



FIRST AID POLICY

Policy Originator: School Office Administrator

Status: Non-statutory

Review Period: Annually

Date: March 2026

Next review date: March 2027

Purpose

First Aid can save lives and prevent minor injuries becoming major ones. This policy is to ensure that there are adequate and appropriate equipment and facilities for providing first aid to all staff, pupils and visitors to the school. This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and advice from the Department for Education on [first aid in schools, health and safety in schools](#).

Context

The policy is based on the school's responsibilities to

- Ensure there are suitably stocked first aid containers provided
- Ensure that there are the appropriate number of qualified first aiders
- Provide information for staff and parents on first aid arrangements
- Assess and supplement the minimum required provision with a risk assessment
- Ensure first aid provision is available at all times while people are on school premises, and also off the premises whilst on school visits

First Aiders

First Aiders must complete an accredited training course. Their main duties are to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school and when necessary, ensure that an ambulance or other professional medical help is called.

The Governors have agreed set criteria for the number of First Aiders. There is one per class in the main school, plus one in the office. The majority of the Nursery Team have Paediatric First Aid Training. This ensures there is an adequate provision to cover sickness or any other absence. At least one person holding a current first aid certificate must accompany all classes on trips/outings.

Trained appointed first aid staff are:

- School Office Administrator
- 4 Classroom TA's
- Midday Supervisor

- 4 Nursery Staff

First Aid Equipment

First Aid boxes are located in the School Office, in the Hall and in the Nursery, and within emergency grab bags for use during evacuation. Each main class has their own First Aid bag. All excess/additional First Aid equipment is stored in the School Office locked roller cupboards. The Office Administrator is responsible for checking and restocking the boxes. At playtime and lunchtime there is a large First Aid bag that is taken outside. There is a separate First Aid bag available to accompany school visits. Appendix I lists the items included in each first aid kit.

Staff Completing Accident Forms

When completing an accident form, staff must ensure that all information is accurate, factual and recorded as soon as possible after the incident. It is important that staff provide as much detail as possible to ensure a clear and comprehensive record of the incident. All entries should be written clearly and objectively, without assumption or opinion.

The following information must be included:

- Full name of the child
- Date and time of the accident
- Location of the accident within the environment
- Location of the injury on the child's body
- Clear details of the injury and how it occurred
- How the child presented (e.g. upset, calm, crying, withdrawn)
- Details of the first aid administered
- Name of the staff member who administered the first aid
- Name of the staff member who completed the accident form
- How and when parents/carers were informed
- Space for staff to sign and date
- Space for the parent/carer to sign and date

Hygiene and Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff have access to single-use disposable gloves and hand washing facilities. Care must be taken when dealing with blood and other bodily fluids and disposing of dressings or equipment. Soiled dressings should be disposed of in the sanitary bins located in the staff toilet.

In the instance of a child biting another child/adult, and if the skin has been broken, parents of both children (if applicable) must be notified and informed that they may wish to seek medical advice. In the case of the person who has been bitten, medical advice should be sought unless the bite is very minor.

Information

This policy is available to view and download on the school website, and named photographs and certificates of the trained first aiders are on display outside the office and in the school hall.

Accommodation

To comply with the Education (School Premises) Regulations 1996 the Staffroom is the designated room for providing first aid as it near a washbasin and toilets and can be made readily available when needed.

Links with other policies

The First Aid policy links with the Supporting Pupils with Medical Conditions Policy, Emergency Plan, Outdoor Education & Educational Visits Policy, Lettings Policy, Club Guidelines, Child Protection & Safeguarding Policy, and the Health & Safety Policy.

Training and Support

Staff conditions of employment do not include giving first aid but any member of staff may volunteer to undertake these tasks. The school will arrange adequate and appropriate training and guidance for staff that volunteer to be first aiders/appointed persons. First Aid certificates **MUST BE** renewed before they expire otherwise a full First Aid training course will need to be completed. Teachers and other staff in charge of pupils are expected to use their best judgement at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

At all times, at least 1 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 3 years.

Off-site procedures

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Operation Duke Card

Risk assessments will be completed by the class teacher and approved by the headteacher prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current paediatric first aid (PFA) certificate on EYFS school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Reporting Accidents

Staff are made aware of the procedures for calling for help from another adult e.g. gold disk system and walkie-talkies taken out at play times. All accidents are recorded on accident forms and the accident spreadsheet. Any child that receives any knock or trauma to the head is given a blue form to take home so that parents are aware of the fact, and if a child is sent home with any serious injury a report is sent on line to Surrey County Council. Incidents involving parents, visitors and contractors are also reported to Surrey County Council.

In Nursery, staff complete a first aid form whenever a child has been injured and has received first aid treatment. This form is photocopied and shared with parents or carers during the end-of-day handover. Parents/carers are asked to date and sign both copies. One copy is given to the parent/carer to take home and the second copy is retained by the school for record keeping purposes.

Reporting to the Local Authority

The Headteacher will report on the Surrey County Council OSHENS system:

- Accidents that cause injury requiring significant first aid, ill health or damage to anyone in school
- Dangerous occurrences and near misses that could have resulted in a significant injury
- Incidents of severe abuse, threats to staff and physical assault

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 scalding requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxiant
 - 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:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

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 headteacher will also notify the ASO of any serious accident or injury to, or the death of, a pupil while in the school's care.

APPENDIX I

All First Aid Kits to Include

- a leaflet giving general guidance on first aid
- accident book
- pen
- bumped head slips
- medical scissors x1
- individually wrapped sterile plasters (assorted sizes)
- individually wrapped bandages (various)
- triangular bandage/sling x1
- latex-free disposable gloves
- eye wash x2
- burn gel
- hypo allergenic tape x1
- foil blanket x1
- nappy bags
- hand sanitiser x

