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# FIRST AID POLICY

**Last reviewed on:** July 2025

**Next review due by:** July 2026

## **FIRST AID POLICY**

### **1. General Statement**

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

### **2. The Legal Position**

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

Size of school

Type of school

Building layout

Past history of accident

### 3. Sick Pupils

If a teacher feels that a pupil is not well enough to remain in school the office staff must be informed. Parents will be contacted asked to take the pupil home. The responsibility for deciding whether the pupil should go home or not resides with the class teacher, SLT or H&S CO.

If pupils become ill at break or **lunch times** they should report to the staff on duty, the class teacher should also be informed. Pupils wait in reception area. If a child is very unwell, he/she will be waiting in the sick room.

**Supervised by a member of staff.**

### 4. Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary and looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided
- Calling an ambulance where necessary

## 5. Procedures

The following are general first-aid related procedures to be followed by all staff:

If you are aware that anyone on the school premise has been taken ill, or has had an accident, call another member of staff for assistance.

Assess the patient's condition and then **call 999 or 112** for advice.

If you need to access a first aid kit for personal use, do not remove it from its designated place.

Should the pupil still feel unwell after the administration of First Aid, the class teacher must be informed and the pupil's parents will be contacted to collect pupil from school.

The accident must be recorded in the accident book by the member of staff on duty and appropriate First Aid will be administered.

In the case of a head injury a 'bumped head' notification letter must be filled and taken to the office ASAP where Admin will scan the letter to notify parents immediately. The accident slips and wristband goes home with the pupil.

Medical advice and common-sense state that it is better for the patient to be waiting at a hospital, rather than at school, especially if complications develop, e.g. concussion.

For more serious accidents an Ambulance will be called. Whilst the ambulance travels to the school a note should be made of 'contact names, telephone numbers, medical details and health care plan and this should be given to the ambulance crew on their arrival at the school. The school should contact the parents to inform them of the decision to send the child to hospital and should be advised as to which hospital their child will be taken to. The hospital may also contact parents and may contact the police if deemed necessary.

Pupils must be sent to hospital **immediately** by ambulance in these cases

1. Any head injuries and wounds needing stitches
2. All suspected fractures

### 3. Any loss of consciousness even for a few seconds

A member of staff will attend the hospital with the pupil if parents are not available by the time the ambulance arrives.

In case of spillage of blood or body fluid, the following must be adhered to:-

1. Gloves must be worn at all times
2. Area must be cleaned immediately
3. To use sanitizer to cover the area to avoid infection
4. Area to be cleaned/disinfected using disposable material
5. All materials to be put in separate plastic bags before putting in normal bin bags.

#### **Follow up:**

Any situations where a pupil is taken to hospital must be recorded in the accident book. The school should make a 'follow up' phone call to the parents to ask how the pupil is feeling.

In the case of more serious accidents (other than minor cuts and abrasions) the pupil's parents will be contacted and they will be asked to collect their child and take him/her to hospital for further treatment.

## **Employee Accidents**

(This applies to all School employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone and confirmed by completing the online form (RIDDOR) within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but online form must be completed and sent within seven days of the accident.

Any loss or damage to first aid equipment must be reported to

**Saima Chaudhri (H&S Co-ordinator)**

If a first aid kit is poorly stocked, this should be reported to

**Saima Chaudhri (H&S Co-ordinator)**

All staff on visits out of school are expected to always carry a first aid kit with them.

## **6. Dealing with Visitors**

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

## **7. Staff Training**

All staff undertaking first aid duties will be given full Paediatric First Aid training in accordance with current legal requirements.

### **EYFS Requirements**

In line with the statutory Early Years Foundation Stage (EYFS) requirements, effective from September 2025 (EYFS Guidance, gov.uk), at least one member of staff with a current full Paediatric First Aid (PFA) certificate must always be available on the premises when children in the EYFS are present. A qualified PFA first aider must also accompany EYFS children on all outings. This ensures that immediate and appropriate care is provided for young children in the event of accident or illness. The school will maintain an up-to-date record of all qualified paediatric first aiders to ensure compliance with this requirement.



## **8. Information for Employees**

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff (refer to the First Aiders list displayed around the school)

For this reason, information on how to summon first aid is provided for all new staff by the Health & Safety

Co-ordinator Saima Chaudhri

First Aid boxes/bags can be found in the following areas:

**All classrooms**

**H&S room (1<sup>st</sup> floor)**

**Multipurpose room (1<sup>st</sup> floor)**

**Sick room (ground floor)**



**KS1 Break time first aid bag - YR2 classroom (ground floor)**

**KS2 Break time first aid bag – H&S room (1<sup>st</sup> floor)**

**Lunch time first aid bags – Dining room**

**Gym (first aid bag)**



## APPENDIX: EYFS Paediatric First Aid Compliance Checklist (Effective September 2025)

Requirement	Compliant (✓/X)	Action Required
At least one member of staff with a current full Paediatric First Aid (PFA) certificate is present on site at all times when EYFS children are in school.		
At least one PFA-qualified staff member accompanies EYFS pupils on all outings, visits and trips.		
A current, up-to-date list of PFA-trained staff is maintained and displayed in key areas (e.g. staffroom, EYFS classrooms, school office).		
PFA certificates are monitored and renewed before expiry (check dates termly).		
A central log of all trained PFA staff is kept by the Health & Safety Coordinator.		
The Headteacher and SLT review PFA staffing levels termly to ensure ongoing compliance.		
Evidence of training (certificates, training provider details) is securely stored and accessible for inspection.		
First Aid kits for EYFS areas are regularly checked and replenished by designated staff.		
At least one paediatric first aid kit is taken on all EYFS outings.		
Procedures are in place to ensure cover is available if the designated EYFS first aider is absent.		
EYFS PFA compliance is included in the school's termly Health & Safety report to the Headteacher and Trust.		
Any gaps in PFA provision (e.g. due to staff turnover) are reported immediately to the SLT and covered with urgent training.		