First Aid Policy

Policy Author	**Mr K Hopkins**	**Date of Approval**	28.09.26
Policy Approval	**Full Governing Board**	**Next Review Date**	September 2027

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 is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools, AED Guidance Document, Supporting pupils at school with medical conditions, Allergy safety 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 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 Equality Act 2010, UK GDPR and Data Protection Act 2018
- 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 (Appendix 1)

The school maintains its first-aider register in Appendix 1. The Headteacher will verify current certificates and sufficient cover rather than rely on a fixed staff total.

Paediatric First Aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- 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 a pupil accident report on the same day as the incident and notify the class teacher so that parent/carer can be informed.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (located in School Office)
- 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
- Liaising and supporting parents/carers to complete medical consent forms.
- Administering medication to pupils following parental/carer consent
- Keeping their contact details up to date

First aiders trained in emergency at work and qualified to carry out the role and are responsible for:

- Acting as first responders, assessing the situation and providing immediate treatment within their competence. Seek a paediatric first aider for a serious incident involving a child, but never delay emergency treatment or a 999 call while waiting for a particular member of staff.
- Sending pupils home to recover, where necessary
- Filling in a pupil accident report on the same day as the incident and notify the class teacher so that parent/carer can be informed.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (located in School Office)
- Keeping their contact details up to date

All first aiders are listed in appendix 1. Their names will also be displayed prominently on the entrance notice board, in the medical room and in the nursery.

3.2 The Local Authority and Governing Board

Milton Keynes Local Authority 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 board.

The governing board 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 and nursery 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 Record Keeping and Reporting)

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 pupil accident reports (Appendix 2) or adult accident records (Appendix 5) for incidents they attend, including where a first aider is not called.
- Informing the Headteacher of any specific health conditions or first aid needs

4. First Aid Procedures

4.1 In the event of an accident resulting in injury:

- The closest member of staff will assess immediate danger, summon help and arrange first aid. Call 999 immediately for a life-threatening emergency and follow the call handler's instructions; start appropriate lifesaving action without waiting for a named first aider. See Appendix 2.
- During morning play and lunchtimes, a named first aider will deal with any minor injuries on the playground. Serious incidents must be dealt with by a paediatric first aider.
- 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
- Vinyl gloves should always be worn. All equipment used must be placed in the clinical waste bin.
- 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/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers.
- If emergency services are called, the Headteacher or if not available the School Business Manager will contact parents/carers

- If parents/carers are unavailable, the Headteacher or a delegated suitable staff member will accompany the pupil to hospital where practicable, taking relevant medical information. Emergency transport must not be delayed. Attempts to contact parents/carers will continue, with safe staffing maintained at school.
- The relevant member of staff will complete an accident report form (Appendix 3) on the same day or as soon as is reasonably practical after an incident resulting in an injury.
- An adult injury or serious incident must be recorded on the accident record held in the school office (Appendix 4). This internal record is separate from a statutory RIDDOR report.
- Head injuries must be assessed and monitored. Call 999 for red flags such as unconsciousness, inability to stay awake, a seizure, new weakness or problems with speech, walking or balance; use NHS 111 for urgent advice where appropriate. Inform parents promptly by telephone for serious injuries, symptoms or concerns and provide the accident slip for every head injury. Use the school's bumped-head band (Appendix 3), record its number and hand over monitoring advice. A band does not replace assessment or communication. See the NHS head-injury link in Appendix 5.
- Please note that staff should not attempt such procedures as taking out splinters or the removal and replacing of earrings.

4.2 Illness

If a pupil becomes ill during the teaching session a first aider will attend to the child. If the child needs to go home, the parents/carer (or emergency contact) will be contacted by the member of staff. If this is not possible, then the child will be made comfortable at school. The Headteacher should be informed. Guidance will be sought from the School Nursing Team or advice from Public Health England 'Guidance on Infection Control in Schools and other Childcare Settings' (Appendix 6).

4.3 Medication

Authorised staff with appropriate training will administer prescribed and non-prescribed medicines only with written parental permission for the particular medicine, following the Supporting Pupils with Medical Conditions Policy. Check the child, medicine, dose, route, time, previous dose and expiry against instructions. Keep medicines in their original labelled containers, with the insulin exception where supplied in a pen or pump. Record each administration, dose, time and staff member, and notify parents on the same day or as soon as practicable. Never give aspirin to a child under 16 unless prescribed by a doctor. Age-appropriate self-management or carrying emergency medicine must be agreed in the individual healthcare plan (IHP), with supervision as needed. Emergency medicines must remain immediately accessible, including on visits; inhalers follow the Asthma Policy. Follow the emergency anaphylaxis procedure below without waiting for parental contact.

4.4 Administration of Diabetic Medication

Staff supporting diabetes must have child-specific training and follow the IHP and Supporting Pupils with Medical Conditions Policy. Record medication and care given; share blood glucose information with parents as agreed in the plan. Store insulin and other medicines according to manufacturer instructions and the IHP. Emergency diabetes treatment and monitoring equipment must be readily accessible, not delayed by locked storage. Use appropriate clinical-waste and sharps containers.

4.5 Administration of Medication for Allergies

All staff must read this section with the school's Allergy Policy and the child's IHP/Allergy Action Plan. The Headteacher will oversee a published Allergy Policy, reviewed annually, covering allergen prevention, food, inclusion, visits and emergencies. Staff, including supply, catering and regular volunteers, will receive annual allergy and emergency-response training. Pupils requiring allergy support will have an IHP agreed with families and informed by clinical advice. The school will stock suitable spare adrenaline devices in addition to prescribed devices. These are easily accessible and unlocked in the medical room grab box and stored to manufacturer instructions. A Headteacher will check stock and expiry and arrange replacement. Staff will record and review serious reactions and near misses, inform parents and governors, and apply statutory reporting criteria.

Emergency Anaphylaxis Response

Suspect anaphylaxis with sudden airway, breathing or circulation problems, such as tongue/throat swelling, breathing difficulty or collapse. Give the prescribed adrenaline auto-injector immediately into the outer thigh following device instructions. Call 999 and say "anaphylaxis"; another adult should call while treatment is given. Do not wait for a rash or parental contact. A spare device may be used to save a life even without prior consent, including a first reaction in someone without a known allergy.

Keep the person lying flat with legs raised; if breathing is difficult, allow gentle sitting with legs outstretched. Do not let them stand or walk. If there is no improvement after five minutes, give a second auto-injector. Stay with them, follow 999 instructions and start CPR if unresponsive and not breathing normally. Ambulance assessment is needed even if they improve. Record doses and times, inform parents and hand used devices to paramedics. See MHRA guidance in Appendix 7.

4.6 Defibrillators

All First Aiders are trained on how to operate a defibrillator as part of their First Aid training. The school has one defibrillator on site which is located in the medical room and guidance is taken from DfE AED Guidance for Schools and the associated risk assessment. In an emergency call 999, start CPR as appropriate and send someone to retrieve the AED; follow its prompts. Anyone can use an AED, including an untrained person. See DfE AED guidance in Appendix 7.

5. 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
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises and will be recorded on EVOLVE.

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. There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits for KS1.

6. 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 and burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Year group wet area cupboards
- Nursery
- The main office

7. Record Keeping and Reporting

7.1 First Aid and Accident Record Book

- Complete a pupil accident form (Appendix 2) for every injury requiring first aid and record it in the year-group accident book. Notify the class teacher so parents/carers receive the information on the same day or as soon as reasonably practicable. Record the date, time, place, injury or illness, treatment, outcome and name/signature of the person providing care.
- For more serious incidents/injuries the first aider should telephone the parent/carer to inform them e.g., large laceration, serious head injury etc.
- For pupils obtaining a head injury, parents/carers must be informed by telephone for series head injuries and via the accident report slip (Appendix 2) for minor head injuries. Children will receive a bumped head band (Appendix 3) to be worm on the child's wrist so that all staff are aware. The number on the band must be recorded on the accident slip.

- A HSE accident reporting record form (Appendix 4) should be completed by the First Aider for serious incidents/injuries requiring hospital or medical treatment.
- Any adult obtaining an injury or suffering a serious incident must complete a HSE accident record form located in the main school office (Appendix 4)
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report form will be kept in the duplication book. Completed books must be given to the School Business Manager or Business Support for record keeping.
- Records held in the first aid and accident book will be retained by the school in line with the data retention schedule.

7.2 Reporting to the HSE

The Headteacher, liaising with the Local Authority as employer, will ensure reportable work-related incidents are recorded and reported under RIDDOR 2013. Internal accident recording is required even where RIDDOR does not apply.

Reportable injuries, diseases or dangerous occurrences include:

- Work-related deaths
- Specified injuries to workers including:
    - 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 covering more than 10% of the body or causing 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)
- 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

7.3 Notifying Parents/Carers

The class teacher or teaching assistant will inform parents of any accident 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 be informed via telephone of a more serious accident or injury sustained by a pupil.

7.4 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 Local Authority and child protection agencies (MASH) of any serious accident or injury to, or the death of, a pupil while in the school's care.

8. 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 1). Staff are encouraged to renew their first aid training when it is no longer valid.

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 updated at least every 3 years. Members of staff working in the school nursery hold a paediatric first aid certificate. While EYFS children eat, a full PFA-trained member of staff is in the room; and children must remain within sight and hearing. All choking incidents requiring intervention are recorded, parents notified and patterns reviewed. Dietary needs checks are made at each meal or snack time and allergy plans kept current.

9. Monitoring Arrangements

This policy will be reviewed by the Head teacher in conjunction with the Health & Safety Governing committee every 2 years. At every review, the policy will be approved by the full governing board.

10. Links with other Policies

This first aid policy is linked to the

- Health and Safety Policy
- Risk Assessments
- Supporting pupils with Medical Conditions Policy
- Asthma Policy
- Allergy Policy

Appendix 1

Oldbrook
First School & Nursery
Together we make the difference

The following employees have been trained to EYFS Paediatric First Aid Level

Name	Date of expiry of certificate
Kirstie Carrington	October 2027
Alison Blake	June 2027
Karen Graves	March 2028
Amber Birdseye	September 2029
Amanda Botello	March 2027
Nussarat Siddiq	August 2028
Jade Carter	August 2029
Zsuzsanna Csipak	November 2027
Sis fa Siu	November 2028
Susan Fraser	September 2029

The following employees have been trained to Emergency Aid at work and in Schools' level

Name	Date of expiry of certificate
Kirk Hopkins	September 2028
Rachael Dunkley	September 2028
Sam Manser	September 2028
Stephanie Haig	September 2028
Amy Ruocco	September 2028
Maria Gonzalez	September 2028
Molly Skinner	September 2028
Veronica Maldonado	September 2028
Sis fa Siu	September 2028
Susan Fraser	September 2028
Jan Brinson	September 2028
Amanda Birdseye	September 2028
Emese Friedrich	September 2028
Jess Allen	September 2028
Sam Roy	September 2028
Asma Said	September 2028
Sonia Aftab	September 2028
Tsu Chow	September 2028
Santa Pozzuto	September 2028

Appendix 2 – Accident Report Form

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:

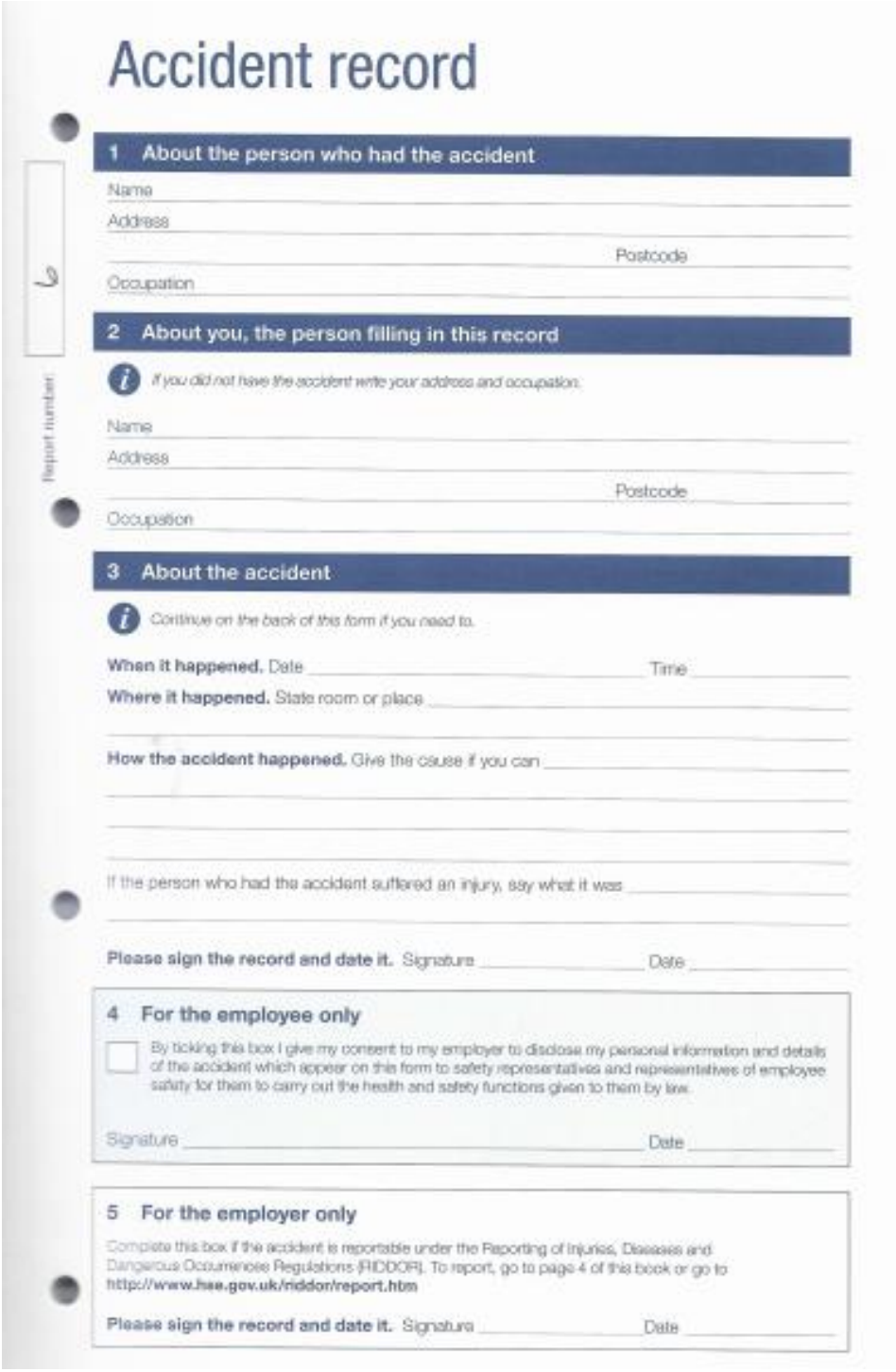
Authorised signature:

Supplied by Cherry Printers Tel: 01482 370670

REF: CP_SCHOOLACCREP_2PART_210X99

Appendix 3 – Bumped Head Band

Appendix 4 – Internal Accident Record



Accident record

Report number

1 About the person who had the accident

Name

Address

Postcode

Occupation

2 About you, the person filling in this record

If you did not have the accident write your address and occupation.

Name

Address

Postcode

Occupation

3 About the accident

Continue on the back of this form if you need to.

When it happened. Date Time

Where it happened. State room or place

How the accident happened. Give the cause if you can

If the person who had the accident suffered an injury, say what it was

Please sign the record and date it. Signature Date

4 For the employee only

☐ By ticking this box I give my consent to my employer to disclose my personal information and details of the accident which appear on this form to safety representatives and representatives of employee safety for them to carry out the health and safety functions given to them by law.

Signature Date

5 For the employer only

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). To report, go to page 4 of this book or go to **http://www.hse.gov.uk/riddor/report.htm**

Please sign the record and date it. Signature Date

Appendix 5 – Infection preventing and exclusion guidance

Use the live UKHSA guidance below for each illness and outbreak, including when to contact the Health Protection Team. Record advice received and the return-to-school decision.

UKHSA health protection guidance

UKHSA current public health exclusion periods

Appendix 6 – Guidance and Links

DfE statutory EYFS framework effective September 2026

DfE statutory Supporting pupils with medical conditions at school

DfE statutory Allergy safety in schools July 2026

DfE First aid in schools early years and further education

DfE Automated external defibrillators guidance for schools

MHRA Adrenaline auto-injectors guidance for safe use

HSE Types of reportable incidents

HSE When to report and links to reporting forms

HSE Incident reporting in schools

NHS Head injury and concussion