First Aid Policy 2025/26

Review		
Directors	**Adele Lord-Laverick**	**Georgina Gowthorpe**
Principals	**Adele Lord-Laverick**	**Georgina Gowthorpe**

Document Status	Date	Responsibility	Date of next review
Creation	**09.25**	**Adele Lord-Laverick** **Georgina Gowthorpe**	**Sept 2026**

Signed	**Adele Lord-Laverick**	
Signed	**Georgina Gowthorpe**	

Contents

- Aims
- Legislation and guidance
- Roles and Responsibilities
- First aid procedures
- First aid equipment
- Record-keeping and reporting
- Training
- Links with other policies
- Review and Monitoring

1. Aims

Children and adults in our care need good quality first aid provision. Clear and agreed systems

should ensure that all children are given the same care and understanding in our provision. New staff to the school are made aware of this policy when they are appointed or begin supply work. This policy;

- Gives clear structures and guidelines to all staff regarding all areas of first aid
- Clearly defines the responsibilities of the staff
- Enables staff to see where their responsibilities end
- Ensures good first aid cover is available in the school and on visits.
- Is regularly reviewed and updated.
- Has safety as its priority for the children and adults receiving first aid and safety for the adults who administer first aid.

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
- To report, record and where appropriate investigate all accidents.
- Records all occasions when first aid is administered to employees, pupils and visitors.
- Provide equipment and materials to carry out first aid treatment.
- Decide to provide training to employees, maintain a record of that training and review annually.
- Establish a procedure for managing accidents in school which require First Aid treatment.
- Provide information to employees on the arrangements for First Aid.

2. Legislation and guidance

This policy is based on advice from the Department for Education on first aid in schools and health and safety 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

3. Roles and Responsibilities

The school's appointed persons are Adele Lord-Laverick and Georgina Gowthorpe. 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 section 7) 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
- Keeping their contact details up to date

Our school's appointed person(s) and/or first aiders are listed in appendix 1. Their names are also displayed prominently around the school.

The Principals are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are always present in the school
- 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)
-

STAFF

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are and carrying a radio to contact them straight away.
- Completing accident reports for all incidents they attend to where a first aider is not called
- Informing the Principal of any specific health conditions or first aid needs

4. 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 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, a member of senior management will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form using 'Medical Tracker' the same day or as soon as is reasonably practical after an incident resulting in an injury

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
- Parents' contact details

  Risk assessments will be completed by class teacher prior to any educational visit that necessitates taking pupils off school premises. These are checked by a member of the Senior Leadership Team and signed by Head of School.

  There will always be at least one first aider on school trips and visits.

5. 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
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

  No medication is kept in first aid kits.

  First aid kits are stored in:

  - Reception (at the desk)
  - ALL classrooms

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. A copy will be printed out or emailed; for parents at home.

- As much detail as possible should be supplied when reporting an accident, including all 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
- 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

Reporting to the HSE
The First Aid Officer 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 Head of 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.
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 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
  6.3 Notifying parents
  The first aider who has administered the first aid check will inform parents of any accident or injury sustained by the pupil, and any first aid treatment given, on the same day.

Reporting to Ofsted and child protection agencies
The Head of 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 Head of School will also notify the relevant Local Authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff can 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.
Staff are to renew their first aid training when it is no longer valid.
At all times, there will be at least 1 staff member on site with a current paediatric first aid (PFA) certificate which meets the requirements and is updated at least every 3 years.
All staff will have First Aid at Work which will be updated every three years. New staff will complete this training as part of their induction and within 6 months of beginning their role, if they do not hold a relevant certificate from a previous employer.
We have four designated first aiders who have completed the full three days training First Aid at Work course. Signs are distributed around the building listing staff who have completed this training.

8. 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 (Medical needs Policy)

9. Monitoring and review

The implementation of this policy will be monitored by the Principals.