

Growing Together
Where every child matters and is prepared for a future of possibilities...



First Aid Policy

April 2026



Approved by: G. Thornicroft

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Next review due by: January 27

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AIMS

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

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

The Governors are committed to the Academy's procedure for reporting accidents and recognise their statutory duty to comply with the Reporting of injuries, diseases and dangerous occurrences regulations 1995

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

ROLES AND RESPONSIBILITIES

The overall responsibility for First Aid is the Headteacher. Some roles and responsibilities have been delegated as below:

The Headteacher has completed a School Risk Assessment for the Provision of First Aid to ensure we have enough suitably qualified staff for our provision made up of a Designated First Aider, First Aiders and Paediatric First Aiders:

Appointed person(s) and first aiders

The school's appointed first aiders is:

Elaine Martin

She is 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 are:

First Aiders

Lisa Westwood

Doreen Gisbourne

Jayne Barlow

Paediatric First Aider

Annette Hetherington

Bernadette Kay

Joan Lucas

Chloe Griffiths

Michael Howard

Lysa Griffiths

Gill Thornicroft

Tracey Wynn

Jordan Coop

Ruth Ashworth

Doreen Gisbourne

and they 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 with consultation with the Headteacher and/or appointed first aider.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2 and appendix 3)
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

Prestolee MAT and governing board

Prestolee MAT 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 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 (see section 6)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Reporting accidents/incidents (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs they have.

FIRST AID PROCEDURES

In-school procedures

In the event of an accident resulting in injury:

- Any pupil complaining of illness or who has been injured **is sent to a qualified First Aider** to inspect and, where appropriate, treat.
- All incident, ailments and treatment are reported in the appropriate logging book.
- **First aid slips/head bump wrist bands** sent home for bumped heads and bee stings.
- More serious accidents and incidents are recorded on the MAT accident form (see appendix 3) for staff and visitors and pupils. This form is available from the school office. Information about a more serious accident will be recorded on CPOMs and the accident form attached to the record.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This

should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company.

- If staff are concerned about the welfare of a pupil they should contact the Headteacher or senior member of staff immediately. If an injury has been sustained, the pupil should not be moved.
- Staff should complete an accident form for employees if they sustain an injury at work. The accident form can be accessed [via an online link with the headteacher has access to](#). An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.
- All minor accidents/incidents and near misses for staff, visitors and pupils are to be reported and recorded.
- Key staff are trained for specific medical needs in line with children's care plans.
- All staff have asthma, epilepsy and EpiPen training.
- Inhalers are accessible to children/staff.
- All medicines are kept in the school office.
- [Only Mrs Westwood or Mrs Richards give medicine \(Miss Thornicroft in their absence\).](#)
- All children with any medical needs have a medical plan which is shared with all relevant staff.
- Cook has photographs and details of children with allergies.

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
- Parents' contact details

Risk assessments will be completed using the Evolve system by the staff member responsible for the trip 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.

FIRST AID EQUIPMENT

First aid boxes

The First Aid boxes are clearly marked and are identified as a white cross on a green background.

[They are located in the following areas:](#)

[One is EYFS \(basis kit\)](#)

[One in KS1 \(basic kit\)](#)

[One in lower KS2 \(basic kit\)](#)

[One in upper KS2 \(basis kit\)](#)

[One in Community Room \(full kit\)](#)

[One in office \(full kit\)](#)

Portable ones available to take on school trips.

The following equipment and materials represents a guide to the minimum requirements for inclusion within first aid kits. The actual quantities of kits and/or items within them will depend on the number of staff for whom they are provided and the nature of the work that they perform:

- a general guidance leaflet on first aid
- individually wrapped washproof sterile adhesive dressings (assorted sizes) appropriate for the work environment (detectable dressings should be available for the catering industry)
- sterile eye pads and sterile bandage
- individually wrapped triangular bandages (preferably sterile)
- safety pins
- Individually wrapped sterile unmedicated wound dressings
- pairs of disposable nitrile gloves
- resuscitation face shield
- pair of scissors or shears
- burns dressing
- foil emergency thermal blanket
- adhesive microporous tape
- a conforming bandage
- triangular bandages
- saline cleansing wipes
- Finger Dressing with Adhesive Fixing
- **Bumped head wrist band**

Posters are placed around school to notify where the First Aid boxes are kept.

The sensory room has a sink and can be used as a medical room if needed.

Medical supplies are also kept in the **office**.

Minor first aid can be administered in the classrooms.

Medical bins are provided to disposed of contaminated waste.

Aprons and gloves are available.

Designated sick buckets are available and special powder for soaking up fluids.

RECORD KEEPING AND REPORTING

The school will report and investigate accidents, incidents and near misses and will adhere to the Academy's procedure for accident reporting and investigation.

First aid and accident record book

- An accident form will be completed by the staff member or first aider reporting the accident/incident preferably 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 (see appendix 2 and appendix 3)
- Records held in the first aid and accident book will be retained by the school for up to a period of 21 years, and then securely disposed of.

Reporting to the HSE

The Headteacher and/or Office Manager 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).

The school or academy will report these 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

Accident Analysis

Accidents will be analysed and monitored termly and a report shared with staff and governors.

Notifying parents

The school 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.

Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted 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 is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Prestolee MAT of 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 (see appendix 1).

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.

Monitoring arrangements

This policy will be reviewed by the Headteacher at least annually.

At every review, the policy will be approved by the Headteacher and governing board.

Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- First Aid Risk Assessment
- Dealing with Bodily fluids Risk Assessment

Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

Staff member's name	Role	Type of Training	Current date	Renewal date
Lisa Westwood	School office administrator	First Aider	19.9.23	19.9.26
Doreen Gisbourne	HLTA	Paediatric First Aider	23.1.26	23.1.29
Jayne Barlow	TA	First Aider	29.11.24	29.11.27
Annette Hetherington	TA	Paediatric First Aider	16.9.23	16.9.26
Bernadette Kay	TA	Paediatric First Aider	22.9.23	22.9.26

Elaine Martin	TA – EYFS	Designated First Aider	9.5.25	9.5.28
Joan Lucas	TA	Paediatric First Aider	7.3.24	7.3.27
Michael Howard	Site Manager	Paediatric First Aid	26.9.25	26.9.28
Lysa Griffiths	Pastoral HLTA	Paediatric First Aid	12.7.24	12.7.27
Chloe Griffiths	TA	Paediatric First Aid	6.12.23	6.12.26
Gill Thornicroft	Teacher	Paediatric First Aid	6.3.26	6.3.29
Jordan Coop	Teacher	Paediatric First Aid	6.3.26	6.3.29
Ruth Ashworth	Teacher	Paediatric First Aid	6.3.26	6.3.29
Tracey Wynn	Teacher	Paediatric First Aider	23.1.26	23.1.29

Appendix 2

<h1 style="margin: 0;">Accident/Incident Form</h1>	Form No.: PMATAIR1
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This form is to be used by all sites for the recording of all accidents. A copy of this 1st page must be given to the injured person if requested. The form is intended for accident prevention and statistical purposes, and to comply with the Department for Work & Pensions requirements.

Prestolee Multi Academy Trust: _____

Section/School/Establishment: _____

1. Injured Person

Forename: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Surname: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Address: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Age: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Telephone No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Occupation: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

2. Accident/Incident Details

<input type="text"/>	<input type="text"/>	<input type="text"/>
Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Time: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Location (inc. address& postcode): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Description of accident/incident (continue on separate sheet if needed):		
Was the employee engaged in work at the time of the accident/incident? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Has the injured person been off or unable to do their normal work for more than 7 days, including weekends, as a result of the accident/incident? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
If yes, date absent from: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> to: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> or <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Still Absent? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

3. Injury Details

Nature of the injury (e.g. fracture, sprain, cut etc...): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Part of the body (Indicate L or R where necessary): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
First aid given by (inc post): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
First aid treatment given (i.e. compress, plaster): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Was the injured person taken to hospital from the scene: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Were they detained: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> If yes how long for in days? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

4. Witnesses

Name: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Name: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Address: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Contact No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Contact No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

5. Report Details

Accident reported to (i.e. Manager, supervisor, 1 st Aider (inc name)): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Contact details of person reported to (dept & tel no): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Accident reported by (if different from section 1, inc post): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Reported on (date): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Time: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Signed by injured person: _____	

<i>For schools only</i>	Parent/Guardian	[Control]	[Control]	Date:	
informed:					
<i>For social care only</i>	CQC informed:	[Control]	[Control]	Date:	
6. Signature of Manager/Supervisor/Responsible Person					
Signed:			Print:		

This page is Confidential to the Trust

7. Accident Investigation (to be completed by manager/supervisor/responsible person)		
Carried out by: <input type="text"/>		
Position/occupation: <input type="text"/>		
Contact No: <input type="text"/>		
How did the accident/incident happen, and what has been done to prevent reoccurrence? <input type="text"/>		
Does the risk assessment require updating? <input type="text"/> [Control] <input type="text"/> [Control]		
If Yes, what additional risk control measures are needed / recommended? <input type="text"/>		
Is additional information, instruction and training required? <input type="text"/> [Control] <input type="text"/> [Control]		
If Yes, detail what action has been taken: <input type="text"/>		
Signed: <input type="text"/> Date: <input type="text"/>		

8. For Trust use only	
Accident Code:	
Reported to the HSE:	if Yes report reference no:
Reported by :	Date.
Comments:	
Signed	Date.