



First Aid Policy

May 2026

PER-23



APPROVAL COMMITTEE	DATE APPROVED	REVIEW DUE DATE
Personnel	May 2026	May 2028

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EQUALITY IMPACT STATEMENT

The governing board has reviewed this procedure to ensure that it does not discriminate against any individual or group on the basis of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy or maternity, or socio-economic status. This procedure has been developed with due regard to the school's Public Sector Equality Duty (PSED) under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment, and victimization.
- Advance equality of opportunity between different groups.
- Foster good relations between different groups.

The governing board is satisfied that this procedure reflects the school's commitment to promoting equality and inclusion.

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Aims and Objectives

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 regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

Legislation and Guidance

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

The guidance refers to the:

- [Health and Safety \(First Aid\) Regulations 1981](#)
- [Health and Safety at Work etc. Act 1974 and associated regulations](#)
- [School Premises \(England\) Regulations 2012](#)
- [HSE The reporting of injuries, diseases and dangerous occurrences regulations \(Riddor\)](#)
- [DfE \(2014\) 'Supporting pupils at school with medical conditions'](#) (updated 2017)
- [DfE \(2022\) 'First aid in schools, early years and colleges'](#) (updated 2022)
- [DfE \(2013\) 'Health and safety: advice for schools'](#) (updated 2022)
- [DfE \(2014\) 'Automated external defibrillators \(AEDs\) in schools'](#) (Updated 2025)
- [DfE \(2014\) 'Early years foundation stage \(EYFS\) statutory framework'](#) (Updated 2025)

Roles and Responsibilities

Appointed person(s) and first aiders

They 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, 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 appendix 2) 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 pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident, using the first aid record book located in the school offices
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

The governing board



The governing board 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.

The headteacher

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

- Carry out, or ensure managers carry out, a risk assessment to ensure that first aid cover is adequate bearing in mind the number of employees, volunteers, pupils, service users and visitors and the type of activities, equipment and premises that are under their control.
- Ensure that there are enough qualified first aiders, emergency first aiders or appointed persons as appropriate and available at all times while premises are occupied.
- Elect a competent First Aid Training Provider following [HSE Guidance](#). Voluntary organisations such as St John Ambulance or British Red Cross qualify.
- Ensure that there are enough first aid facilities and equipment available.
- Consider provision of a defibrillator and, if provided, ensure that defibrillators are maintained, and pads and batteries are replaced, according to manufacturer's instructions.
- Ensure that employees are made aware of the first aid provision in their place of work through induction, briefings, and notices.
- Ensure that there are suitable first aid arrangements in place for off-site activities, journeys, and homeworkers, based on the risk assessment.

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 for all incidents they attend to where a is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

First aid procedures

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, the first aider will contact parents immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury



TABLE 1: TYPES OF ACCIDENT

Type of Accident	Example	Action	When
Minor	Grazes Minor bumps to the head	Details logged in first aid book Treated in the playground / medical room All head bumps reported to parent/ carer by phone, email, note or in person at pickup	The sameday
Possibly requiring medical / dental treatment	Severe cuts / lacerations. Impact injury (bangor blow) to the head (the head is defined as whole head & face)	Details logged by first aider in first aidbook Call parents to inform that pupil has had a blow to the head and send home first aid report. Online AssessNet Report to be completed by office staff. (*Please print a report and place a copy in student / staff folder) Headteacher to be informed	The sameday
Severe	Major injuries e.g. Broken bones (notfingers) Loss of limbs Accident resulting in over 7 day injury Where injured party leaves site in an ambulance (not reportable if taken to hospital as a precaution but the examination showsno injury) Death	Details logged by first aider in first aidbook Parents informed Online AssessNet Report completed by office staff and also Headteacher confirms awareness. (*Please print a report and place a copy in student / staff folder) Reported to H & S executive under Riddor.	24 hrs

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
- Information about the specific medical needs of pupils
- Parents' contact details – unless in local area zone



Risk assessments will be completed by the class teacher and checked by the educational visits' coordinator 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. EYFS children will have a first aider with a current paediatric first aid certificate, as required by the statutory framework for the Early Years Foundation Stage.

First Aid Equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic / Non alcohol wipes
- Plasters of assorted sizes
- Scissors

No medication is kept in first aid kits. First aid kits are stored in:

- The school offices
- The school medical rooms
- School kitchens

Ice packs / cold compresses are stored in the medical room fridges

Record keeping and reporting

First aid and accident record book

An accident book entry will be completed by the first aider / member of staff who dealt with injury 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 sections included in the accident book – date and time/ name / details of injury/ cause and location of accident / treatment / signed by first aider and any follow up actions

A copy of an online accident report form will be added to the pupil's record folder by the first aider

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the HSE

The office manager 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 office manager will report these to the Headteacher 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 explosionInformation on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.html)
<http://www.hse.gov.uk/riddor/report.html>

Notifying parents

The first aider or class teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day.

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.

The DSL will also notify children's services of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All school staff are able to undertake first aid training if they would like to.

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 (see appendix 2).



Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 2 staff member per school site, will have a current First Aid at Work certificate. Infant and Nursery School site will have a member of staff with Paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.



Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

List current as of date of Policy approval. Fully up to date list of personnel is held by the school office(s)

Infant School

Infant School Staff members' name	Role
Natalie Gilbert	Paediatric First Aid
Yolanda Gillam	Paediatric First Aid
Sarah Groat	Paediatric First Aid
Tara Ballard	Paediatric First Aid
Karen Fowkes	Paediatric First Aid
Natalie Smit	Paediatric First Aid
Elizabeth Stevens	Paediatric First Aid
Charlotte Cockle	Paediatric First Aid
Lydia Alty	Paediatric First Aid
Leanne Stainbank	Paediatric First Aid
Victoria Ludlow	Paediatric First Aid
Fiona Knight	Paediatric First Aid
Gemma Watts	Qualified Nurse
Katherine Mannion	First Aid at Work
Caroline Britton	First Aid at Work
Alex Bannister	First Aid in School
Emma Burge	First Aid in School
Charlotte Cockle	First Aid in School
Alastair Haywood	First Aid in School
Julie Ketley	First Aid in School
Maria Martin	First Aid in School
Nicola Preston	First Aid in School
Leanne Stainbank	First Aid in School
Mandy Watt	First Aid in School
Gemma Hewlett	First Aid in School



Sumi Mansoor	First Aid in School
Amber Dawson	First Aid in School
Lydia Alty	First Aid in School
Jade Douglas	First Aid in School
Fiona Knight	Supporting pupils with medical conditions
Caroline Brittan	Supporting pupils with medical conditions

Junior School

Junior School Staff members' name	Role
Helen Clowes	Supporting pupils with medical conditions
Helen Clowes	First Aid at Work
Sep Sabetian	First Aid at Work
Penny Thomson	First Aid at Work
Nicola Baker	First Aid in School
Carrie Balaam	First Aid in School
James Holmes	First Aid in School
Tim O'Sullivan	First Aid in School
Grace Payne	First Aid in School
Sarah Pierpoint	First Aid in School
Laura Rooney	First Aid in School
Nicola Shine	First Aid in School
Becky Spencer	First Aid in School
Rebecca Rickett	First Aid in School

Appendix 2: First Aid Training Log



Name/type of training	Staff who attended (individual staff members or groups)	Date for training to be updated (where applicable)
Paediatric first aid	One named Paediatric first aider at Infant School & Nursery Site	Every three years
Emergency First Aid at Work	Two named First Aiders at each School site	Every three years
Emergency First Aid	All teachers and Support staff at both sites are offered this training	Every three years
Anaphylaxis & Asthma Awareness	All staff are offered this training	Online