

First Aid Policy



Cam Everlands Primary School

"We believe, achieve and celebrate"

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Contents

1. Aims.....	2
2. Legislation and guidance	2
3. Roles and responsibilities	3
4. First aid procedures	4
5. First aid equipment.....	5
6. Record-keeping and reporting	6
7. Training.....	7
8. Healthcare Plans	7
9. Monitoring arrangements.....	8
10. Links with other policies.....	8

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 outcomes

2. Legislation and guidance

This policy should be read alongside the school's Allergy and Anaphylaxis Policy. It 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](#) and the following legislation:

- [Children's Wellbeing and Schools Act 2026](#)
- Department for Education "[Allergy Safety in Schools" statutory guidance \(2026\)](#)
- [Supporting Pupils with Medical Conditions at School \(DfE\)](#)
- [Department of Health and Social Care guidance on the use of emergency Adrenaline Auto-Injectors \(AAls\) in schools](#)
- [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
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed first aider is **Aurelie Brunet-Lua**. She is responsible for:

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

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 having made sure that the necessary paperwork has been signed by the parent/carer who collects
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- 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 names will be displayed prominently around the school.

3.2 The local authority and governing body

Gloucestershire 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 school's governing body.

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

3.3 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)
- The headteacher will ensure that the nominated first aider is given time to carry out their responsibilities

3.4 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 the 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 and ensure that relevant paperwork is signed and filed appropriately
- If emergency services are called, the school administrator will contact parents immediately
- The first aider 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 mobile phone
- A portable first aid kit including, at minimum:
 - A leaflet giving general advice on first aid
 - 6 individually wrapped sterile adhesive dressings (plasters)
 - 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 × 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the visit leader (usually the class teacher) prior to any educational visit that necessitates taking pupils off school premises. These will be checked and approved by the Headteacher.

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

If a staff member uses any items from the first aid kits whilst on an off-site visit, it is their responsibility to replace any used items so that the kit is complete for the next time it is used. This will be replenished from the stock in the photocopier room.

4.3 Emergency Allergic Reaction and Anaphylaxis

All staff must treat suspected anaphylaxis as a medical emergency.

Staff should:

- Follow the pupil's Individual Healthcare Plan or Allergy Action Plan where available.
- Administer an adrenaline auto-injector immediately where anaphylaxis is suspected.
- Call 999 and state "anaphylaxis".
- Administer a second AAI after 5 minutes if symptoms persist.
- Inform parents/carers as soon as possible.
- Record the incident in accordance with school procedures.

5. First aid equipment

5.1 First Aid kits

5.1.1 Contents of first aid kits

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

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings of assorted sizes (plasters)
- 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

5.1.2 Storage of first aid kits

First aid kits are stored in:

- School office
- Cloakroom areas outside classrooms (Y1/2, Y3/4, Y5/6)
- The photocopier room (kits for off-site visits)

Spare first aid items to replenish first aid kits are kept in the photocopier room.

For Forest School first aid requirements, refer to the Forest School Handbook.

No medication is kept in first aid kits.

5.2 Adrenaline Auto-Injector (AAI)

The school maintains emergency anaphylaxis kits containing spare in-date adrenaline auto-injectors in accordance with Department of Health and Social Care guidance.

These are stored:

- In the school office.
- In accordance with the Allergy and Anaphylaxis Policy.

Further information can be found in our Allergy and Anaphylaxis Policy.

All staff are informed of their location.

5.3 Defibrillator

Our school has a defibrillator for use when appropriate. It is located on the wall between the school office and head teachers office. All staff have had training in how to use it. It is the responsibility of the nominated first-aider to ensure that all consumables are in date and the defibrillator is ready to use.

6. Record-keeping and reporting

6.1 First aid and accident record book

- The child's accident log 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
- 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 administrator 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 administrator report these to the HSE 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 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](#)

6.3 Notifying parents

The class teacher or other member of staff will inform parents of any accident involving a head bump or any injury which has necessitated significant first aid as soon as reasonably practicable.

6.4 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 Gloucestershire Safeguarding Children Partnership (GSCP) of any serious accident or injury to, or the death of, a pupil while in the school's care.

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.

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.

7.1 Basic First Aid

All staff will attend basic first aid training every 3 years.

7.2 Paediatric First Aid training

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. The PFA certificate will be renewed every 3 years.

7.3 Allergy and Anaphylaxis awareness training

All staff will receive appropriate allergy and anaphylaxis awareness training as part of induction and regular refresher training.

Training includes:

- Recognition of allergic reactions.
- Recognition of anaphylaxis.
- Use of AAls.
- Emergency response procedures.
- Incident reporting requirements.

8. Healthcare Plans

Pupils with significant medical needs, including severe allergies, will have an Individual Healthcare Plan in accordance with the school's Supporting Pupils with Medical Conditions Policy and Allergy and Anaphylaxis Policy.

9. Monitoring arrangements

This policy will be reviewed by the headteacher every 2 years.

At every review, the policy will be approved by the governing body.

10. Links with other policies

This first aid policy is linked to the:

- Allergy and Anaphylaxis Policy
- Health and Safety policy
- Supporting Pupils with Medical Conditions in School policy