

Reviewed: September 2026
Next Review Date: September 2027

Signed by:
Headteacher
Mrs Claire Jones
Date: September 2026

Co-Chairs of Governors
Mrs Joanna Potter and Mrs Danielle Smith
Date: September 2026

Euxton Primrose Hill Primary School

First Aid Policy



Courage • Ambition • Respect • Excellence

Together we will make a difference

Policy Statement

Euxton Primrose Hill Primary School is committed to providing a safe and healthy environment for pupils, staff, visitors and contractors.

We recognise our responsibilities under the Health and Safety at Work etc. Act 1974, the Health and Safety (First-Aid) Regulations 1981, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Early Years Foundation Stage (EYFS) Statutory Framework and other relevant guidance.

The school will ensure that appropriate first aid provision is available whenever pupils, staff and visitors are on the school premises and during school activities, including educational visits and other off-site activities.

First aid provision will be based on the school's first aid needs assessment and will be reviewed regularly to ensure that equipment, facilities and appropriately trained personnel remain sufficient for the needs of the school.

We aim to ensure that:

- appropriate first aid provision is available without undue delay;
- first aid is administered safely by appropriately trained staff;
- first aid equipment and facilities are readily accessible and appropriately maintained;
- accurate records of first aid incidents are maintained;
- parents/carers are informed appropriately following accidents or injuries involving pupils; and
- the dignity, welfare and safeguarding of children are prioritised.

Purpose

This policy sets out the arrangements for providing first aid at Euxton Primrose Hill Primary School.

It explains:

- the roles and responsibilities of staff in relation to first aid;
- the procedures for responding to accidents, injuries and illness;
- the location and management of first aid equipment and facilities;
- arrangements for first aid during playtimes, lunchtimes and off-site activities; and
- arrangements for recording, reporting and communicating first aid incidents.

The policy is informed by the school's first aid needs assessment and will be reviewed regularly to ensure that first aid provision remains appropriate for the needs of the school.

Roles and Responsibilities

Governing Body

- Provides appropriate oversight of the school's first aid and health and safety arrangements.
- Monitors whether appropriate first aid provision is in place.
- Receives assurance that the school's first aid needs assessment is current and that identified needs are being addressed.

Headteacher

- Has overall responsibility for implementing the school's first aid arrangements.
- Ensures that an appropriate number of trained first aiders and/or appointed persons are available, based on the school's first aid needs assessment.
- Ensures appropriate arrangements are in place for first aid during the school day, playtimes, lunchtimes and off-site activities.
- Ensures staff are aware of the school's first aid procedures and know how to access first aid support.
- Ensures first aid equipment and facilities are appropriately maintained.
- Ensures appropriate records are maintained and incidents are reported where required.
- Ensures the first aid needs assessment is reviewed when there are significant changes to the school, its activities, staffing or premises.

Office Manager/Appointed person

- Coordinates day-to-day first aid arrangements as delegated by the Headteacher.
- Ensures first aid kits and equipment are checked and restocked.
- Ensures appropriate arrangements are made for contacting emergency services when required.
- Maintains the school's register of trained first aiders and monitors training expiry dates.

Business Manager

- Supports the Headteacher with health and safety and first aid arrangements.
- Ensures accident and first aid records are securely maintained.
- Supports the reporting of incidents to the Local Authority, HSE or other relevant bodies where required.

Trained First Aiders

- Hold a current and appropriate first aid qualification.
- Provide first aid within the limits of their training.
- Respond promptly to first aid requests.
- Record first aid treatment provided in accordance with school procedures.
- Seek additional medical assistance or emergency services when appropriate.
- Maintain confidentiality and respect the dignity of those receiving first aid.

All Staff

- Familiarise themselves with the school's first aid arrangements.
- Take reasonable care of their own health and safety and that of others.
- Obtain appropriate first aid assistance promptly when a pupil, colleague or visitor is injured or becomes unwell.
- Report accidents and injuries in accordance with school procedures.
- Follow the school's arrangements for supporting pupils with medical conditions and individual healthcare plans.

First aid procedures and equipment

In the event of an injury or illness

- Staff should seek assistance from a trained first aider or appointed person as soon as possible.
- A first aider will assess the pupil, staff member or visitor and provide appropriate first aid within the limits of their training.
- Where an injury or illness appears serious or requires further medical attention, emergency services will be contacted where appropriate and parents/carers will be informed as soon as practicable.
- For minor injuries, appropriate first aid will be provided and the incident recorded in accordance with the school's procedures.
- Where a pupil appears unwell or has sustained an injury that may require them to go home, a member of SLT should be informed.
- If a member of SLT is unavailable, the class teacher may use their professional judgement to contact parents/carers where this is necessary to safeguard the pupil's wellbeing. The decision should be recorded and communicated to SLT as soon as practicable.

First Aid Provision

First aid kits are located at:

- Front entrance foyer
- EYFS foyer
- KS1 foyer (outside The Burrow)
- KS2 foyer x2
- Lower Hall
- Upper Hall
- Office for school trips

First aid kits will be checked regularly and restocked promptly following use or when items are identified as missing or expired.

The number, contents and location of first aid kits are informed by the school's first aid needs assessment.

- **Defibrillator (AED):**

The school has an automated external defibrillator (AED) located in the front entrance foyer. The AED may be used by anyone in an emergency and instructions are provided with the unit.

- **Playtime/Lunchtime Cover:**

First aid equipment is available on the playgrounds during playtimes and lunchtimes. Welfare staff take first aid boxes to the upper and lower playgrounds to ensure that first aid can be provided promptly.

- **Off-site Visits:**

Appropriate first aid equipment will be taken on all educational visits and off-site activities. First aid arrangements will be considered as part of the educational visit risk assessment and first aid needs assessment.

An appropriately trained first aider will accompany visits where identified as necessary by the school's first aid needs assessment and the circumstances of the visit. EYFS outings will comply with the paediatric first aid requirements of the EYFS Statutory Framework.

Procedures

Cuts and Minor Injuries

- First aid will be provided by an appropriately trained member of staff within the limits of their training.
- Minor cuts and wounds will be cleaned and covered with an appropriate sterile dressing or plaster.
- Staff should check for known allergies or sensitivities before applying dressings or plasters.
- Disposable gloves must be worn when treating bleeding wounds.
- The incident and any first aid treatment provided will be recorded in accordance with the school's accident and first aid recording procedures.
- Parents/carers will be informed where appropriate, in accordance with the school's arrangements for notifying parents.

Head Injuries

- All head injuries will be assessed by an appropriately trained member of staff.
- The pupil will be monitored for signs of injury, distress or deterioration.
- A cold compress may be applied where appropriate to reduce swelling or discomfort.
- Parents/carers will be contacted by telephone where there is visible swelling, significant bruising, a change in behaviour, persistent or concerning symptoms, or where the first aider considers that further medical assessment may be required.
- For children in EYFS, parents/carers will be contacted by telephone following any head injury, in line with the school's procedure.
- All head injuries must be reported to the office, even where the pupil appears well or says they feel fine.
- The incident and any first aid treatment provided must be recorded in the school's accident/first aid recording system.
- An accident slip and pupil sticker will be provided where this forms part of the school's usual first aid procedure.
- Parents/carers will be advised to monitor their child following a head injury and to seek medical advice if concerning symptoms develop.
- Staff should report any concerns or deterioration in a pupil's condition immediately to the office or a member of SLT.

Serious Accidents or Illness

- Where a pupil, member of staff or visitor suffers a serious injury or becomes seriously ill, a trained first aider or other appropriate member of staff should assess the situation and provide first aid within the limits of their training.

- **Call 999 immediately** where emergency medical assistance is required.
- Provide the emergency services with:
 - the school name and address;
 - the location of the incident within the school;
 - the person's name and age, where known;
 - details of the injury, illness or symptoms; and
 - any first aid already provided.
- A member of staff should meet the ambulance on arrival and direct the emergency services to the casualty.
- Parents/carers of pupils will be contacted as soon as practicable where emergency medical assistance is required.
- A member of SLT should be informed as soon as possible.
- The incident must be recorded and reported in accordance with the school's accident reporting and RIDDOR procedures, where applicable.

Reporting

- All accidents, injuries and first aid treatment will be recorded in the school's designated accident and first aid recording system.
- Staff must ensure that accidents and injuries are reported promptly to the office or the appropriate member of staff.
- Records will include sufficient information to identify what happened, the treatment provided and any action taken.
- Serious accidents and incidents will be reported to the Headteacher or Business Manager and considered for reporting to the Local Authority, HSE or other relevant bodies where required.
- Where an incident may be reportable under RIDDOR, the Headteacher or Business Manager will determine whether a report is required and ensure that the appropriate statutory timescale is met.
- Accident and first aid records will be stored securely and handled in accordance with the school's data protection and records retention requirements.

Staff must report any accident or injury they witness, including where a pupil says they feel well or does not appear to require first aid, so that the incident can be assessed and recorded appropriately.

Retention of Records

First aid and accident records will be retained securely in accordance with the school's Records Management and Retention Schedule and any applicable Local Authority requirements.

Records will be stored securely and accessed only by those who have a legitimate reason to do so.

Personal information will be handled in accordance with UK data protection legislation and the school's Data Protection Policy.

Notifying parents

- Parents/carers will be informed of accidents, injuries and first aid treatment provided to their child on the same day, or as soon as reasonably practicable.
- The method of communication will depend on the nature and seriousness of the incident and may include an accident slip, telephone call, email or other appropriate communication.
- Parents/carers will be contacted by telephone where the injury or illness is significant, where further medical assessment may be required, or where this is specified in the school's procedures.
- For EYFS pupils, parents/carers will be contacted by telephone following a head injury, in accordance with the school's procedure.
- Where emergency medical assistance is required, parents/carers will be contacted as soon as practicable.
- Staff should ensure that any communication with parents/carers is recorded where appropriate.
- Where appropriate, parents/carers will be advised to monitor their child following an accident or injury and to seek medical advice if they have any concerns or if symptoms develop or worsen after leaving school.

Reporting to the HSE/RIDDOR

The school will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Headteacher or Business Manager will consider whether an accident, injury, disease or dangerous occurrence is reportable under RIDDOR and will make a report where required.

Reportable incidents may include:

- the death of a person arising out of or in connection with a work activity;
- specified injuries to employees, including certain fractures, amputations, serious burns, loss of consciousness and injuries resulting in permanent loss or reduction of sight;
- an injury to an employee which results in them being unable to carry out their normal duties for more than seven consecutive days;
- certain reportable occupational diseases;
- specified dangerous occurrences; and
- an injury to a pupil or other person who is not at work where the accident arose out of or in connection with a work activity and the person is taken directly from the scene to hospital for treatment.

Not every accident or injury that occurs on school premises is reportable under RIDDOR. In particular, an accident involving a pupil is only reportable where the RIDDOR criteria are met.

Reporting timescales

- Deaths, specified injuries and dangerous occurrences must be reported **without delay and within 10 days** of the incident.
- Over-seven-day injuries to employees must be reported **within 15 days** of the incident.

- Reportable occupational diseases should be reported in accordance with the statutory requirements.

The school will also follow Lancashire County Council's procedures for reporting accidents and incidents.

RIDDOR records and reports will be maintained securely in accordance with the school's data protection and record-keeping requirements.

Reporting to Ofsted and child protection agencies

- The Headteacher will ensure that Ofsted is notified of any serious accident, illness or injury to, or death of, a child while in the school's care, where notification is required.
- Notification will be made as soon as reasonably practicable and, in any event, within 14 days of the incident.
- The school will notify the appropriate local child protection agency of any serious accident or injury to, or death of, a child while in the school's care, where required, and will act on any advice provided.
- Any required notification will be recorded and retained in accordance with the school's reporting and record-keeping procedures.

Medical Needs and Medication

- The school will support pupils with medical conditions in accordance with its Supporting Pupils with Medical Conditions and Administration of Medication Policy.
- Where appropriate, pupils with medical conditions will have an Individual Healthcare Plan (IHP) or other appropriate healthcare arrangements.
- Relevant staff will be informed of pupils' medical needs and the actions required in an emergency.
- Medication will be administered in accordance with the school's Supporting Pupils with Medical Conditions and Administration of Medication Policy, relevant Individual Healthcare Plans and appropriate staff training.
- First aid arrangements will complement, but not replace, the school's procedures for managing ongoing medical conditions.

Training

- The school will ensure that an appropriate number of suitably trained first aiders are available, based on the school's first aid needs assessment.
- First aiders must hold a current and appropriate first aid qualification and must provide first aid within the limits of their training.
- The school will maintain a register of trained first aiders, including the qualification held and its expiry date.
- The school will monitor training expiry dates and arrange refresher training as required.
- First aid provision will include appropriate cover for staff absence, breaks and lunchtimes, educational visits and other off-site activities.
- For EYFS provision, at least one person who holds a current paediatric first aid certificate will be on the premises and available at all times when children are present, and will accompany children on outings, in accordance with the EYFS Statutory Framework.

- Paediatric first aid training will be renewed every three years.
- Staff who are not qualified first aiders should seek assistance from a trained first aider when first aid is required, unless there is an immediate emergency where they need to take appropriate action while help is obtained.

Infection Control and Hygiene

- Disposable gloves and aprons will be available in first aid kits and used where appropriate.
- Hands must be washed before and after providing first aid wherever possible.
- Where handwashing facilities are not immediately available, appropriate hand sanitiser may be used until hands can be washed.
- Staff should avoid direct contact with blood and other bodily fluids and follow appropriate infection-control precautions.
- Contaminated dressings, gloves and other waste will be disposed of safely in accordance with the school's infection-control and waste-disposal procedures.
- Reusable first aid equipment will be cleaned and maintained appropriately following use.