



First Aid Policy

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Learning Together with Kind Hearts and Determined Minds

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1. Aims

The aims of our First Aid policy are to:

- Ensure the Health and Safety of all Staff, pupils and visitors
- Ensure that Staff and Governors are aware of their responsibilities with regard to Health and Safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on First Aid in schools and Health and Safety in schools, and the following legislation:

- **The Health and Safety (First Aid) Regulations 1981**, which state that employers must provide adequate and appropriate equipment and facilities to enable First Aid to be administered to employees, and qualified First Aid personnel
- **The Management of Health and Safety at Work Regulations 1992**, which require employers to make an assessment of the risks to the Health and Safety of their employees
- **The Management of Health and Safety at Work Regulations 1999**, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- **Social Security (Claims and Payments) Regulations 1979**, which set out rules on the retention of accident records

3. Roles and responsibilities

3.1 Appointed First Aiders

The school's appointed First Aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in First Aid kits by reporting when they are running low to the school office
 - The school office team are responsible for checking and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First Aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents, they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending the individual home to recover, where necessary

- Filling in the accident log sheets and detailed accident reports if required on the same day, or as soon as is reasonably practicable, after an incident. The school Office will keep a list of nominated First Aiders. Their names will also be displayed prominently around the school.

3.2 The Governing Body

The Governing Body has ultimate responsibility for Health and Safety matters in the school, but delegates operational matters and day-to-day tasks to the Headteacher and Staff members.

3.3 The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained First Aid personnel including Paediatric First Aid qualifications are present in the school at all times
- Ensuring that First Aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all Staff are aware of First Aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking risk assessments as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

3.4 Staff

School Staff are responsible for:

- Ensuring they follow First Aid procedures
- Ensuring they know who the First Aiders in school are
- Completing accident reports (if required) NB An accident form should always be completed if a First Aider is called
- Informing the Headteacher or their line manager of any specific health conditions or First Aid needs

4. First Aid procedures

4.1 In-school procedures In the event of an accident resulting in injury:

- The closest member of Staff present will assess the seriousness of the injury and seek the assistance of a qualified First Aider, if appropriate, who will provide the required First Aid treatment
- The First Aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The First Aider will also decide whether the injured person should be moved or placed in a recovery position
- If the First Aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the First Aider will recommend next steps to the parents
- If emergency services are called, a member of the Office Staff will contact parents as soon as is reasonably practical after an incident resulting in an injury and inform the Headteacher

4.2 Off-site procedures

When taking pupils off the school premises, Staff will ensure they always have the following:

- A mobile phone
- A portable First Aid kit
- Permission slips for anaesthetic
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the lead teacher, and approved by the EVC lead and Headteacher, prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one First Aider with a current First Aid certificate on school trips and visits. If Early Years children are in attendance, there should be a First Aider with a current paediatric First Aid certificate, as required by the statutory framework for the Early Years Foundation Stage

5. First Aid equipment

A typical First Aid kit in our school will include the following:

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Burns dressings (Within Kitchens)

No medication is kept in First Aid kits. First Aid kits are stored in:

- The medical room in the Main office
- Hall
- Classrooms
- The school kitchen
- Pavilion
- Swimming Pool

6. Record-keeping and reporting

6.1 First Aid and accident record book

The accident log is kept in the medical room and in the pavilion where there is a record of basic first aid given.

6.2 More serious accidents

- For more serious accidents (including Head injuries) an accident form will be completed (if the accident is severe enough) by the First Aider on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included on the accident form.

- Accident forms will be retained by the school for a minimum of 3 years, and then securely disposed of

6.3 Reporting to the HSE

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[Make a RIDDOR report - HSE](#)

6.4 How should schools report to the HSE?

HSE must be notified of fatal and major injuries and dangerous occurrences without delay (e.g. by telephone). This must be followed up within ten days with a written report on Form 2508.

Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

6.5 Pupils and other people who are not at work

An accident that happens to pupils or visitors must be reported to the HSE on Form 2508 if:

- the person involved is killed or is taken from the site of the accident to hospital and the accident arises out of or in connection with work.
- Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days on Form 2508

6.6 Notifying parents

The Office Staff will inform parents of any serious accident or injury and all head injuries sustained by a pupil, and any First Aid treatment given as a result, on the same day, or as soon as reasonably practicable.

6.7 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

7. Training

All First Aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained First Aiders, what training they have received and when this is valid until. The school will take account of staff's interest in taking on a first aider role where possible.

Staff are requested to renew their First Aid training when it is no longer valid. At all times, at least two Staff members will have a current paediatric First Aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Links with other policies

Health and Safety

Supporting children with Medical Conditions