



School First Aid Policy

Reviewed: July 2026

Version Control

Version	Date	Revisions
1	November 2021	Overhaul
2	November 2022	Appendix 1
3	November 2023	Update first aiders, add PROACT
4	November 2025	Update first aiders
5	July 2026	Wording updated to meet government guidelines

Agreed By: Governing Body

Date: July 2026

Next Review: July 2027



SCHOOL VISION

We believe in the potential of every child regardless of background or individual needs as expressed in Luke 15, The Parable of the Lost Sheep. We are committed to providing an emotionally supportive environment, where pupils flourish, growing both spiritually and academically; securing foundations for each child to understand who they are and the unique qualities they bring to the world.

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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 has been written with reference to:

- Health and Safety (First Aid) Regulations 1981
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Statutory Framework for the Early Years Foundation Stage (2025)
- DfE Guidance: First Aid in Schools
- Department for Education (DfE): Supporting pupils at school with medical conditions

This policy also has regard to 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
- 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

3.1 Appointed person(s) and first aiders

The school's appointed first aider is Holly Burgess, Pupil Manager. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Respond appropriately to pupils or adults experiencing a mental health crisis by ensuring their immediate safety, providing reassurance where appropriate, following the school's safeguarding procedures, and seeking emergency medical or specialist assistance where required. First aiders do not provide clinical mental health treatment.



- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of kits. Monthly checks of all first aid kits will be undertaken and recorded.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

3.2 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
- 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 record of trained persons is listed in appendix 1. Their names will also be displayed prominently around the school.

3.3 The Local Authority and Governing Board

Kent 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 board.

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

3.4 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 a First Aid Needs Assessment is undertaken and reviewed regularly to determine the appropriate level of first aid provision, considering the school's size, layout, activities, educational visits, staff, pupils, visitors and the needs of those with medical conditions or disabilities.
- 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)

3.5 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/appointed person is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs



- Where a pupil has an Individual Healthcare Plan, staff will follow the agreed procedures detailed within that plan when providing first aid or emergency treatment.

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. Where a pupil has an Individual Healthcare Plan (IHP), staff will follow the emergency procedures set out within that plan alongside this policy and the school's Supporting Pupils with Medical Conditions Policy.
- 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
- 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
- If emergency services are called, the Pupil Manager will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Parents will always be informed if a child sustains a bump or injury to the head. Staff will advise parents regarding symptoms that require medical attention and ongoing observation.
- Where a pupil has an Individual Healthcare Plan (IHP), emergency treatment will follow that plan wherever appropriate.

4.2 Staff will follow infection prevention procedures including:

- Wearing disposable gloves where appropriate
- Disposing of contaminated materials safely
- Cleaning spillages using approved procedures
- Washing hands after administering first aid

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

4.3 Off-Site Procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone.
- A suitably stocked portable first aid kit.
- Information about the specific medical needs of pupils attending the visit.
- Parents' and emergency contact details.



- Any prescribed emergency medication required by individual pupils (for example, adrenaline auto-injectors, asthma inhalers, epilepsy rescue medication or diabetes supplies), together with staff trained in its administration where appropriate.
- Copies of relevant Individual Healthcare Plans (IHPs) or other emergency care plans for pupils with identified medical needs.

Risk assessments will be completed via Evolve by the person organising the visit prior to any educational visit that necessitates taking pupils off the school premises. The first aid provision for each visit will be determined through the educational visit risk assessment, considering the nature of the activity, location, duration of the visit and the medical needs of participating pupils.

Where required, at least one appropriately trained member of staff will accompany the visit and be competent to administer emergency medication and provide first aid.

5. First Aid Equipment

No medication is stored within standard first aid kits. Emergency medicines, including adrenaline auto-injectors and emergency salbutamol inhalers, are stored separately in designated emergency medical kits in accordance with current legislation and Department of Health guidance.

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 x2
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

First aid kits are stored in:

- The medical room
- Main office
- All classrooms
- All extended school services rooms
- The Gym
- The Kitchen
- The Swimming Pool Area

6. Emergency Medical Equipment

6.1 Automated External Defibrillator (AED)



The school maintains an Automated External Defibrillator (AED). The AED is located **to the left-hand side of the main entrance gate** and is registered on **The Circuit**, the national defibrillator network, for public use in an emergency.

The AED is checked monthly by the Pupil Manager to ensure it is in good working order, and all checks are recorded.

In the event of a suspected cardiac arrest, the emergency services (999) should be called immediately.

The AED provides clear spoken instructions and **may be used by any person**, whether trained or untrained, while following the instructions provided by the device and the advice of the emergency call handler.

Staff will be made aware of the location of the AED and will receive familiarisation with its use as part of the school's first aid arrangements.

6.2 Emergency Anaphylaxis Kit

The school maintains an Emergency Anaphylaxis Kit in accordance with the **Human Medicines (Amendment) Regulations 2017** and the **Department of Health guidance on the use of adrenaline auto-injectors (AAIs) in schools**.

The Emergency Anaphylaxis Kit is located in the main hall next to the kitchen. Staff are informed of its location and receive appropriate training in its use.

The emergency adrenaline auto-injectors are intended for use on pupils who have been prescribed an adrenaline auto-injector, where written parental consent has been obtained and the school's policy and guidance permit its use.

The Emergency Anaphylaxis Kit is provided by Kitt Medical and is maintained by the school. Monthly checks of expiry dates and contents are undertaken by the Pupil Manager and recorded.

6.3 Emergency Asthma Kit

The school maintains three Emergency Asthma Kits in accordance with the **Human Medicines (Amendment) Regulations 2014** and the **Department of Health guidance on the use of emergency salbutamol inhalers in schools**.

Emergency Asthma Kits are located in:

- Reception Class
- Medical Room
- Main Office

Emergency salbutamol inhalers may only be used for pupils:

- who have been diagnosed with asthma or have been prescribed a reliever inhaler;
- whose parent or carer has provided written consent for the emergency inhaler to be used;
- where the school's emergency asthma procedures indicate that its use is appropriate.

Staff receive appropriate training in the use of emergency asthma inhalers. The contents of each Emergency Asthma Kit are checked monthly and replaced before expiry where necessary.

7. Record-keeping and reporting

All first aid and accident records contain personal data and will be processed, stored and retained in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Data Protection Policy. Access to these records will be restricted to authorised staff who require the information to carry out their duties. Information will only be shared where there is a lawful



basis to do so, including to protect the health, safety and welfare of pupils, staff or others, or where required by law.

7.1 First Aid and Accident Record Book

- 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
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2

The School Business Manager 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 Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

7.2 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

7.3 Notifying parents

The Pupil Manager/Administration Officer 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.

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 Kent County Council/The Diocese of any serious accident or injury to, or the death of, a pupil while in the school's care.

7.5 Accident Investigation

Significant accidents, near misses and trends identified through accident records will be reviewed by the Headteacher and Pupil Manager to identify lessons learned, implement control measures and reduce future risks.

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 3).

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.

9. Monitoring Arrangements

This policy will be reviewed by the Pupil Manager every year.

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

This First Aid Policy should be read alongside:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Administration of Medicines Policy (if your school has one)
- Educational Visits Policy
- Safeguarding and Child Protection Policy



Appendix 1: List of appointed person(s) for first aid and/or trained first aiders

STAFF MEMBER'S NAME	ROLE	TRAINING COMPLETED	TRAINING LEVEL	CERTIFICATE EXPIRY DATE	AREA OF SCHOOL
Holly Burgess	Pupil Manager	Paediatric First Aid	3	20/01/2028	Main Office
Caitlin Beard	Class Teacher	Paediatric First Aid	3	29/01/2027	SLIC
Clare Bigwood	Teaching Assistant	Paediatric First Aid	3	13/12/2027	SLIC
Charlotte Bonner	Class Teacher	Forest School First Aid	3	25/01/2028	UKS2
Melissa Bonner	Teaching Assistant	Paediatric First Aid	3	13/12/2027	UKS2
Lisa Clark	Teaching Assistant	Paediatric First Aid	3	20/01/2028	SLIC
Timothy Cook	Teaching Assistant	Paediatric First Aid	3	13/12/2027	SLIC
Shelley Duffin	Thrive Practitioner	Paediatric First Aid	3	29/01/2027	Thrive
Leianne Frost	Teaching Assistant	Paediatric First Aid	3	13/12/2027	SLIC
Donna Harris	Teaching Assistant	Paediatric First Aid	3	13/12/2027	LKS2
Tracey Gibson	Teaching Assistant	Paediatric First Aid	3	06/02/2029	SLIC
Claire Holmes	Pastoral Lead	Paediatric First Aid	3	20/01/2028	Pastoral Office
Andy Hopkins	Deputy Headteacher	Emergency First Aid at Work	3	14/11/2026	Deputy Headteachers Office
Marie Hopkins	Teaching Assistant	Paediatric First Aid	3	20/01/2028	SLIC



Teri Humphrey	Teaching Assistant	Paediatric First Aid	3	29/01/2027	EYFS
Lesley King	Teaching Assistant	Paediatric First Aid	3	29/01/2027	LKS2
Jade Lansdell	Teaching Assistant	Paediatric First Aid	3	06/02/2029	UKS2
Kelly Longhurst	HLTA	Paediatric First Aid	3	29/01/2027	KS1
Rose Malt	Teaching Assistant	Paediatric First Aid	3	20/01/2028	SLIC
Claire Marr	Teaching Assistant	Paediatric First Aid	3	29/01/2027	SLIC
Francois Pasquet	Teaching Assistant	Paediatric First Aid	3	13/12/2027	UKS2
Lisa Polley	Teaching Assistant	First Aid Awareness	Cert	04/01/2027	SLIC
Elaine Sawyer	Teaching Assistant	Paediatric First Aid	3	13/12/2027	LKS2
Jessica Matthews	Teaching Assistant	Paediatric First Aid	3	20/01/2028	UKS2
Billy Turner	Teaching Assistant	Paediatric First Aid	3	13/12/2027	EYFS
Clare Turner	Teaching Assistant	Paediatric First Aid	3	20/01/2028	UKS2
Celine Weekes	Teaching Assistant	Paediatric First Aid	3	20/01/2028	LKS2



Appendix 2: Accident Report Form:

NAME OF INJURED PERSON		CLASS	
DATE/TIME OF INCIDENT		LOCATION OF INCIDENT	
INCIDENT DETAILS			
Describe in detail what happened, how it happened and what injuries the person incurred			
ACTION TAKEN			
Describe the steps taken in response to the incident, including any first aid treatment and what happened to the injured person immediately afterwards			
FOLLOW-UP ACTION REQUIRED			
Outline what steps the school will take to check on the injured person and what will be done to reduce the risk of the incident happening again			
FIRST AIDER ATTENDING			
NAME OF FIRST AIDER			
DATE FORM COMPLETED			
SIGNATURE			



Appendix 3: Appendix 3 – First Aid Training Register (maintained electronically on SIMS and the school's shared drive).

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE UPDATED (WHERE APPLICABLE)
E.g. first aid			
E.g. paediatric first aid			
E.g. anaphylaxis			