



FIRST AID POLICY

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APPROVED BY:	Governors
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REVIEW HISTORY

Version No.	Date of Change	Change Summary	Page No
1.0	11/03/2026	Updated branding	
1.0	11/03/2026	Roles and Responsibilities – inclusion/amendment to paragraph wording.	3
	11/03/2026	First Aid Procedures – In-School Procedures – point 3 included.	5
	11/03/2026	First Aid Procedures Off-Site Procedures – to include pre-school	6
	11/03/2026	Record Keeping and Reporting Reporting to the HSE – Near miss events included	7
	11/03/2026	Training - Updated	8
	11/03/2026	First Aid trained staff list updated	10
	11/03/2026	Appendix 2 – Medical form updated	10

1. 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 outcome

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on incident reporting in schools, and 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 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [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
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

Our Early Years Foundation Stage (EYFS) provision including our Pres-school, will always have at least 1 person who has a current paediatric first aid (PFA) certificate must be on the premises at all times when children are present, and must accompany children on outings.

Beyond this, in all settings, employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. The number of trained first aiders depends on our assessment of first aid needs that will we will need to take into account.

- The number of our employees and the nature of their work
- The layout and location of the school.

Our assessment of need will show that a designated first aider is not needed, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements. The 'appointed person' doesn't need to be a qualified first aider, but it's good practice for them to get emergency first aid training.

Section 3.1 below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2.

3.1 Appointed person(s) and first aiders

The school's appointed first aiders will be 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 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 (see the template in appendix 2)
- Keeping their contact details up to date
- Our school's first aiders are listed in appendix 1.

3.2 The Local authority and governing board

Leicestershire 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 schools governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.3 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the headteacher and staff members.

3.4 The Headteacher

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

- Ensuring that an appropriate number of trained first aid personnel 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 section 6)

3.5 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 (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 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
- If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment)
- 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 will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the relevant member of staff will contact parents 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
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

4.2 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, at minimum
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- Information about the specific medical needs of pupils
- Parents contact details.

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)

- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the staff prior to any educational visit that necessitates taking pupils off school premises (copies will be given to each adult going on the trip and the school office).

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 and Pre-school. For other year groups we will ensure appropriately trained staff are accompanying the children.

5. First aid equipment

A typical first aid kit in our school will include the following:

A leaflet with general first aid advice	20 Individually wrapped sterile adhesive dressings	2 sterile eye pads
2 individually wrapped triangular bandages (preferably sterile)	6 safety pins	6 medium-sized individually wrapped sterile unmedicated wound dressings
2 large sterile individually wrapped unmedicated wound dressings	3 pairs of disposable gloves.	Scissors and cold compresses

No medication is kept in first aid kits. First aid kits are stored in:

- The medical room
- The school kitchens

6. Record-keeping and reporting

6.1 First aid and 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 included in the accident form at appendix 2
- A copy of the accident report form will ~~also be added to the pupil's educational record by the relevant member of staff~~ sent home with the pupil and a copy stored in the medical room.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2 Reporting to the HSE

The school 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 school 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 – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e., by telephone) and followed up in writing within 10 days.

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) which covers more than 10% of the whole body's total surface area; or causes significant damage to the eyes, respiratory system or other vital organs.
 - 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 7 consecutive days (not including the day of the incident). In this case, the member of staff will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident.
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g., from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g., from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent

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.

Pupils and other people who are not at work (e.g., visitors): reportable injuries, diseases or dangerous occurrences.

These include:

- Death of a person that arose from, or was in connection with, a work activity
- An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment

An accident arises out of or is connected with a work activity if it was caused by:

- A failure in the way a work activity was organised (e.g., inadequate supervision of a field trip)
- The way equipment or substances were used (e.g., lifts, machinery, experiments etc); and or
- The condition of the premises (e.g., poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available [here](http://www.hse.gov.uk/riddor/report.HSE):

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

6.3 Notifying parents

The school will inform parents of any accident, illness or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents/carers will also be informed if emergency services are called.

6.4 Reporting to Ofsted and child protection agencies

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

The school is not required to report incidents to Ofsted, this includes our Early Years Provision (including pre-school).

7. Training

All school staff are able to undertake first aid training if they would like to. 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 (see appendix 3).

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

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 renewed at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed every 2 years. At every review, the policy will be approved by the school governors. The first aid provision will be reviewed annually by the head teacher.

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Data will always be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.

Appendix 1: list of appointed people for first aid

Staff member's name	Role	Date of training	Type of training
Aleshia Johnson	Teacher and EYFS Lead	27/10/2025	Scrivens Safety Solutions
Annette Howard	School office manager	27/10/2025	Scrivens Safety Solutions
Ellie Hayles	Teaching Assistant	06/01/2025	Scrivens Safety Solutions
Fathima Mufallal	Teaching Assistant	06/01/2025	Scrivens Safety Solutions
Hetal Patel	Pre-school Assistant	06/01/2025	Scrivens Safety Solutions
Julie Patel	Teaching Assistant	06/01/2025	Scrivens Safety Solutions
Kal Parekh	Teaching Assistant	06/01/2025	Scrivens Safety Solutions
Kirsty Ellis	Teaching Assistant	27/10/2025	Scrivens Safety Solutions
Linda Ward	Appointed First Aider	27/10/2025	Scrivens Safety Solutions
Lucy Hames	Pre-school Assistant	15/01/2024	First Response First Aid Ltd
Lucy Pick	Teaching Assistant	15/01/2024	First Response First Aid Ltd
Raj Mistry	Finance Manager	27/10/2025	Scrivens Safety Solutions
Sian Leader	Midday Supervisor	06/01/2025	Scrivens Safety Solutions

Sue Fawcett	Appointed First Aider	27/10/2025	Scrivens Safety Solutions
Sue Longstaff	School admin assistant	27/10/2025	Scrivens Safety Solutions
Suneeta Motiwaras	Pre-school Lead	13/02/2026	Safe Haven Training Limited
Verity Brennan	Teacher	27/10/2025	Scrivens Safety Solutions

Appendix 2: accident report form

SCHOOL SICKNESS AND INJURY FORM					
Pupil's Name:				Date:	Time:
Class:		Teacher:			
Details:					
Action:					
Code	Injury/Illness	Code	Injury/Illness	Code	Injury/Illness
01	Bump on head/head injury	05	Scrape/Red Mark	09	Allergies/allergic reaction
02	Cut or open wounds	06	Eye Injury	10	Temperature
03	Headache	07	Bruises or swellings	11	Suspected fracture
04	Nose bleed	08	Ear ache	12	Mouth/Nose