First Aid Policy 2026-27

St Paul's CofE Primary School & Nursery

August 2026

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 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 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 will identify sufficient appointed persons and trained first aiders through its first-aid needs assessment. Appointed persons 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 (see section 7) and are responsible for:

- Assessing an injured or ill person and providing immediate and appropriate first aid within the limits of their training, while seeking further medical help where needed

- Advising senior staff where a pupil is too unwell or injured to remain in school so that parents or carers can be contacted

- Ensuring first aid and accident records are completed promptly using the school's current recording arrangements, with serious incidents escalated and recorded through Surrey's reporting system where required

- Keeping their contact details up to date

- All trained first aiders are able to provide first aid and record the treatment given in line with section 6 of this policy

The school maintains a live register of trained first aiders and paediatric first aiders, including qualification type and expiry date. Current first-aid contacts are communicated to staff and displayed where appropriate.

3.2 The local authority and Governing Body

Surrey County Council is the employer and retains its statutory health and safety duties. The Governing Body provides strategic oversight of the school's arrangements and seeks assurance that first-aid provision is suitable and sufficient.

The headteacher is responsible for day-to-day implementation, supported by relevant staff.

3.3 The headteacher

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

- Ensuring that first-aid provision is based on a current needs assessment and that sufficient appropriately trained personnel are available throughout the school day and for relevant activities

- 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 suitable first-aid and medical risk assessments are completed and reviewed where needed

- Ensuring that foreseeable risks arising from activities, premises, pupils' needs and off-site visits are considered when planning first-aid cover

- 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

- Informing the headteacher or their manager 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 will make the area safe, assess the immediate situation and seek a trained first aider where appropriate. The first aider will provide treatment within the limits of their training and ensure the incident and treatment are recorded using the school's current first-aid record system. Parents or carers will be informed in accordance with this policy.

- Head injuries will always be treated cautiously. The school's current head-injury alert system, including red wristbands where used, will be followed. Any head injury that is more than a minor bump, involves concerning symptoms or gives the first aider cause for concern will be escalated promptly to a senior leader and, where appropriate, to parents/carers and emergency medical services.

- Parents or carers of children in the Early Years Foundation Stage will be informed of any accident or injury and any first-aid treatment on the same day, or as soon as reasonably practicable. Head injuries will be specifically highlighted so that appropriate observation can continue at home.

- 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 the 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 school will contact parents immediately.

- The 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.

Whenever children in the Early Years Foundation Stage are on the premises, at least one person who has a current paediatric first aid (PFA) certificate and meets the EYFS requirements will be on the premises and available to respond.

4.2 Off-site procedures

When taking pupils off the school premises, first-aid provision will be determined through the visit risk assessment and the needs of the group. Staff will ensure they have appropriate means of communication, relevant medical information and emergency contact details, and a suitable portable first-aid kit.

- A school mobile phone

- A portable first-aid kit whose contents are appropriate to the visit and identified needs

- Information about the specific medical needs of pupils

- Parents' contact details

School vehicles used to transport pupils will carry a clearly marked first-aid kit suitable for the vehicle, journey and passengers and meeting any applicable transport requirements.

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

For outings involving children in the Early Years Foundation Stage, at least one accompanying adult will hold a current paediatric first aid certificate that meets the EYFS requirements.

5. First aid equipment

The contents of first-aid kits will be determined through the school's first-aid needs assessment and checked regularly. Kits will contain suitable, in-date supplies appropriate to their location and foreseeable use.

No medication is kept in first aid kits.

First-aid equipment is available at the following principal locations:

- School Office - first-aid kit

- Hall - first-aid station

- Main playground - first-aid station

- Forest School area - first-aid kit

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the relevant member of staff 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

- First-aid and accident records will be retained securely in accordance with the school's records-retention schedule, data-protection requirements and any applicable statutory or employer requirements. Records involving children may need to be kept for longer than three years; the

school will therefore follow its current retention schedule rather than applying a blanket three-year destruction rule.

6.2 Reporting to the HSE

The headteacher or delegated member of staff will ensure that accidents, occupational diseases and dangerous occurrences that meet the legal reporting criteria are reported under RIDDOR 2013 through the employer's current reporting arrangements.

RIDDOR reports will be made within the timescales required by the regulations. The school will seek Surrey County Council or competent health and safety advice where there is uncertainty about whether an incident is reportable.

RIDDOR reporting criteria differ for employees and non-workers such as pupils and visitors. The school will apply the current HSE criteria rather than treating every injury, hospital visit or near miss as automatically reportable. Relevant categories include work-related deaths, specified injuries to workers, over-seven-day incapacitation, certain occupational diseases, reportable dangerous occurrences and qualifying injuries to non-workers arising out of or in connection with work.

Current RIDDOR guidance and reporting arrangements will be obtained from the HSE and Surrey County Council.

6.3 Notifying parents

The relevant member of staff 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.

6.4 Reporting to Ofsted and child protection agencies

For children within the Early Years Foundation Stage, the school will notify Ofsted of any serious accident, illness or injury to, or death of, a child while in the school's care, where the EYFS notification requirement applies. Notification will be made as soon as reasonably practicable and in any event within 14 days.

The school will also make any other required notifications to Surrey County Council, children's social care, the Health and Safety Executive or other agencies, depending on the nature and circumstances of the incident.

7. Training

The school will provide sufficient first-aid training to meet the needs identified through its first-aid needs assessment. Additional staff may also be trained where this strengthens resilience and coverage.

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.

The school will arrange for first aiders to retrain before their first aid certificates expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.

Whenever children in the Early Years Foundation Stage are present, the school will ensure paediatric first-aid cover meets the current EYFS statutory framework. PFA qualifications will be renewed within the required period and the live training register will be kept current.

8. Monitoring arrangements

This policy will be reviewed by the headteacher or delegated senior leader annually.

At every review, the policy will be approved in accordance with the school's governance arrangements.

9. Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Policy Review

This policy will be reviewed annually or earlier if required by changes in legislation, provision, or best practice guidance.

Date of Policy: August 2026

Review Date: August 2027

Policy Lead: headteacher - St Paul's CofE Primary School & Nursery

Approved by: headteacher and Governing Body