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First Aid Policy

Approved By: Executive Headteacher,
Tim Samuel

Written By: Mark Tunnell

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Requirements

Confidently Me Belonging Together Challenged to Contribute





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

Legislation and Guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety 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
- [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
- [The Health Protection \(Notification\) Regulations 2010](#)
- [Public Health England \(PHE\) \(2017\)](#) Health protection in schools and other childcare facilities
- [DfE and PHE \(2020\) 'COVID-19: guidance for educational settings](#)
- [Supporting Pupils at School with Medical Conditions December 2015](#), statutory guidance for governing bodies of maintained schools and proprietors of academies in England

Roles and Responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times.

Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school. The appointed person does not need to be a trained first aider.

The section below sets out the expectations of appointed persons and first aiders as set out in the 1981 first aid regulations and the DfE guidance listed in section 2. If you don't have an appointed person you will need to re-assign the responsibilities listed below accordingly.

All schools should adapt this section to reflect their circumstances, in line with their assessment of first aid needs.

Appointed person(s) and first aiders



The school's appointed staff members. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role 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 a serious incident (see the template in appendix 2) and update medical record book in medical room.
- Keeping their contact details up to date
- The relevant Admin staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.

Our school's appointed person(s) and/or first aiders] are listed in appendix 1. [Appointed first aiders will always be the office as this is the main point of contact, that's why the Admin is listed only.

The Local Authority and Governing Body

Surrey 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 body.

The governing body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

The school keeps up-to-date with advice issued by, but not limited to, the following: DfE; NHS; Department of Health and Social Care; PHE

The Governing Body

The governing body 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.

The Headteacher

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

- Ensuring that an appropriate number of first aid trained staff 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

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 serious incidents they attend to where a first aider is not called or head injury form (see appendix 3) or other visible injuries (see appendix 4).
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

First Aid Procedures

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, the front desk office administration staff will contact parents immediately
- The office administration staff will complete an (OSHENS) accident report form on the same day or as soon as is reasonably practical after a serious incident resulting in an injury or member of staff dealing with child completes an injury form.

Off-site procedures

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

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils

The Trip Leader will inform the School Office (or Duty Officer if a serious incident occurs on Residential Trip outside of School Office hours) where an incident requires a parent/carer to be informed.

Risk assessments will be completed by the staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage. For Key Stage 2, there will always be at least one first aider on school trips and visits.

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 Wash
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors



- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk for fire drills and other emergencies outside of building) and PPA room
- The school kitchens
- Playtime posts on upper and lower play areas
- Smaller kits with plasters and wipes stored in each classroom

Record-Keeping and Reporting

First aid and accident record book

- An accident form will be completed by the adult dealing with injury 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.
- A log of accident reports is maintained by the Administrative Assistants in the front office.
- Records held in the first aid and accident book 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
- All head injuries must be reported on a head injury form (see appendix 3) and a record of all injuries kept by administrative team.

Reporting to the HSE

The Administrative Staff 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); and will report accidents 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 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
- 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

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>

Notifying parents

The Administrative Staff will inform parents of any serious accident or injury sustained by a pupil, and any first aid treatment given, on the same day.

Reporting to Relevant Agencies

The School Business Lead will notify the HSE 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 reasonably practicable and no later than 14 days after the incident.

Training

All school staff are able to undertake first aid training. 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.



Appendix 1: List of Appointed Person(s) for First Aid and/or Trained First Aiders (FA) & Paediatric First Aiders (PFA) with current certification.

Staff member's name	Role	Contact details
Amanda Gower /PFA&FA	Administrative Assistant	01883 712817
Jo O'Reilly /PFA&FA	Administrative Assistant	01883 712817
Charlotte Sadler /PFA&FA	Administrative Assistant	01883 712817
Nicky Simmons /PFA&FA	Administrative Assistant	01883 712817
Kelley Bicker /PFA&FA	Administrative Assistant	01883 712817
Elke Starr/ PFA&FA	Administrative Assistant	01883 712817



Appendix 2: Accident Report Form (for OSHENS)

A SEPARATE RECORD SHOULD BE FILED FOR EACH PERSON INVOLVED. It should then be removed and handed to the person or department noted on the front of the book for safe keeping.

Accident Record

About the pupil who had the accident

Name.....

Year..... Form.....

About you, the person filling in this record

Teacher Pupil Other

Name.....

Department/Form.....

Accident Details

Date..... Time.....

Place.....

Description of Accident and Cause

.....

.....

.....

Pupil treated by.....

Position.....

Action taken.....

.....

Parents informed? Yes No How?.....

.....

Tick if risk assessment required




Signed..... Date.....

Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

How was it reported?.....

Date reported..... Print Name..... Signature.....




Appendix 3: Head Injury Form

PARENT COPY	 Head Injury Notification
Name of Child:	
Staff Name:	
Class:	
Date & Time:	
Location:	
How?	a. collided with other child b. Fell over playground equipment / other child / wall-fence-tree Other: <input style="width: 600px; height: 30px;" type="text"/>
Treatment	a. Ice pack Other: <input style="width: 600px; height: 30px;" type="text"/>
If you have any further cause for concern, please consult your GP or A&E Unit. It is important to observe your child for the next 2-3 days and check they are behaving normally.	
TEACHER COPY	 Head Injury Notification
Name of Child:	
Staff Name:	
Class:	
Date & Time:	
Location:	
How?	a. collided with other child b. Fell over playground equipment / other child / wall-fence-tree Other: <input style="width: 600px; height: 30px;" type="text"/>
Treatment	a. Ice pack Other: <input style="width: 600px; height: 30px;" type="text"/>
OFFICE COPY	 Head Injury Notification
Name of Child:	
Staff Name:	
Class:	
Date & Time:	
Location:	
How?	a. collided with other child b. Fell over playground equipment / other child / wall-fence-tree Other: <input style="width: 600px; height: 30px;" type="text"/>
Treatment	a. Ice pack Other: <input style="width: 600px; height: 30px;" type="text"/>



Appendix 4

Injury/Accident Notifications

PARENT COPY	
	Injury/Accident Notification
Name of Child:	
Staff Name:	
Date & Time:	
Class:	<input type="checkbox"/> Willows <input type="checkbox"/> Oaks <input type="checkbox"/> 1WM <input type="checkbox"/> 1RW <input type="checkbox"/> 2O <input type="checkbox"/> 2MR
Location:	<input type="checkbox"/> EYFS Outside <input type="checkbox"/> Infant Playground <input type="checkbox"/> Classroom <input type="checkbox"/> Other _____
Details of incident/accident:	
Treatment:	<input type="checkbox"/> Antiseptic Wipe <input type="checkbox"/> Cold Compress <input type="checkbox"/> Ice Pack <input type="checkbox"/> TLC <input type="checkbox"/> Other (Detailed below)
<p><u>If you have any further cause for concern, please consult your GP or A&E Unit.</u> <u>It is important to observe your child for the next 2-3 days and check they are behaving normally.</u></p>	
TEACHER COPY	
	Injury/Accident Notification
Name of Child:	
Staff Name:	
Date & Time:	
Class:	<input type="checkbox"/> Willows <input type="checkbox"/> Oaks <input type="checkbox"/> 1WM <input type="checkbox"/> 1RW <input type="checkbox"/> 2O <input type="checkbox"/> 2MR
Location:	<input type="checkbox"/> EYFS Outside <input type="checkbox"/> Infant Playground <input type="checkbox"/> Classroom <input type="checkbox"/> Other _____
Details of incident/accident:	
Treatment:	<input type="checkbox"/> Antiseptic Wipe <input type="checkbox"/> Cold Compress <input type="checkbox"/> Ice Pack <input type="checkbox"/> TLC <input type="checkbox"/> Other (Detailed below)
OFFICE COPY	
	Injury/Accident Notification
Name of Child:	
Staff Name:	
Date & Time:	
Class:	<input type="checkbox"/> Willows <input type="checkbox"/> Oaks <input type="checkbox"/> 1WM <input type="checkbox"/> 1RW <input type="checkbox"/> 2O <input type="checkbox"/> 2MR
Location:	<input type="checkbox"/> EYFS Outside <input type="checkbox"/> Infant Playground <input type="checkbox"/> Classroom <input type="checkbox"/> Other _____
Details of incident/accident:	



Treatment:	<input type="checkbox"/> Antiseptic Wipe <input type="checkbox"/> Cold Compress <input type="checkbox"/> Ice Pack <input type="checkbox"/> TLC <input type="checkbox"/> Other (Detailed below)