

First Aid Policy & Procedures

Approved by: Headteacher

Date: September 2025

Review date: September 2026

Our First Aiders



Knowledge



Spark



Humanity



Grit



Team

Name	Role	Area of School	Course completed	Expires
------	------	----------------	------------------	---------

Jennifer Flint	Wraparound Care Assistant	Wraparound Care Assistant	03/09/2025	02/09/2028
Charlie Claydon	Wraparound Care Assistant/Lunchtime Assistant	Wraparound Care Assistant	03/09/2025	02/09/2028
Aston Queeley	Wraparound Care Manager-Inclusion Team	Wraparound Care Manager/Whole School	12/01/2024	11/01/2027
Lee Cockcroft	Caretaker	Whole School	12/01/2024	11/01/2027
Stephanie Maden	TA	Early Years	12/01/2024	11/01/2027
Lavinia Hewitt Hill	HLTA	Early Years	12/01/2024	11/01/2027
Stacey Sutcliffe	TA	Early Years	12/01/2024	11/01/2027
Eleanor Batty	TA	Early Years	03/09/2025	02/09/2028
Shelley Furbank	TA	Early Years	03/09/2025	02/09/2028
Heather Munro	TA	Early Years	03/09/2025	02/09/2028
Emma Haigh	Teacher	Early Years	03/09/2025	02/09/2028
Charlie Oakes	Teacher	Early Years	03/09/2025	02/09/2028
Abigail Handley	Teacher	Early Years	03/09/2025	02/09/2028
Anastasia Papazoglou	Teacher	Early Years	03/09/2025	02/09/2028
Eleanor Clark	Teacher	All School	12/01/2024	11/01/2027
Emily Buxton	Teacher	All School	12/01/2024	11/01/2027
Kirsty Wilson	TA	All school	12/01/2024	11/01/2027
Kirsty Webster	Teacher	All School	12/01/2024	11/01/2027
Natalie Phipps	Teacher	All School	12/01/2024	11/01/2027
Kara Thomson	TA	All School	12/01/2024	11/01/2027
Lisa Dobson	TA	All School	12/01/2024	11/01/2027
Sabina Alam	TA	All School	12/01/2024	11/01/2027
Kate Dickinson	TA	All School	03/09/2025	02/09/2028
Lisa Friend	TA	All School	03/09/2025	02/09/2028
Michaela Medley	TA	All School	03/09/2025	02/09/2028
Vanessa Watson	HLTA	All School	12/01/2024	11/01/2027
Claire Speight	TA	All School	12/01/2024	11/01/2027
Rachel White	Lunchtime Assistant	All School	12/01/2024	11/01/2027

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 (DfE) on [first aid in schools](#) and [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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

Roles and responsibilities

The school's appointed First Aiders 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 on training) 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
- Keeping their contact details up to date

Our school's First Aiders are listed at the beginning of this policy. Their names will also be displayed prominently around the school site.

The local authority and governing board

Leeds City Council 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.

The headteacher

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

- Ensuring that an appropriate number of First Aiders 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
- Cleaning grazes, applying plasters or cold compresses, and monitoring children after a bumped head.

- Completing accident reports on CPOMS for all incidents they attend to where a First Aider is not called.
- Informing the headteacher or their line 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
- A first aider will check all bumped head injuries. Following LA guidance, if a child has a swollen, bruised bump on the head, no other treatment is necessary beyond reassurance and monitoring for signs and symptoms of a more serious head injury. Therefore, ice packs will not be used on any bumped head unless advised to do so by a medical professional; however, a cold compress (such as a wet paper towel) may be used to help soothe the affected area.
- 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/carers will be contacted and asked to collect their child. On their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the office staff will contact parents/carers immediately
- The First Aider present will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times
- When children in EYFS are eating, a member of staff with a valid Paediatric First Aid (PFA) certificate will always be present. Additionally, children will remain within sight and hearing of staff at all times during mealtimes.

Off-site procedures

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

- A mobile phone
- A portable first aid kit including, at minimum:
- Information about the specific medical needs of pupils
- Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box.

A member of school staff will complete risk assessments prior to any educational visit that requires pupils to leave school premises.

On school trips and visits, at least one first aider with a current paediatric first aid (PFA) certificate will always be present, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

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 giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

First aid kits are stored in:

- The school office (at the desk)
- Upper KS2 corridor
- Year 3 corridor

- Year 2 corridor
- Reception Classroom
- Nursery Classroom

Medicine Consent

Parents must sign a consent form for their child to have medicine administered in school, parents must come to the office to complete this form. The completed form will be then scanned into CPOMs and then taken to the classroom with the medicine. School staff can administer non-prescription medication with written consent from the pupil's parent/carer. All prescription medication must be clearly labelled with the child's name on a prescription label.

On Consent forms, parents will be asked:

- The name of the medicine
- Dosage
- The last dose given
- Time of dosage

Administering Medicines

Medicine for EYFS will be kept in a secure cupboard/cabinet or fridge within the Foundation Stage and administered by EYFS staff as requested on consent forms.

Medicine for KS1 and KS2 will be kept in the classroom (out of reach and in the medicine box) or the office or EYFS fridge (for items that need to be refrigerated) and administered by the class teacher, TA or office staff as requested on consent forms.

Inhalers

Only blue inhalers are to be used in school unless clearly stated by a doctor through a prescription or Asthma plan.

Blue inhalers tend to be used for instant relief and are normally not used at set times of the day. However, if a parent asks for a blue inhaler to be given at a set time regularly, then an asthma plan is needed, or a prescription is needed stating so, and SLT needs to be informed.

All blue inhalers are to be kept in the classroom in a place that is accessible but not in children's bags. Alongside inhalers, staff will keep the following documents and complete the following checks.

1. Check that all inhalers are in a box with the child's name clearly labelled.
2. Check the date on the internal tube regularly.

3. Ensure an Asthma Plan stating the dosage and what to do in an emergency. A plan must be requested if a child doesn't have one. An Individual Healthcare Plan (IHP appendix 1) needs to be in place. On the IHP, you need to record when the inhaler is required, the number of puffs, how quickly the child can have a second/third dose, at what point parents need calling, and at what point 999 needs calling.
4. Complete a school administration form (appendix 2). Each time a child has an inhaler, the staff member must record its use on CPOMS.

A one-use emergency inhaler and EpiPen are available for emergency use for the school office.

Recording Administered Medicines

All medicines administered will be recorded on CPOMS by the person who has given the medication to a child.

When recording medicines administered on CPOMS, the date, child's name, and adult is automatically recorded. Staff will need to add the following information about each incident.

1. Medicine administered
2. Dosage
3. Exact time

Record-Keeping and Reporting

The school will record all first aid incidents on CPOMS. We have three categories to record first aid incidents under:

1. Bumped Heads- Any head injury
2. Minor injury- Injury to anywhere other than the head
3. Serious Injury- A child's injury has meant they have had to seek medical care, and a CF50 has been filled out.

When recording first aid incidents on CPOMS, the date, child's name and adult report of the incident are automatically recorded. Staff will need to add the following information about each incident.

1. Exact time
2. Location of the accident
3. How the accident occurred
4. Action that was taken

For bumped heads, an email or phone call needs to be sent immediately. Office staff will be alerted of the injury via CPOMS, if you are unable to complete the CPOMS immediately please tell office staff. A paper 'bumped head' form should also be sent home with the child to cover the eventuality of someone other than the parent collecting the child.

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

Notifying Parents

The office staff will inform parents via Arbor of any accident or injury sustained by a pupil and any first aid treatment given on the same day once alerted by CPOMS for all children in KS1 and KS2.

EYFS staff will inform parents via Tapestry of any accident or injury sustained by a pupil and any first aid treatment given on the same day.

Reporting to the HSE

The school office staff will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The school office staff will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Reporting to Ofsted and child protection agencies (registered early years providers ONLY)

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a child 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 safeguarding team will also notify Leed City Council any serious accident or injury to, or the death of, a pupil while in the school's care.

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.

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.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

Monitoring arrangements

The Assistant Headteacher will review this policy every year. At every review, the policy will be approved by the headteacher.

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

Appendix 1



Individual Healthcare Plan

Child's name	
Class	
Date of birth	
Home address	
Medical diagnosis/ condition	
Date of plan	
Review date	

Family Contact Information

Name and relationship to child	
--------------------------------	--

Phone no - work	
Phone no - home	
Phone no - mobile	
Name and relationship to child	
Phone no - work	
Phone no - home	
Phone no - mobile	

Medical contacts

Name of clinic/hospital contact	
Phone number	
GP name	
Phone number	

Responsibility for providing care in school	
---	--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or environmental issues.

•
•

Name of medication	
Dose and method of administration	
When to be taken	
Side effects	
Administered by/self administered	
With/without supervision	

Daily care requirements

•
•
•
•

Specific support for the pupil's educational, social and emotional needs

--

Arrangements for school visits/trips

Other information

--

Describe what constitutes an emergency and the action to take if this occurs

•
•

Person responsible in an emergency

--

Plan developed with:	
Staff training needed/undertaken – who, what, where	
Form copied to:	