

First Aid Policy

December 2025

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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 advice from the Department for Education on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, 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

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- 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 person is the Headteacher and is the First Aid Lead in the school.

First aid will take place at the Morris Building during playtimes and lunchtimes by a first aider.

They are 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
- Filling in an accident report on the same day as, 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 are listed in appendix 1. Their names will also be displayed prominently around the school site.

During lesson time the TA in the classroom will be responsible for first aid and if they need a second opinion they will check with a first aider.

3.2 The local authority and governing board

Croydon 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.

3.3 The Headteacher

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

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- 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)

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 for all incidents they attend to where an ambulance is not called.
- Informing the Headteacher, Senco and the class teacher 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 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, a member of the office staff will contact parents immediately.
- The first aider will complete an accident report form the same day or as soon as is reasonably practical after an incident resulting in an injury.

4.2 Off-site procedures

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

- Access to a mobile phone.
- A portable first aid rucksack or pouch.
- Information about the specific medical needs of pupils.

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- 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.

There will always be at least 1 first aider on school trips and visits.

5. 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
- Hypoallergenic adhesive tape
- Disposable gloves
- Antiseptic wipes
- Dressing
- Scissors
- Cold compresses

No medication is kept in first aid kits.

First aid kits are stored in:

- School office
- All classrooms
- Morris building
- The school kitchen
- Staffroom
- Medical room

The school has a defibrillator which is located at the front of the school in the car park.

6. Early Years Foundation Stage (EYFS) Statutory Framework

● Paediatric First Aid (PFA) coverage

All staff who are counted in staff-to-child ratios (including trainees and volunteers) must hold a valid PFA certificate. The EYFS Statutory Framework does not require all EYFS staff to be paediatric first aid (PFA) trained. However, it does require:

At least one PFA-trained person to be present on-site and on outings, and that newly qualified staff (from June 2016) must hold a PFA certificate to count in ratios.

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• Safer eating requirements

A PFA-trained adult must be present at all mealtimes. School must keep clear allergy and dietary records and review action plans regularly. Medical and allergy information will be collected for every pupil, and action plans will be created and kept up to date. Food preparation and supervision must minimise choking risks.

7 Record-keeping and reporting

7.1 First aid and accident reporting

- All first aid for pupils will be recorded in the 'minor' or 'major' first aid book. All 'major' first aid (including all head injuries) is recorded on an Excel spreadsheet.
- With head injuries the school office will notify parents by phone or text.
- Staff first aid or other incidents will be recorded by completing an accident form.
- Serious injuries for pupil/staff & other will be reported to Croydon Council.
- RIDDOR death or major injury will be reported to Incident control Centre.
- Records held in the first aid 'major' book and accident forms 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.

7.2 Reporting to the HSE

The Headteacher 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 Headteacher 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.

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

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- 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

<http://www.hse.gov.uk/riddor/report.htm>

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.

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

9. Monitoring arrangements

This policy will be monitored and updated by the Headteacher every year.

At every review, the policy will be approved by the school's governing board.

10. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Supporting pupils with medical conditions policy
- Allergen and Anaphylaxis policy

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

CERTIFIED FIRST AIDERS

Name	Date valid from:	Date valid until:
First Aid at Work (First Aid for Staff)		
ALI RHODES	11 th December 2023	10 th December 2026
KAREN STEELE	31 st January 2024	30 th January 2027
BECKY BRODER	17 th January 2024	16 th January 2027
Emergency Paediatric First Aid with AED (First Aid for Staff)		
VICKI WHALLEY	2 nd June 2025	1st June 2028
EMMA APPLEBY	2 nd June 2025	1st June 2028
SUE BOURAZANIS	2 nd June 2025	1st June 2028
TRACY GOULDING	2 nd June 2025	1st June 2028
TRACY KEEBLE	2 nd June 2025	1st June 2028
GRETEL NOONAN	2 nd June 2025	1st June 2028
DITTI PATEL	2 nd June 2025	1st June 2028
SUE WATT	2 nd June 2025	1st June 2028
ASLI ERSIN	2 nd June 2025	1st June 2028

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SARAH GILLEN	2 nd June 2025	1st June 2028
JOE PRIOR	16 th October 2025	16 th October 2028
Full Paediatric First Aid with AED (Aid Training)		
TRACIE PARRY	12 th February 2025	12 th February 2028
Emergency Paediatric First Aid with AED (First Aid for Staff)		
SARAH WILSON	8 th November 2024	7 th November 2027

Full Paediatric First Aid (Tigerlily First Aid Training)

NATASHA MARTINS	20 th July 2024	20 th July 2027
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Appendix 2: accident report form
example template

First aid forms

First aid report overview

Date and time of the injury or accident

Name of the staff member logging the report

Name of the child injured

Location of the injury eg. Playground / classroom.

What happened?

Injury or illness

Any injury to the head?

Any signs of shock?

Description of treatment given

Were Additional First Aiders or Emergency Services contacted?

What happened after?

Parent contacted / pupil monitored by a teacher / sent home.

Is there anything else you would like to log?

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Appendix 3: first aid training log

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)