1 Day | Anglian Training | 08/07/2027 | Art            |
| Sally Purkiss        | Emergency First Aid At Work - 3 Day | Anglian Training | 11/10/2027 | Administration |
| Shani Betts          | Emergency First Aid At Work - 1 Day | Norvic Training  | 17/07/2026 | Reception      |
| Su Read              | Emergency First Aid At Work - 1 Day | Anglian Training | 22/06/2028 | Science        |
| Shaun Rippon         | Emergency First Aid At Work - 1 Day | Norvic Training  | 14/07/2025 | DT             |
| William Martin       | Emergency First Aid At Work - 1 Day | Norvic Training  | 17/07/2026 | Maths          |
| Fern Thurlow         | Emergency First Aid at Work - 1 Day | Anglian Trainhg  | 11/06/2026 | Music          |
| Helen Driver         | Emergency First Aid at Work - 3 Day | Anglian Training | 11/10/2027 | Administration |
| Sandra Girling       | Emergency First Aid at Work - 3 Day | Anglian Training | 12/10/2027 | PE Department  |
| Stewart Thomas       | Emergency First Aid at Work - 1 Day | Anglian Training | 25/02/2028 | English        |
| Blanca Lopez         | Emergency First Aid at Work - 3 Day | Anglian Training | 27/03/2028 | MFL            |
| Jack Alexander       | Emergency First Aid at Work - 3 Day | Anglian Training | 27/03/2028 | PE Department  |
| Charlotte Oram       | Emergency First Aid at Work - 1 Day | Anglian Training | 22/06/2028 | Drama          |

## **First aid kits**

First aid kits can be found with all First Aiders and in the following locations around the school:

- Inclusion room
- J12
- J13
- S10
- Science prep rooms
- PE office
- Gym 1
- PC5
- Minibus
- Drama office
- D block office
- N block office upstairs

It is the responsibility of First Aiders to check stock in their own kit is in date and of plentiful supply. Helen James will regularly audit stock in other kits around the school.