



First Aid Policy

This policy was approved at a meeting of the Full Governing Body on 23rd March 2026

Chair of Governors: Mr J Howes

Headteacher: Ms Y Nunn

Signed  Chair of Governors

Signed  Headteacher

Review date: Spring 2027

Contents

1. Aims.....	3
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. First aid procedures	6
5. Difribriator.....	7
6. First aid equipment	8
7. Record-keeping and reporting.....	9
8. Training.....	11
9. Monitoring arrangements	11
10. Links with other policies	11
Appendix 1: Accident Report form	
Appendix 2: First Aid Received letter	
Appendix 3: Bumped Head letter	
Appendix 4: HS157 form	

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 a first aid incident and recording and reporting the outcomes
- Ensure staff are aware of the procedures to follow to provide correct assistance to individuals when hurt or injured as a result of an accident, or become unwell, and staff are aware of the importance of keeping timely, accurate records.

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 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
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. 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.**

The school will adhere to the Government Data Protection guidelines and the schools policy.

3.1 Appointed person(s)

The school's appointed persons are: Mrs R Sinclair (Support Staff Manager) & Elizabeth O'Neill (Learning Support Assistant). They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

- Ensuring there is an adequate supply of medical and first aid materials and equipment including Personal Protection equipment (PPE) ~~in first aid kits, and replenishing the contents of these kits~~ available for staff to replenish first aid boxes, bags and trolleys
- Ordering or obtaining additional supplies of first aid and medical items when required
- Checking staff are aware to regularly check first aid items are in date and replenish items when used
- Checking that staff are aware to dispose of contaminated or soiled waste safely and promptly in clinical waste bins provided on school site
- Monitoring list of First Aid and Paediatric trained staff and arranging appropriate training when required

3.2 First Aiders

The majority of support staff are trained and qualified in Paediatric First Aid and/or Emergency First Aid at Work 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 an incident (see the template in Appendix 1)
- Contacting Parent or Carer and/or completing First Aid Received yellow letter (see template in Appendix 2), or Bumped Head letter (see template in Appendix 3), as applicable
- HS157 Form to be completed when medical advice has been sought/recommended or referred for treatment (see template in Appendix 4)
- Replenishing items in First Aid boxes, bags and trolleys.
- Disposing of contaminated or soiled waste safely and promptly in clinical waste bins provided on school site
- Providing adequate adult supervision required by children when using ice packs or cold compresses; children should **NOT** be left unattended or unsupervised to always ensure correct and safe use

3.3 The Governing Board

The Governing Board 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.

3.4 The Headteacher

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

- Ensuring that an appropriate number of trained personnel 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)

3.5 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 1) for all incidents they attend to where a first aider is not called, and follow-up arrangements (see appendix 2 and appendix 3).
- Informing the Headteacher or their Manager of any concerns
- Following guidance as set out in all school policies and procedures

All staff are required to supervise and monitor children using ice packs or heat packs/cold compresses and ensuring they are returned to the fridge in the medical room immediately they are no longer required so they are readily available when required again. All damaged ice packs/cold compresses should be notified to the appointed person (Mrs R Sinclair) who will arrange for their safe disposal and replacement.

Cold compresses can be heated in the microwave by staff for use by individuals to ease aches & pains.

Cold compresses should not be allowed home or taken off-site, and a supply of disposable ice packs is kept for use during off-site visits and by children if needed following an injury and leaving school to travel home or to obtain medical advice.

All staff with a first aid or Paediatric certificate are responsible for checking and replenishing first aid supplies in first aid boxes, bags and trolleys. Staff should regularly check expiry dates on first aid supplies and dispose of out-of-date items, replacing with items from central stock kept in the medical room cupboards and reporting shortages to the appointed person.

In addition, all first aid trained staff have received Defibrillator training and Epipen training. Additional staff have completed Outdoor Learning First Aid training. A list of all our school's First Aiders, detailing training and expiry dates, can be found in each First Aid folder, and these are located in the following designated areas:-

- Medical Room
- Staff Room
- Office
- Nursery
- Foundation Stage classrooms
- KS1 corridor (Year 2 area)
- KS2 corridor (Year 4/5 area)
- KS2 corridor (Year 6 area)
- Hall (new – for clubs)
- Mobile teaching block (Woodland Classroom)

4. First aid procedures

4.1 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 (one bell), if appropriate, who will provide the required first aid treatment
- The first aider, if called (one bell), 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 closest member of staff will provide the first aider with a walkie-talkie in the event of the emergency services being called, to aid communication.
- 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 or other designated adult appointed by parents to collect the child
- If emergency services are called, a member of the SLT will be notified and parents/carers will be contacted immediately by a designated person
- For children with specific pre-existing medical conditions (diabetes, epilepsy, anaphylaxis) who have individual healthcare plans, staff will follow appropriate emergency procedures already identified
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- **At least one person who has a current Paediatric first aid certificate must be on the premises at all times when children are in attendance and on site**

4.2 Off-site procedures

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

- Personal mobile phones
- A portable first aid kit, disposable ice packs and book to record accident or injury details (forms will need to be completed on return to school)
- Information about the specific medical needs of pupils including Individual Healthcare Plans.
- Parents' contact details (for residential trips)
- A copy of the Risk Assessment (also copied to the school office in advance) detailing any group or individual medical requirements that may need consideration and staff awareness and responsibility, to ensure the child's needs are met outside of school specific staff will be named to take care of the child's needs and provide appropriate support
- There will always be at least one first aider with a current Emergency first aid at work certificate accompanying pupils in KS1 and KS2

- 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.

5. Defibrillator (AED)

5.1 The chain of survival

In the event of a cardiac arrest, defibrillation can help save lives, but to be effective it should be delivered as part of the chain of survival.

There are four stages to the chain of survival and these should happen in order. When carried out quickly they can drastically increase the likelihood of a person surviving a cardiac arrest. They are:

- Early recognition and call for help. Dial 999 to alert the emergency services. The emergency services operator can stay on the line and advise on giving CPR and using an AED (Automated External Defibrillator).
- Early CPR – to create an artificial circulation. Chest compressions push blood around the heart and to vital organs like the brain. If a person is unwilling or unable to perform mouth-to-mouth resuscitation, he or she may still perform compression-only CPR.
- Early defibrillation – to attempt to restore a normal heart rhythm and hence blood and oxygen circulation around the body. Some people experiencing a cardiac arrest will have a ‘non-shockable rhythm’. In this case, continuing CPR until the emergency services arrive is paramount.
- Early post-resuscitation care – to stabilise the patient.

If initiating the chain of survival becomes necessary, the senior member of staff present should ensure that all pupils in the area are moved to an alternative area of school.

- A defibrillator trained First Aider should be called immediately using ‘one bell’ call or walkie-talkie.
- The person administering CPR should not leave the casualty unless absolutely essential.
- The AED will be brought to the scene from the school medical room by a member of the admin team.
- The school office will call 999 immediately once informed by the senior member of staff and inform SLT.
- Any data for the machine should be stored, therefore the machine should not be turned off.
- The first aiders will ensure the AED is ready for use again by replacing pads and other consumables as required and ensure it is not displaying any warning lights or messages.

Mrs R Sinclair will be responsible for ensuring that the AED equipment and accessories are maintained in readiness.

5.2 AED Location

Hampton Primary School owns one AED device (A Mediana Automatic defibrillator), which is located in the Medical Room.

5.3 AED Training

All First Aid staff with Defibrillator training have a 'D' next to their name on the First Aider List (located in each First Aid folder).

The Defibrillator gives step-by-step instructions on what to do and how to use. If no first aider is available anyone with access to the equipment can use in an emergency.

Further information can be found at <https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-schools>

5.4 AED Maintenance and Checks

- The AED must be checked regularly to ensure it is fully operational. The designated staff member will:
- Conduct **weekly visual checks** for warning lights or error messages.
- Replace pads and consumables after use or when expired.
- Record all checks in the AED maintenance log.

5.5 AED Signage

Clear signage indicating the AED location is displayed in key areas of the school.

6. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Adhesive dressings
- Eye pads
- Sterile dressings
- Triangular bandage
- Micropore
- Safety pins
- Scissors
- Gloves
- Gauze pads
- Water spray
- Nappy sacks
- Tissues
- Cold pack
- Foil blanket
- Burns kit (Kitchen and Forest School)

No medication is kept in first aid kits.

First aid kits are stored in:

- Medical Room
- Nursery
- Foundation Stage classrooms
- KS1 corridor (Year 2 area)

- KS2 corridor (Year 4/5 area)
- KS2 corridor (Year 6 area)
- Hall (new – for use by clubs)
- Mobile teaching block (Woodlands Classroom)
- Forest School area
- Kitchen
- Minibuses

Reusable Cold Compresses are kept in the medical room fridge ready for use when needed.

A Sharps box will be provided for safe disposal of needles when required.

A clinical waste bin is found in the medical room for safe disposal of contaminated and soiled waste.

All staff with a first aid or Paediatric certificate are responsible for checking and replenishing first aid supplies in first aid boxes, bags and trolleys including checking expiry dates and disposing of out-of-date items, replacing with items from central stock kept in the medical room cupboards and reporting shortages to the appointed person.

7. Record-keeping and reporting

7.1 First Aid and accident record folder

- An accident form will be completed by the First Aider 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 1.
- When an accident occurs, the First Aider will complete the First Aid Received yellow letter for very minor injuries (Appendix 2) or complete the Bumped Head letter (Appendix 3) if applicable. The First Aider will inform the Teacher and call the Parent/Carer for all bumped heads, any injuries requiring further medical treatment or visible/non-visible injuries causing concern. If in doubt, the First Aider should notify the Parent/Carer. The yellow forms are given to parents when the child goes home.
- The First Aider will complete a HS157 form when medical advice has been sought/recommended or referred for treatment..
- Records held in the first aid and accident folder are removed termly to be archived and will be retained by the school for a minimum of 25 years and then securely disposed of.
- Blank forms are available in all first aid record folders and the medical room.

7.2 Reporting to the HSE

The Health & Safety representative 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 Health & Safety representative 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

Information on how to make a RIDDOR report is available here:
<http://www.hse.gov.uk/riddor/report.htm>

7.3 Notifying parents

The First Aider 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.

- For **minor injuries**, a First Aid Received letter will be sent home.
- For **head injuries**, a Bumped Head letter will be provided. The letter will include guidance on monitoring for concussion symptoms and links to official advice.
- For **serious injuries or those requiring possible further medical attention**, parents will be contacted immediately by phone, followed by written confirmation (First Aid Received/Bumped Head letter)
- If in doubt, staff will always notify parents/carers.

7.4 Reporting to Ofsted and Child Protection agencies

The Headteacher will notify Ofsted and any relevant Child Protection agencies 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.

8. 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. A copy of the list of all our school's First Aiders, can be found in each First Aid folder.

Staff are encouraged to renew their first aid training when it is no longer valid.

The school Support Staff Manager and school SENCO will usually arrange for relevant training to be provided to those staff deemed to require it in order for them to be able to provide sufficient support to children and adults and carry out their role effectively. This will usually be provided by a suitably qualified trainer, medical practitioner or other appropriate person.

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.

9. Monitoring arrangements

This policy will be reviewed annually, or sooner if required.

At every review, the policy will be approved by the Governing Board.

10. Links with other policies

This first aid policy is linked to the

- Medical and Intimate Care Policy
- Asthma Policy
- Health and Safety Policy
- Educational Visit Policy
- Safeguarding Policy
- GDPR & Data Protection
- Privacy Notice

ACCIDENT REPORTING FORM

Term:		
Date	Time	Name: Class:
Cut/Graze <input type="checkbox"/> Bump <input type="checkbox"/> Pain <input type="checkbox"/> Other <input type="checkbox"/> Details of what happened/location of injury:		
First Aid Given: Plaster <input type="checkbox"/> Washed <input type="checkbox"/> No Outward Sign of Injury <input type="checkbox"/> Cold Compress <input type="checkbox"/> Moving OK <input type="checkbox"/> First Aid Refused <input type="checkbox"/> Reassured <input type="checkbox"/> No Dizziness <input type="checkbox"/> Other (Please specify)		
Follow Up Information:		
Class Teacher Informed <input type="checkbox"/> Bumped Head Letter <input type="checkbox"/> Yellow Slip Given <input type="checkbox"/> Parent informed <input type="checkbox"/> Parent advised to seek Medical Advice (form HS157 form must be completed) <input type="checkbox"/> Items of First Aid Replenished <input type="checkbox"/>		
Time Left First Aid:	Name of First Aider: Signature:	

FIRST AID RECEIVED LETTER (on yellow paper with header)

FIRST AID RECEIVED

Date:

Childs Name Class.....

Your child received first aid today for

The accident happened at time today.

If you would like any further information, please contact the School Office.

BUMPED HEAD LETTER (double-sided on headed paper)

Date:

Dear Parents/Carers

Child's name _____ **Class** _____

This letter is to inform you that your child bumped his/her head at school today at approximately _____ am/pm.

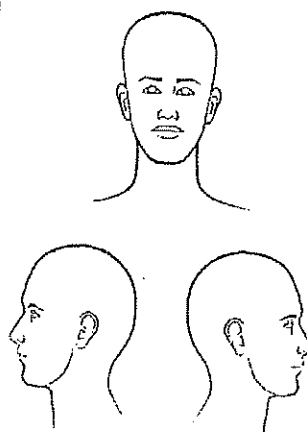
Details
--

First aid was given and your child has been closely monitored, but you may still like to keep a

little extra 'eye' open for any signs of delayed reaction. For your information the bump was on the _____ part of the head.

Yours sincerely

Ms Y Nunn
Headteacher



Signs and symptoms of suspected concussion

Presence of any one or more of the following signs & symptoms may suggest a concussion

Loss of consciousness	Seizure or convulsion
Balance Problems	Nausea or vomiting
Drowsiness	More emotional
Irritability	Fatigue or low energy
Nervous or anxious	"Don't feel right"
Difficulty remembering	Headache
Dizziness	Confusion
"Pressure in head"	Blurred vision
Sensitivity to light	Amnesia
Feeling "In a fog"	Neck pain
Sensitivity to noise	Difficulty concentrating

If symptoms develop or worsen in the next 24-28 hours, then please see the NHS 'Head Injury and Concussion' guidance (Available at: <https://www.nhs.uk/conditions/head-injury-and-concussion>) and contact a medical profession

