First Aid Policy

2026–2027

Policy owner	**Headteacher, on behalf of the Governing Body**
Approved by	Governing Body — October 2026
Review due	Autumn 2027 or earlier following material changes
Linked documents	Health and Safety; Allergy; Supporting Pupils with Medical Conditions; Safeguarding; Educational Visits; Data Protection

1. Aims and scope

The school will provide prompt, appropriate first aid for employees, pupils and visitors, including during school-organised off-site activities. This policy explains responsibilities, emergency response, equipment, training, recording, reporting and monitoring. It is informed by a documented first-aid needs assessment and applies throughout the school day and to school-managed activities.

2. Legislation and guidance

- Health and Safety at Work etc. Act 1974; Health and Safety (First-Aid) Regulations 1981.
- Management of Health and Safety at Work Regulations 1999; School Premises (England) Regulations 2012.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Children and Families Act 2014, section 100; statutory guidance Supporting Pupils at School with Medical Conditions.
- Current Early Years Foundation Stage statutory framework for group and school-based providers (effective 1 September 2026).
- DfE First aid in schools, early years and further education; HSE first aid and incident reporting guidance.
- UK GDPR and Data Protection Act 2018, as relevant to health and incident records.

3. Roles and responsibilities

3.1 Governing Body

As a voluntary aided school, the Governing Body is the employer and holds overall legal responsibility for health and safety, including adequate first-aid arrangements. Governors ensure suitable resources, a first-aid needs assessment, appropriate personnel and facilities, and effective oversight. Day-to-day delivery is delegated to the Headteacher without transferring the Governing Body's overall accountability.

3.2 Headteacher

- Implement this policy and review the documented first-aid needs assessment annually and after significant changes or incidents.
- Arrange sufficient appropriately qualified first-aid cover across teaching time, breaks, lunch, absence, clubs and educational visits.
- Ensure staff and visitors know how to summon help; display first-aid arrangements and provide induction information.
- Ensure training, equipment checks, safe records and statutory notifications are managed; report significant matters to governors.

3.3 First aiders and appointed person

The school maintains a live first-aider register (Appendix B) with named staff, qualifications, certificate expiry dates and usual locations. A named appointed person (Nicky Edgington) coordinates supplies and arrangements; appointment alone does not qualify a person to

provide treatment beyond their competence. Staff with current qualifications provide treatment within their training and seek emergency help where necessary. A deputy is identified for absence.

3.4 All staff

Staff should seek prompt assistance, act within their competence, follow emergency plans and safeguarding requirements, report and record incidents accurately, and protect confidentiality. Any member of staff may call 999 in an emergency; approval must not delay the call.

4. First-aid needs assessment and cover (See Appendix B for First-aiders and cover arrangements)

The Headteacher will maintain a written assessment considering site size and layout, pupil age and SEND/medical needs, employee and visitor needs, accident patterns, playgrounds, kitchens, physical education, off-site activity, staffing patterns and absences. It will specify the number and location of trained first aiders, cover arrangements, equipment, facilities and any additional training. The assessment and cover rota are operational records reviewed at least annually and when circumstances change.

4.1 EYFS paediatric first aid

At least one person holding a current full paediatric first-aid certificate meeting the EYFS framework must be on the premises and available whenever EYFS children are present and accompany EYFS children on outings. The school will also meet any additional applicable EYFS requirements, including those for children eating and for staff counted in relevant ratios. Certificates are renewed at least every three years. The Headteacher will verify the precise EYFS staffing and eating arrangements against the current framework.

5. First-aid and emergency procedures

5.1 Immediate response

- Assess the situation without putting anyone at further risk; summon a qualified first aider and follow current training.
- Call 999 immediately where emergency medical assistance is needed; give location, condition and access information. Do not delay for managerial authorisation.
- Follow any relevant Individual Healthcare Plan (IHP) or emergency protocol; provide appropriate support until professional help arrives.
- Do not move a casualty where this may increase harm, unless necessary for immediate safety; follow emergency-service advice.
- Notify the school office and Headteacher as soon as practicable. Contact parents/carers promptly; arrange appropriate staff accompaniment or follow-up if a pupil goes to hospital before a parent arrives.
- Record the event, action, contacts, decisions and follow-up as soon as practicable, preferably the same day.

5.2 Head injuries and suspected concussion

All head injuries are assessed and recorded. Parents/carers are informed promptly, including the injury, first aid given and signs requiring urgent medical attention. Where serious symptoms or suspected concussion are present, obtain urgent medical assessment, call 999 when indicated, supervise the pupil and do not permit return to physical activity until appropriate medical advice has been followed. Staff must not make a medical diagnosis.

5.3 Illness, collection and safeguarding

If a pupil is too unwell to remain in school, the school contacts parents/carers and arranges safe collection, with supervision until handover. Emergency treatment must not be delayed while waiting for collection. Any safeguarding concern or injury explanation giving rise to concern must be passed promptly to the designated safeguarding lead and handled under the safeguarding policy.

5.4 Medical conditions and allergies

Pupils with medical conditions are supported under the separate Supporting Pupils with Medical Conditions Policy and relevant IHPs. The separate Allergy Policy governs identification and management of allergies, allergen avoidance, anaphylaxis, adrenaline auto-injectors, storage, staff training and allergic emergency procedures. Staff must follow these documents; this policy does not replace them. Appropriate emergency medication must be accessible in accordance with individual plans and the relevant policy, and is not stored in general first-aid kits.

5.5 Educational visits and off-site activities

Visit leaders complete proportionate risk assessments and ensure sufficient trained first-aid cover, suitable portable kits, emergency contact information, relevant medical plans and medicines, communication arrangements and safe access to emergency services. EYFS outings must be accompanied by a current full paediatric first aider. Vehicle first-aid supplies will meet applicable vehicle requirements and the assessed risks. Confidential information is shared securely on a need-to-know basis.

6. Equipment and facilities

First-aid kits are available in classrooms, the school office, staff room and the school kitchen, subject to verification through the needs assessment. Additional portable kits are provided for visits and where risk assessments require them. Kits are clearly marked, accessible, checked on a recorded schedule and replenished promptly; expired items are removed. No medication is stored in ordinary first-aid kits. The school provides suitable accommodation for medical and therapy needs as required by premises regulations. The Headteacher will record the location and arrangements for any automated external defibrillator (AED) and ensure staff know how to access it.

As a baseline where no special risk is identified, HSE suggests: general first-aid guidance; 20 sterile adhesive dressings; 2 sterile eye pads; 2 triangular bandages; 6 safety pins; 6 medium and 2 large sterile wound dressings; and 3 pairs of disposable gloves. Actual kit contents are determined by the needs assessment.

7. Recording, parental communication and statutory reporting

7.1 Incident records

An incident report (Carbonless First aid report duplicate book – see Appendix A) is completed as soon as practicable, ideally on the same day, for first-aid incidents. Record facts, date/time, location, injury or illness, treatment, staff involved, treatment given, any relevant additional comments and the signature of the person who delivered the first aid.

7.2 Informing parents and carers

For all year groups, parents/carers are informed promptly of significant injuries, head injuries, illness requiring collection, emergency-service attendance and incidents needing further medical attention. For EYFS children, parents/carers must be informed of any accident or injury and any first aid treatment on the same day or as soon as reasonably practicable. The method and time of notification are recorded.

7.3 Reporting Serious Incidents and Safeguarding Concerns

The Headteacher will ensure that serious accidents, injuries, illnesses and deaths are reported to the appropriate authorities where required by law.
Incidents meeting the criteria under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 will be reported to the Health and Safety Executive within the statutory timescales.
Where an incident raises a safeguarding concern, the school's safeguarding and child protection procedures will be followed, including referrals to the appropriate safeguarding agencies where necessary.
The school will comply with any additional statutory notification requirements applicable to its Early Years Foundation Stage provision, taking account of its registration arrangements.
All serious incidents will be appropriately recorded, investigated and reviewed to identify any necessary improvements to health and safety arrangements.

8. Training and communication

First aiders will be trained by competent providers and hold valid certificates relevant to the assessed needs of the school. Certificates will be monitored and renewed before expiry; annual skills refreshers are recommended. The school will maintain the register at Appendix B and arrange additional training for specific pupil medical needs as indicated by IHPs and associated policies. First-aid arrangements, contacts, equipment locations and emergency processes will be shared at induction and through prominent notices and staff updates.

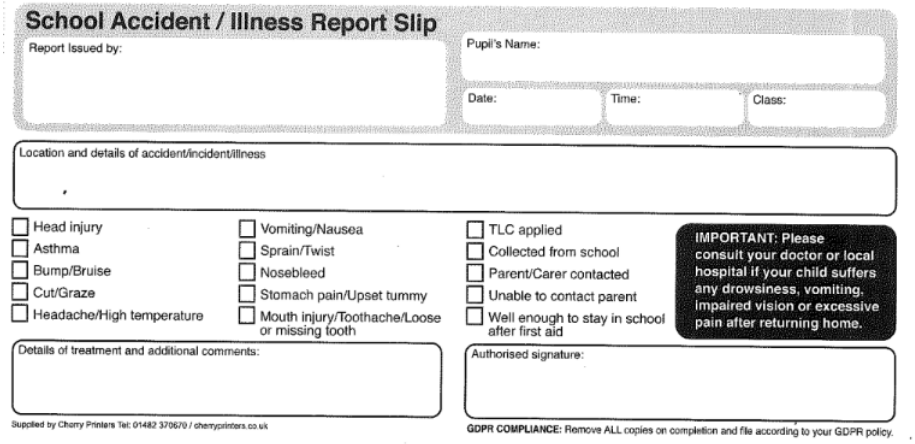
9. Monitoring and review

The Headteacher reviews this policy at least annually, following a significant incident or legislative change, and reports material issues to the Governing Body. Governors approve the policy and oversee first-aid capacity, training, incidents, equipment and actions arising from the needs assessment.

10. Links to other policies

Health and Safety; Allergy; Supporting Pupils with Medical Conditions; Safeguarding and Child Protection; SEND; Educational Visits; Data Protection; Accessibility Plan; relevant Individual Healthcare Plans.

Appendix A — Accident / first-aid report template



School Accident / Illness Report Slip

Report Issued by:

Pupil's Name:

Date:

Time:

Class:

Location and details of accident/incident/illness

- Head injury
- Asthma
- Bump/Bruise
- Cut/Graze
- Headache/High temperature
- Vomiting/Nausea
- Sprain/Twist
- Nosebleed
- Stomach pain/Upset tummy
- Mouth injury/Toothache/Loose or missing tooth
- TLC applied
- Collected from school
- Parent/Carer contacted
- Unable to contact parent
- Well enough to stay in school after first aid

IMPORTANT: Please consult your doctor or local hospital if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.

Details of treatment and additional comments:

Authorised signature:

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Appendix B — Training and cover register

Staff member	Qualification	Expiry date	Usual location / role	Cover arrangements
Gladdys Ruffle	Paediatric first-aid	???	EYFS Playground & Main playground	Wayne Read to cover if needed
Wayne Read	Basic first-aid	November 2029	Main Playground	Gladdys Ruffle to cover if needed
Jenny Deocades	Paediatric first-aid	November 2029	KS2	Emma Barnnett to cover if needed
Emma Barnett	Paediatric first-aid	November 2029	KS1	Jenny Deocades to cover if needed
Hannan Mushen	Paediatric first-aid	???	EYFS	Emma or Jenny to cover if needed
Dawn Williams	Paediatric first-aid	November 2029	Wraparound care	Tina Garnett to cover
Tina Garnett	Paediatric first-aid	November 2029	Wraparound care	To cover for Dawn if needed

Official guidance references

DfE first aid guidance: https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education

EYFS framework (September 2026): https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2

HSE RIDDOR: https://www.hse.gov.uk/riddor/

HSE reportable examples: https://www.hse.gov.uk/RIDDOR/examples-reportable-incidents.htm