



First Aid Policy 2026

Completed by:	Mrs Michelle Norris, Headteacher
Approved by:	Mrs Michelle Norris, Headteacher Chair of Governors: Mrs L.Glasper
Date Implemented:	September 2026
Review date:	September 2027

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1. Aims

The aims of this policy are to:

- Ensure the health, safety and welfare of all pupils, staff, visitors and contractors.
 - Ensure staff and governors are aware of their responsibilities regarding first aid and health and safety.
 - Provide a framework for responding to accidents, injuries, illnesses and medical emergencies.
 - Ensure appropriate support is provided for pupils with medical conditions, including those with individual healthcare plans and severe allergies.
 - Ensure first aid arrangements support safeguarding procedures and promote the welfare of children.
 - Comply with Department for Education (DfE) guidance, Health and Safety legislation and Durham County Council requirements.
 - Ensure first aid provision is appropriate and effective both on and off-site.
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2. Legislation and Guidance

This policy is based on:

- The statutory framework for the Early Years Foundation Stage (EYFS)
- DfE guidance: *First Aid in Schools, Early Years and Colleges*

- DfE guidance: *Supporting Pupils at School with Medical Conditions*
 - Durham County Council First Aid at Work Guidance and Procedure
 - Health and Safety (First Aid) Regulations 1981
 - Management of Health and Safety at Work Regulations 1999
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - Social Security (Claims and Payments) Regulations 1979
 - School Premises (England) Regulations 2012
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3. Roles and Responsibilities

3.1 Appointed Persons and First Aiders

The school's appointed persons are:

- Mrs M. Norris
- Mrs T.Bebb

They are responsible for:

- Taking charge when someone becomes injured or ill.
- Ensuring there is an adequate supply of first aid materials.
- Maintaining and checking first aid equipment.
- Ensuring emergency services are contacted when required.
- Maintaining accident records.

First aiders are responsible for:

- Responding to accidents and illnesses.
- Providing immediate and appropriate treatment.
- Completing accident records.
- Keeping qualifications up to date.
- Familiarising themselves with relevant healthcare plans and emergency medical procedures.

Names of qualified first aiders are listed in Appendix 1 and displayed throughout school.

3.2 Governing Board

The governing board is responsible for:

- Ensuring adequate first aid arrangements are in place.
 - Monitoring compliance with this policy.
 - Reviewing the policy annually.
 - Ensuring sufficient resources are available for effective implementation.
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3.3 Headteacher

The Headteacher is responsible for:

- Implementing this policy.
 - Ensuring sufficient qualified first aiders are available.
 - Ensuring first aid qualifications remain current.
 - Ensuring all staff understand first aid arrangements.
 - Ensuring appropriate facilities and equipment are available.
 - Completing and reviewing the annual First Aid Needs Assessment.
 - Ensuring arrangements are in place for pupils with medical conditions.
 - Monitoring accident trends and responding to identified risks.
 - Reporting incidents to the Health and Safety Executive where required.
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3.4 Staff

All staff are responsible for:

- Following first aid procedures.
 - Knowing how to summon assistance.
 - Reporting accidents and injuries promptly.
 - Completing accident records where required.
 - Informing leaders of relevant medical needs.
 - Following safeguarding procedures where concerns arise.
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3.5 First Aid Needs Assessment

The school will undertake and review a documented First Aid Needs Assessment annually.

The assessment will consider:

- Number and age of pupils.
- Number of staff and visitors.

- Site layout.
- Educational visits.
- Pupils with SEND.
- Pupils with medical conditions.
- Severe allergies and anaphylaxis.
- Higher-risk areas such as kitchens and maintenance spaces.
- Staff absence arrangements.
- Access to emergency medical services.

The assessment will be reviewed whenever significant changes occur.

4. First Aid Procedures

4.1 In-School Procedures

In the event of an accident, injury or illness:

- The nearest member of staff will assess the situation.
- A first aider will be summoned where required.
- The first aider will provide immediate and appropriate treatment.
- The first aider will determine whether further assistance is required.
- The first aider will decide whether emergency services are required.
- Parents/carers will be informed if necessary.
- An accident record will be completed as soon as practicable.
- If emergency services are called, parents/carers will be informed immediately.

At least one person holding a current Paediatric First Aid qualification will be available whenever children are present.

4.2 Individual Healthcare Plans and Medical Conditions

The school recognises that some pupils have ongoing medical needs.

Where a pupil has an Individual Healthcare Plan (IHP), risk assessment, allergy management plan or emergency medical protocol, first aiders and relevant staff will follow these arrangements when responding to incidents.

Relevant healthcare information will be shared appropriately while maintaining confidentiality.

This policy operates alongside:

- Supporting Pupils with Medical Conditions Policy
 - Children with Health Needs Who Cannot Attend School Policy
 - SEND Policy
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4.3 Allergies and Anaphylaxis

The school recognises that severe allergic reactions constitute a medical emergency.

Where pupils have severe allergies:

- An Individual Healthcare Plan will be maintained.
- Emergency medication arrangements will be clearly identified.
- Relevant staff will receive appropriate training.
- Adrenaline Auto-Injectors (AAIs) will be administered by trained staff in accordance with healthcare plans.
- Emergency services will be contacted following administration of emergency medication where required.

All incidents involving suspected anaphylaxis will be reviewed following the event.

4.4 Safeguarding Concerns

The welfare of the child is paramount.

Any concerns identified during first aid treatment must be reported immediately to the Designated Safeguarding Lead (DSL) or a Deputy DSL.

This includes:

- Unexplained injuries.
- Repeated injuries.
- Injuries inconsistent with explanations given.
- Delayed treatment seeking.
- Safeguarding disclosures.
- Any signs suggesting abuse or neglect.

First aid records do not replace safeguarding records.

Where safeguarding concerns arise:

- Staff will follow the Safeguarding and Child Protection Policy.

- Concerns will be recorded factually.
 - Concerns will be recorded on CPOMS.
 - The DSL will determine next steps.
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4.5 Off-Site Procedures

When taking pupils off-site, staff will ensure they have:

- A school mobile telephone.
- A portable first aid kit.
- Relevant Individual Healthcare Plans.
- Details of medical needs and allergies.
- Parent/carer contact details.

Educational visit leaders must ensure arrangements reflect:

- Risk assessments.
- Medical needs.
- SEND requirements.
- Allergy management plans.

At least one person with a current Paediatric First Aid qualification will accompany EYFS pupils on visits.

5. First Aid Equipment

A typical first aid kit will contain:

- First aid guidance leaflet.
- Sterile adhesive dressings.
- Sterile eye pads.
- Sterile triangular bandages.
- Safety pins.
- Medium sterile wound dressings.
- Large sterile wound dressings.
- Disposable gloves.
- Disposable plastic aprons.

Where appropriate the school will also provide:

- Eye irrigation materials.
- Soap and water.
- Cleaning materials.
- Additional items identified through the First Aid Needs Assessment.

No medication is kept in first aid boxes.

First aid boxes are located:

- Staff Room
- First Aid Box outside Team Cherry
- School Kitchen

Automated External Defibrillator (AED)

An AED is available on site:

- Its location is in the corridor and is clearly signposted.
- Designated staff will carry out regular checks.
- Maintenance records will be kept.
- The unit will be maintained in accordance with manufacturer guidance.

Anyone may use an AED in an emergency by following the device instructions.

6. Record Keeping and Reporting

6.1 First Aid and Accident Records

An accident form will be completed as soon as possible following an incident.

Records should include:

- Name of injured person.
- Date and time.
- Nature of injury or illness.
- Treatment provided.
- Outcome and follow-up action.
- Name of person administering first aid.

Records will be retained in accordance with statutory requirements.

6.2 Monitoring and Review of Accidents

The Headteacher will periodically review accident records to identify:

- Trends.
- Recurring hazards.
- Supervision needs.
- Training needs.
- Environmental concerns.

Risk assessments and procedures will be amended where necessary.

6.3 Reporting to the HSE

The school will comply with RIDDOR requirements.

Reportable incidents will be reported to the Health and Safety Executive within statutory timescales.

These include:

- Fatalities.
 - Specified serious injuries.
 - Work-related injuries leading to over seven days absence.
 - Occupational diseases.
 - Dangerous occurrences.
 - Certain incidents involving pupils or visitors.
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6.4 Informing Parents/Carers

Parents/carers will be informed:

- Of any significant injury or illness.
- When first aid treatment beyond minor treatment has been required.
- If a pupil receives a head injury.
- If emergency services are called.

Communication will occur as soon as reasonably practicable.

7. Training

All staff may undertake first aid training.

The school will ensure:

- First aiders hold valid qualifications.
- Training records are maintained.
- Qualifications are renewed before expiry.
- Relevant staff receive medical needs training.
- Relevant staff receive anaphylaxis training.
- Relevant staff receive emergency medication training.

The school will consider annual refresher training between qualification renewal dates.

At least one staff member with a current Paediatric First Aid qualification will always be available when children are present.

8. Monitoring Arrangements

This policy will be reviewed annually by the Headteacher.

The effectiveness of first aid arrangements will be monitored through:

- Accident reports.
- First Aid Needs Assessments.
- Training records.
- Risk assessments.
- Governor monitoring.
- Health and safety reviews.

The governing board will approve any significant revisions.

9. Links with Other Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions Policy
- Children with Health Needs Who Cannot Attend School Policy
- SEND Policy
- Accessibility Plan
- Educational Visits Policy
- Intimate Care Policy
- Behaviour Policy

Appendix 1: Appointed Persons and First Aiders

Staff Member	Role
Mrs M Norris	Headteacher
Mrs T Bebb	School Secretary
Mrs R Wilkinson	Deputy Headteacher
Mrs D Martin	Senior Leadership Team
Miss A Barrett	SENDCO
Mrs W Vasey	Lunchtime Supervisor
Mrs D Wright	Lunchtime Supervisor
Miss S Pole	EYFS Lead
Miss A Barrett	Class Teacher/SENDCo
Miss H Brabban	Class Teacher
Mrs J Corrigan	Teaching Assistant/HLTA
Mrs A Shields	Teaching Assistant/HLTA
Mrs S Ross-Hawkins	Teaching Assistant
Mrs K Wright	Lunchtime Supervisor
Mrs C Liddle	Cook/Cleaner
Mrs S Hope	Caretaker

(Include qualifications and contact details as per existing appendix.)

Appendix 2: Accident Report Form

The school's accident report form will include:

- Name of injured person
 - Role/Class
 - Date and time
 - Location
 - Details of incident
 - Treatment provided
 - Follow-up action
 - Parent/carer informed
 - Name and signature of attending adult
 - Date completed
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Appendix 3: First Aid Training Log

A separate record of all first aid qualifications, expiry dates and refresher training is maintained by the school and reviewed regularly.