St. Peter & St. Paul CE Primary School, Burgh-le-Marsh

"Striving for excellence together in a caring Christian community."

RESPECT COMPASSION COURAGE

FIRST AID POLICY

Responsible: Governing Body
Agreed: May 2026
To be reviewed: Annually in September or following incident review or legislation change.
Last reviewed on:

---

1. Aims

The aims of our first aid policy are to:

- Ensure the health, safety and welfare of all staff, children and visitors
- Ensure clarity of roles and responsibilities in relation to first aid
- Provide a clear and consistent approach to responding to accidents, injuries and medical incidents
- Ensure that incidents are recorded, reported and followed up appropriately

---

2. Legislation and Guidance

This policy is informed by and consistent with:

- The **Early Years Foundation Stage (EYFS) Statutory Framework**
- Department for Education guidance on *First aid in schools* and *Health and safety in schools*
- Health and Safety Executive (HSE) guidance on incident reporting

It also reflects the requirements of:

- The Health and Safety (First-Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Social Security (Claims and Payments) Regulations 1979
- The School Premises (England) Regulations 2012

As the school has EYFS (Reception) provision, the additional statutory first aid requirements for early years children are met in full.

---

3. Roles and Responsibilities

First aid provision is based on risk assessment and takes account of:

- Numbers of staff and children on site
- The layout of the school site
- The nature of activities undertaken

3.1 First Aiders

Trained first aiders are responsible for:

- Acting as first responders when someone is injured or becomes unwell

- Providing appropriate first aid within the limits of their training
- Seeking a second opinion or senior support where there is any doubt
- Ensuring emergency services are called where required
- Ensuring accidents and treatment are recorded accurately

A current list of first aiders is displayed in strategic locations around the school, including:

- The school office
- The staff room
- Outside the print room
- Near the library
- The school hall
- The mobile classroom
- Selected classroom windows facing the playground

3.2 The Governing Body

The Governing Body has overall responsibility for health and safety and ensures that appropriate first aid arrangements are in place, in line with the school's Health and Safety Policy.

3.3 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy
- Ensuring sufficient trained first aiders are available at all times
- Ensuring that at least one member of staff with a current paediatric first aid certificate is on site whenever EYFS children are present
- Ensuring staff are aware of procedures and equipment locations
- Ensuring that reportable incidents are referred to the HSE in line with the Health and Safety Policy

3.4 Staff

All staff are responsible for:

- Acting in line with this policy, the Health and Safety Policy and the Supporting Children with Medical Conditions Policy
- Knowing how to summon first aid support
- Sharing relevant information about injuries or medical concerns when responsibility for children transfers between adults
- Monitoring children following an injury and reporting concerns promptly

---

4. First Aid Procedures

4.1 In-school Procedures

In the event of an accident or medical incident:

1. The nearest staff member will assess the situation
2. A trained first aider will be called if required
3. The first aider will assess and treat the injury or illness
4. Where there is any doubt, a second opinion will be sought
5. Decisions will be made regarding monitoring, parental contact or emergency services
6. Parents/carers will be contacted where appropriate
7. Emergency services will be called without delay when necessary

Where children move between adults during the school day, all relevant information about injuries, treatment and ongoing concerns is shared to ensure effective monitoring.

4.2 EYFS Arrangements

- A paediatric first aider is on site at all times when EYFS children are present
- A paediatric first aider accompanies EYFS children on off-site visits
- Reception children are monitored particularly closely following any injury

4.3 Off-site Procedures

When children are taken off-site, staff will carry:

- A school mobile phone
- A portable first aid kit
- Information about children's medical needs and emergency contacts

At least one trained first aider will accompany all visits, in line with the Health and Safety Policy.

---

5. First Aid Equipment

First aid kits are available across the school and checked regularly.

Emergency Medical Equipment

- **Emergency blue reliever inhalers** are stored near the library and in the print room and are managed in line with the **Asthma Policy**.
- **Auto-injectors (EpiPens)** for children and adults are stored in the print room and are managed in line with individual healthcare plans and the **Supporting Children with Medical Conditions Policy**.

Defibrillators (AEDs)

The school has two AEDs:

- One outside on the Year 6 wall, outside the fence (registered on *The Circuit*)
- One inside the school opposite the print room

---

6. Recording, Reporting and Information Sharing

6.1 Accident and Treatment Records

- All first aid treatment is recorded in the school accident books
- Records include details of the injury or illness, treatment given and by whom
- Records are stored securely in line with data protection requirements

6.2 CPOMS Recording

In line with the Safeguarding and Health and Safety policies, **serious injuries and medical incidents** are also recorded on CPOMS where appropriate.

Examples include:

- Head injuries
- Suspected or confirmed fractures
- Injuries requiring hospital assessment or treatment
- Significant medical emergencies (e.g. asthma attacks requiring emergency inhaler use, anaphylaxis)
- Any incident giving rise to concern for a child's safety or wellbeing

6.3 Reportable Incidents (RIDDOR)

In line with the Health and Safety Policy, the following must be reported to the HSE under RIDDOR:

Staff:

- Fatalities
- Specified injuries (including fractures other than fingers, thumbs or toes)
- Injuries leading to more than 7 consecutive days off work
- Occupational diseases diagnosed by a doctor

Children, visitors or other non-employees:

- Deaths arising from a school-related activity
- Injuries arising from a school-related activity that result in the person being taken directly to hospital for treatment

The Headteacher (or delegated member of staff) is responsible for making RIDDOR reports.

6.4 Informing Parents and Carers

Parents and carers are informed as soon as reasonably practicable of:

- Head injuries
- More serious injuries or medical incidents
- Use of emergency medication outside normal arrangements
- Any incident requiring emergency services

---

7. Training

- All first aiders hold appropriate and current qualifications, including paediatric first aid where required
- Training is refreshed as required
- Copies of training certificates are kept in staff personnel files, in line with the Health and Safety Policy

---

8. Monitoring Arrangements

First aid arrangements and this policy are monitored by the Headteacher and reviewed by the Governing Body at least every two years, or sooner following changes to guidance, legislation or significant incidents.

---

9. Links with Other Policies

This policy is consistent with and should be read alongside the:

- Health and Safety Policy
- Supporting Children with Medical Conditions Policy
- Asthma Policy
- Safeguarding Policy
- Educational Visits Policy
- Activity Risk Assessments