First Aid Policy

2026/2027

Date Approved by The Board of Trustees	**09.07.26**
Effective period	**01.09.26 – 31.08.27**
Reviewer	**Jan McColl**

First Aid Policy

The Directors and Headteachers accept their responsibility under the Health and Safety (First Aid) Regulations 1981 and acknowledge the importance of providing first aid for employees, pupils and visitors within the school.
The Governors are committed to this procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). See Accident/Incident Reporting Policy.

This policy links to:-

Supporting Pupil's with Medical Conditions Policy
Asthma Policy
Accident/Incident Reporting

First Aid Organisation
The school's arrangements for carrying out the policy include the following key principles:

- Governing body duty to approve, implement and review this policy
- Individual responsibility on all employees
- Duty to report, record and, where appropriate, investigate all accidents
- Recording of all occasions where first aid is administered to employees, pupils and visitors
- Provision of equipment and materials to carry out first aid treatment
- Arrangements to provide training for employees and to maintain a record of that training, reviewable annually.
- Establishment of a procedure for managing accidents in school which require first aid treatment
- Provision of information to employees on the arrangements for first aid
- Undertaking a risk assessment of the first aid requirements of the school.
- First Aid rota in place
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The main duties of a first aider are:-

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- Ensure that if a child receives first aid that this treatment is documented on a green first aid slip and that the class teacher is informed and receives the form so that parents are ALWAYS aware,
- When necessary, ensure that an ambulance or other professional medical help is called

First Aid Equipment
First aid containers and supplies in each school are strategically located and are available to everyone.
Grab bags are also available and should always be taken outside for playtime and lunchtime duties.

In addition, there are travel kits for trips and matches. The contents of these boxes are as follows; sick bags, blue roll, newspaper, gloves, wipes, hand gel, black bags, water, Milton and kits are checked on a regular basis. It is the responsibility of the trip/PE organiser to ensure adequate first aid equipment is taken on the trip or match fixture.

Staff attending an accident should use the nearest first aid box to access materials to deal with the accident, if possible. If the staff member requires assistance, they should send the

accompanied pupil to the office for attention from the office first aider or send a pupil to request that a first aider comes to the scene of the accident.

First Aid stocks should be checked weekly and reordered appropriately.

Contents of first-aid containers

1 Booklet giving general guidance on first aid.
1 Protective face shield for performing CPR.
20 Individually wrapped sterile 'hypo-allergenic' adhesive plasters of assorted size.
10 sterile saline moist wipes.
2 Sterile eye pads.
3 Triangular bandages, individually wrapped and preferably sterile.
4 Medium wound dressings (approx. 12cm x 12cm), individually wrapped and sterile. (bandages attached).
2 Large wound dressings (approx. 18cm x 18cm), as above.
5 'Low-adherent' dressings approx. 5cm x 5cm.
5 'Low-adherent' dressings, approx. 10cm x 10cm, as above.
4 packs of wound closure strips
1 Roll of hypo-allergenic tape
6 Pairs of disposable gloves.
1 Pair of scissors, with rounded ends.
5 'Packs of 5' sterile gauze swabs, approx. 5cm x 5cm, for cleaning a wound
1 Finger dressing.
1 Sam splint + stretchy bandage to hold in place.
1 Burn shield – small 10cm by 10cm.
1Trauma bandage – large and stretchy.
1 Tweezers – for small splinters.
2 sealable vomit bags
1 pack of wipes
1 Tick extractor

Each school minibus also has a first aid kit. It is the responsibility of the users to replenish the kit if supplies are used.

Recording
Schools should keep a record of any first aid treatment given by first aiders and appointed persons. This should include:

- The date, time and place of incident;
- The name (and class) of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- Name and signature of the first aider or person dealing with the incident.

This information can:

- Help the school identify accident trends and possible areas for improvement in the control of health and safety risks;
- Be used for reference in future first-aid needs assessments;
- Be helpful for insurance and investigative purposes.

The Health and Safety Co-ordinator reports on this on a termly basis.

The School is required to maintain a record of injuries and accidents to employees and pupils. These records are to be retained in the school office for a minimum of three years. Departments should not retain copies for longer than necessary in order to comply with the requirements of GDPR.

Reporting to Parents
If a pupil receives more than a minor cut or graze the accident should be reported to the parent. Staff should, therefore, report all accidents to a pupil's class teacher so that parents/carers may be informed at pick-up time. More serious accidents are reported to parents immediately.
Bumps to the head must always be reported to parents who should be given the choice whether or not to collect their child from school.

First Aid training
There are no rules on exact numbers of first aid trained personnel required. However, the school will ensure that a sufficient number of staff are trained in first aid for the size of the school and number of pupils on roll. The school will take into account adequate provision for lunchtime and breaks, adequate cover for staff absences, provision for off-site activities, out of hours activities i.e sports activities.
The training course attended will be HSE approved. Training will be refreshed every three years.
Trip organisers should ensure that each bus/minibus has a trained first aider on board.

Early Years staff will receive paediatric first aid training and at least one of these is always present in classes with pupils and also accompanies their outings.

Recent updates to school first aid guidance focus on stricter **Early Years Foundation Stage (EYFS) requirements** and adherence to **Resuscitation Council UK guidelines**. Governing bodies must ensure adequate provisions across premises, including off-site activities and tailored first aid arrangements for pupils with medical conditions.
Anubis (our current provider have confirmed that they are compliant with the **Resuscitation Council UK 2025 Guidelines.**

Key updates and requirements which are mandatory include:

Early Years (EYFS) Safeguarding Strengthens
- **Mandatory Presence:** At least one person holding a full, current **12-hour Paediatric First Aid (PFA) certificate** must always be on the premises when children are present and must accompany them on any outings.
- **Ratios and Mealtimes:** A qualified paediatric first aider must be present during mealtimes. Level 2 and 3 staff must gain their PFA certificate within three months of starting work to be counted in staff-to-child ratios.
- **Validity:** The full PFA course remains at least 12 hours (over two days), with certificates needing renewal every three years.

A list of all first aiders will be on display in the main office and first aid areas.

First Aid Areas
The Education (School Premises) Regulations 1996 require every school to have a suitable area that can be used for medical treatment when required, and for the care of pupils during the school hours. The area, which must contain a washbasin and be reasonably near to a toilet, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available when needed. This room can be used for first aid, however, first aid facilities may need to be made available quickly.

Hygiene/Infection Control
All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.
Blood spillages should be cleaned immediately and disposed of in yellow bags, provided by the Site Manager/Caretaker/Cleaner.

Insurance

- Staff who undertake responsibilities within this policy are covered by the school's insurance
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact Mrs N Jones, Chief Financial Officer..