



First Aid Policy

ESNE 10

Document Author	Margaret Sloan
Approval Date	September 2014
Authorised by:	Zak McIlhargey
Next review Date	August 2026
Amendments	September 2018 September 2020 August 2021 August 2022 August 2023 JJ August 2024 JJ Sept 2025 LM

First Aid Policy (Updated 2025)

General Statement

King Edwin School is committed to providing safe, effective, and immediate first aid provision for all pupils, staff, and visitors, in line with:

- Health and Safety at Work Act 1974
- DfE First Aid in Schools, Early Years and Further Education Guidance
- Early Years Foundation Stage (EYFS) Framework 2025
- HSE First Aid at Work Regulations
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

1. Key Updates (2025)

- Defibrillator Training: All state-funded schools are now expected to have defibrillators. Staff must receive regular training to ensure confidence and competence in their use.
- Paediatric First Aid (PFA): EYFS staff, trainees, and students must hold valid PFA certificates to be included in staff-to-child ratios. At least one PFA-trained person must always be present, including during meal times. PFA must be delivered by a registered and accredited provider.
- First Aid Needs Assessment: Annual assessment must include consideration of pupil needs (including SEND), split sites, off-site activities, and accessibility of emergency services.
- Safeguarding Integration: First aid provision is linked to safeguarding. Allegations of neglect, unsafe treatment, or inappropriate handling during medical care will be considered under safeguarding procedures.
- Allergy and Medical Plans: Procedures for allergies, anaphylaxis, and asthma must be included in risk assessments and trip planning.
- Curriculum Linked First Aid: Schools are encouraged to provide pupils with age-appropriate CPR and first aid training as part of health education.

2. First Aid Provision

- A minimum of one suitably stocked first aid kit in each school area (office, medical room, buses).
- Named first aiders: Anne Serplus, Matthew Stamp, Anthony Jack.
- Appointed Person: Anne Serplus (responsible for maintaining stock, logging incidents, and liaising with health authorities).

3. Procedure for Managing Accidents

- Immediate Response: Call for a named first aider.
- Ensure Safety: Protect the injured person and others from further harm.
- First Aid Delivery: Administer care in line with training. For serious cases, call emergency services.
- Record Keeping: All accidents logged in the school accident book; serious incidents reported to HSE via RIDDOR. Parents informed on the same day.
- Hygiene & Infection Control: Gloves, aprons, and biohazard kits used in all cases of blood or body fluid.

4. First Aid Training

- A rolling programme ensures staff remain up to date with:
 - First Aid at Work (FAW) / Emergency First Aid at Work (EFAW)
 - Paediatric First Aid (PFA) for EYFS staff
 - Defibrillator training
- Training records maintained by the Health & Safety Officer.

5. School Visits, Sports & Off-Site Activities

- All visits require a risk assessment covering first aid provision.
- Portable first aid kits carried and checked before departure.
- At least one trained first aider present on all trips and sports activities.
- Emergency contact details and medical plans for pupils must travel with the group leader.

6. Monitoring and Review

- The First Aid Needs Assessment will be conducted annually and after any significant incident.
- The policy will be reviewed annually and updated in line with DfE, HSE, and EYFS statutory requirements.

Linked Policies

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Dealing with Allegations Policy
- Educational Visits Policy