



First Aid Policy

Responsible Person	Mrs L Stinchon
Date Created	September 2026
Date to be Reviewed	September 2028

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

Legislation & Guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, Department for Education guidance on first aid in schools, health and safety in schools, supporting pupils with medical conditions and allergy safety in schools, together with 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 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.

Roles & Responsibilities

Appointed person(s) & First Aiders

The school's appointed persons are: Mrs Stinchon and Mrs Sims.

The school's paediatric first aiders are: Mrs Alcock, Mrs Nelson and Mr Lomax.

The school's first aiders are: All TAs, all Before and After School Club and all Welfare. 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 Training section) 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 (First Aid books are located in all classrooms and around the school).
- Keeping their contact details up to date.

The Local Authority & Governing Board

Lancashire County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Governing Board.

The Governing Board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

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The Headteacher

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

- Ensuring that an appropriate number of first aiders 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, or ensuring that managers undertake, 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 (see Record Keeping and Recording Section).

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 (in the First Aid Books) for all incidents they attend to.
- 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/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers.
- If emergency services are called, the Headteacher, Deputy Headteacher or School Business Manager will contact parents/carers immediately.
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury.

Medical Emergencies and Allergy Response

- For a time-critical medical emergency, staff must follow the pupil's Individual Healthcare Plan or Action Plan and their training. Emergency treatment must not be delayed while waiting for a qualified first aider. Help and medication must be brought to the pupil, who must not be sent to the office or medical room alone.
- If anaphylaxis is suspected, staff must:
- Administer the pupil's adrenaline auto-injector, or an appropriate school spare device, immediately. If in doubt, give adrenaline.
- Call 999, state 'anaphylaxis' and arrange for someone to meet the ambulance.
- Keep the pupil lying flat with legs raised. If breathing is difficult, allow them to sit with their legs extended. Do not allow them to stand or walk.
- Give a second dose after five minutes if symptoms have not improved and another device is available.
- Contact parents or carers after emergency help has been summoned and record the treatment given.
- A mild or moderate allergic reaction will be managed in accordance with the pupil's Action Plan. The pupil must not be left unattended. Parents or carers must be informed and the pupil observed in a safe place for at least 60 minutes because symptoms can progress to anaphylaxis.
- Routine first aid kits do not contain medication. Prescribed emergency medication, spare adrenaline auto-injectors and emergency asthma inhalers are stored separately in clearly identified, unlocked and readily accessible locations. Pupils at risk of anaphylaxis should have access to both prescribed adrenaline devices at all times.

Off-Site Procedures

When taking pupils off the school premises, staff will review the relevant risk assessment, Individual Healthcare Plans and Action Plans and ensure they have:

- A school mobile phone.
- A portable first aid kit.
- Information about the specific medical needs of pupils.
- Any prescribed emergency medication required by pupils, including both prescribed adrenaline devices where applicable.
- A suitable school spare adrenaline device where appropriate.
- A member of staff who is trained and confident to provide the support identified in the pupil's plan.
- Parents/carers contact details.

Risk assessments will be completed by the Visit Leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, 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.

- Disposable gloves.
- Antiseptic wipes.
- Plasters of assorted sizes.
- Scissors.
- Cold compresses.
- Burns dressings.

Routine first aid kits do not contain medication. Emergency medication is stored separately and managed in accordance with the Allergy Safety Policy and the Supporting Pupils with Medical Conditions Policy.

First aid kits are stored in:

- Key Stage 1 and Key Stage 2 halls.
- Main entrance - office.
- Office - for use on educational visits.
- In the **RED** grab bag.

Record-Keeping & Reporting

First Aid & Accident Record Book

- An accident form will be completed by the relevant member of staff 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 requested on the forms in the First Aid Books.
- The child will be given an accident letter to take home and a sticker and the slip detached and kept in the file.
- Records held in the first aid and accident book will be retained by the school for a minimum of three years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- All allergic reactions, administration of emergency medication and allergy-related near misses must also be reported to the Headteacher or named allergy safety lead and recorded in accordance with the Allergy Safety Policy. Parents or carers will be informed. Serious incidents and near misses will be reviewed and reported to the Governing Body, with statutory reports made where required.

Reporting to the HSE

The School Business 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 Headteacher or School Business Manager will make reports within the timescales required by RIDDOR. Deaths and specified injuries must be reported without delay. An over-seven-day injury to a worker must be reported within 15 days of the accident.

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 seven consecutive days (not including the day of the incident).
- For a pupil or visitor, an injury is reportable only where it arose out of or in connection with a work activity and the person was taken directly from the scene to hospital for treatment. A visit for examination or diagnostic tests alone does not constitute treatment.
- Specified dangerous occurrences that are reportable under RIDDOR, including relevant near-miss events such as:
 - 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:

[How to make a RIDDOR report, HSE](#)

<http://www.hse.gov.uk/riddor/report.htm>

Notifying Parents/Carers

The relevant staff member will inform parents/carers of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable and ensure the child has the accident letter to take home.

Reporting to Ofsted & Child Protection Agencies

The Headteacher or Deputy 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 Headteacher or Deputy Headteacher will also notify relevant local Child Protection Agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

- The Headteacher will use the school's first aid needs assessment to determine how many trained first aiders are required and which staff need to undertake 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.

- Staff appointed as first aiders must renew their training before their qualification expires. All staff present when pupils are scheduled to be on site will complete allergy awareness and emergency response training at least annually, in accordance with the Allergy Safety Policy.

At all times, at least one staff member will have a current 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 three years.

Monitoring Arrangements

This policy will be reviewed by the School Business Manager at least every three years and sooner following significant changes to legislation, guidance, staffing, risk assessments or school arrangements. First aider details, training records, emergency medication arrangements and links with the Allergy Safety Policy will be checked at least annually.

At every review, the policy will be approved by the Headteacher and taken to a Governors Meeting for their approval.

Links with Other Policies

This First Aid Policy is linked to the:

- Health and Safety Policy
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions Policy
- Allergy Safety Policy