



First aid policy

Approved by:	Anna Sutherland, Headteacher	Date: March 2026
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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 (DfE) 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
- [The Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [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

The school maintains full compliance with statutory Early Years Foundation Stage (EYFS) requirements by ensuring that a member of staff holding a current Paediatric First Aid (PFA) certificate is present on the premises at all times when EYFS children are in attendance. A qualified PFA practitioner must accompany all EYFS children on any off-site activity or outing, ensuring that appropriate first-aid expertise is immediately available both on site and off site throughout the school day. This requirement is embedded within our staffing arrangements, supervision procedures, and educational visit planning to safeguard children's health, safety, and welfare.

St Anne's Infants' School ensures that a sufficient number of suitably trained first aiders are available at all times to meet the needs of employees while at work. Our staffing arrangements are informed by a formal assessment of first aid needs, which considers:

- The number of employees and the nature of their roles, including any higher-risk activities or responsibilities.
- The layout and location of the school, ensuring that first aiders can be deployed promptly across all areas of the site.

This approach ensures that first aid provision is robust, responsive, and aligned with statutory health and safety requirements.

3.1 Appointed person(s) and first aiders

The school's appointed person is Rae Fillingham. Rae is responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Making sure 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
- Recording an accident report on the same day as, or as soon as is reasonably practicable, after an incident, using the school's management information system, Bromcom.
- Keeping their contact details up to date

The school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school site.

3.2 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.

3.3 The headteacher

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

- Making sure that an appropriate number of appointed persons and trained first aid personnel are present in the school at all times

- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the appointed person and first aiders in school are
- Completing accident reports for all incidents they attend to where the appointed person or a first aider is not called
- Completing accident reports for all incidents they attend where first aid has been provided and a first aider is not present/close
- Informing the headteacher or their line 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, the school office will contact parents/carers and ask them to collect their child. On the parents/carers' arrival, the first aider or member of office staff will recommend next steps to them
- If emergency services are called, the office staff or senior leadership team will contact parents/carers immediately
- The first aider will complete an accident report following an incident resulting in injury, providing an accurate description of the incident (if known), injury and first aid administered on the same day or as is reasonably practicable
- The first aider will inform parents (**see section 6.3**).
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

Type of Accident	Example	Action	When
Minor	<ul style="list-style-type: none"> • Grazes • Minor bumps to head 	<ul style="list-style-type: none"> • Details logged on Bromcom • Treated in the playground / Office • Notification sent to parents • Headbump wrist band applied (See Section 6.3) 	As soon after the incident as possible; same day
Possibly requiring medical / dental treatment	<ul style="list-style-type: none"> • Severe cuts/laceration • Impact injury (bang or blow) to the head (the head is defied as whole head & face) 	<ul style="list-style-type: none"> • Call parents to inform that pupil has had a blow to the head • Details logged by first aider on Bromcom 	
Severe	<ul style="list-style-type: none"> • Major injuries e.g. broken bones • Loss of limbs • Accident resulting in over 7 day injury • Where injury party leaves site in an ambulance (not reportable if taken to hospital as a precaution but the examination shows no injury) • Death 	<ul style="list-style-type: none"> • Details logged • Reported to Delegated Services H&S under RIDDOR 	

Minor first aid

First aiders will administer to small cuts and bruises that are the normal occurrence in a school day. First Aid equipment is kept in the first aid cupboard opposite the main school office and supplies are regularly monitored. Cuts are cleaned using, saline wipes or running water and if needed, plasters are administered. Gloves are worn by staff when dealing with blood and bodily fluids.

Ice packs are kept re-frigerated in the school office/staffroom and can be used to reduce the swelling for bumps and suspected strains and sprains - a cold compress will be used for head injuries. If ice packs are used then, dependent on the type of pack, these maybe first wrapped in a paper towel or similar, to prevent direct contact with the skin. Providing a child with a wet tissue to administer to their injury, is considered first aid and the school's reporting procedures should be followed.

4.2 Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- A mobile phone
- A portable first aid kit including, at minimum:
 - 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/carers' contact details

Risk assessments will be completed by the school's Business Manager, prior to any educational visit that necessitates taking pupils off school premises.

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

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 (EYFS).

5. First aid equipment

First aid resources in our school will include the following:

- A leaflet giving general advice on first aid
- Individually wrapped sterile adhesive dressings (assorted sizes)
- Sterile eye pads
- Individually wrapped triangular bandages (preferably sterile)
- Safety pins
- Medium-sized individually wrapped sterile unmedicated wound dressings
- Large sterile individually wrapped unmedicated wound dressings
- Disposable gloves
- Saline wipes
- Cold compress (kept in fridge/freezer in the office)
- Burns dressing
- No medication is kept in first aid kits.

First aid kits are stored in:

- Outside the school office

See section 4.2 for first aid equipment off the school site.

6. Record-keeping and reporting

6.1 First aid and accident reporting

An accident form will be completed by the first aider on the same day or as soon as possible after an incident resulting in an injury

- First aid and accidents are logged on the school's management information system, Bromcom, by the first aider on the same day of an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident, including all of the information requested on Bromcom.
- Staff / visitor first aid and accidents are logged in the Accident Report Book (kept in the school office)
- In cases where pastoral care has been provided and first aid has not been administered, accidents are not logged.

In cases where first aid has been declined by the child, parents should be informed of the accident noting the child's refusal for first aid to be administered

- As much detail as possible will be supplied when reporting an accident

- Where first aid has been administered, an email will be sent home to parents informing them that their child has been treated (see 6.7)
- In the instance where an adult has been injured, injuries and details of the incident, must be reported to the School's Business Manager and be recorded in the Accident book, kept in the school office.

6.2 Reporting to Delegated Services

SLT will inform Delegated Services of any accidents which result in reportable injury, disease or dangerous occurrence as defined in the RIDDOR 2013 legislation) regulations 4, 5, 6 and 7)

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
 - Any loss of consciousness caused by head injury or asphyxia
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- 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
 - Work-related injuries that lead to an employee being 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 Designated safeguarding lead, Premises Manager or School Business Manager 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 where 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:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)
<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents/carers

The first aider / class teacher or office staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment administered, on the day of the incident.

For minor injuries the first aider will send a notification to parents informing them of the injury and the first aid administered.

For head bumps, the first aider will send notification parents, informing them of the injury and the first aid administered. A wristband with the name of the child, date and time of accident written on it, will be attached to the child's wrist, to ensure all staff are aware of the incident and can monitor the child throughout the day. The wristband acts as an alert to parents and should be replaced if a child removes it from their wrist prior to going home.

If the child shows any signs of being unwell that may be related to the head bump we will contact the parent immediately.

In the event of a more serious head injury, the school will phone the parent to inform them and to agree the next steps to be taken.

If a child has two head bumps in the same day, the parent will be telephoned. The parent can then decide upon the course of action they would like to be taken.

6.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident or injury to, or the 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.

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.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

8. Medical Information

All-important medical information is provided for class teachers and kept in classrooms. It is also recorded electronically on Bromcom, which can be accessed by all members of staff as necessary.

All emergency phone numbers are accessible on Bromcom.

Medicines for individual children are kept in a medicine box, clearly labelled and out of reach of children within the classroom or designated rooms used for breakfast and after school clubs. Only trained members of staff are able to administer medication to children – see Admin of Meds policy. Where possible, two staff should be present when giving medicines and dates and times of administration are logged on Bromcom.

Food allergies are listed in each relevant child's profile on Bromcom, so that the teacher is aware. The School Business Manager provides school staff with a weekly briefing of children's allergies. The school meals provider is notified of all children with food allergies and is responsible for informing all kitchen staff. The lunch staff Line Managers and class teachers are responsible for notifying SMSA and other staff of any food allergies. Photographs are provided to help staff identify and therefore provide the appropriate care for specific children. Due to data protection laws this information should be discreetly displayed but visible to ensure the safeguarding of the child.

St Anne's Infants' School will not discriminate against pupils with medical needs. In certain circumstances it may be necessary to have in place an Individual Health Care Plan. This will help staff identify the necessary safety measures to help support young people with medical needs and ensure that they, and others, are not put at risk. These plans will be drawn up in consultation with parents and relevant health professionals.

The school is responsible for ensuring children receive the care they need and those that are required to work with children with particular and specific medical conditions will receive adequate training. However, staff not directly employed or contracted to provide such care do not have to administer care under their existing contracts.

Incidents on Bromcom will be reviewed regularly to inform current and future practices.

9. Monitoring arrangements

This policy will be reviewed annually

Links with other policies:

- Health and Safety Policy
- Risk Assessment Policy
- Policy on supporting pupils with medical conditions
- Infectious diseases policy
- Administration of Medication Policy
- Manual Handling Policy
- Safeguarding and Child Protection Policies

This policy has been written with due regard to our obligations under the public sector equality duty.

Appendix 1: First Aiders

First Aiders			
First Aider at work (Staff)			
Doug Radcliffe		Premises Manager	
Sarah Williams		Reception LSA	
EYFS Team			
Nursery	Cathy Warne Jo Harvey Kelly McDowall-Kevan	Reception	Ems Robertson Jack Soper Marisa Sueiro Sarah Williams Jackie Pritchard
Key Stage 1 Team			
Year 1	Chris Warren	Year 2	Laura Thompson Donna Davey
Other Adults			
Inclusion Team	Lindsay Drew Maryam Yusuf Abdi Jackie Pritchard Sarah Day	SMSA Team	Sarah Simpson Donna Davey Maryam Yusuf Abdi Liz Brown
Office Team	Matt Fozzard Ginny Knapton Jen Owen	Staff Qualified in the Administration of Medication	Rae Fillingham Donna Davey Jo Harvey Jackie Pritchard Chris Warren Marisa Sueiro Jen Owen