



First Aid Policy

Approved by: Katie Hopkins

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Review due by: March 2027

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

Purpose

This policy sets out Hungerford Primary School's approach to providing first aid to pupils, staff, visitors and contractors. It ensures we meet statutory requirements and provide timely, effective care so pupils are kept safe and welfare is maintained.

Scope

The aims of this policy are to:

- Ensure the health and safety of all staff, children and visitors
- Ensure that staff 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

Principles

- The welfare of pupils is our first priority.
- Everyday classroom teaching must be safe; first aid is for accidents and medical emergencies.
- First aid provision is accessible, clearly communicated and tailored to the needs of our pupil population (including SEND, medical needs and EYFS pupils).
- Records of all first-aid incidents and actions will be kept and used to review safety and reduce future risk.

Roles and responsibilities

Governing Body

- Ensure there is a suitable first aid policy and adequate funding for first aid training, supplies and equipment.
- Review first aid provision at least annually.

Headteacher

- Oversee implementation of this policy.
- Ensure sufficient trained first aiders and cover for EYFS statutory requirements.
- Ensure systems for reporting, recording and monitoring incidents are in place.
- Communicate the location of first-aid facilities and trained staff to the school community.

First Aiders and Paediatric First Aiders

- Attend incidents when called and provide appropriate first aid.
- Keep their training certificate and inform the Headteacher of forthcoming expiry so refreshers are booked.
- Complete the school's first-aid record for every incident they treat.

All Staff

- Take reasonable care of pupils' health and safety.
- Know how to summon first aid and where first-aid equipment is located.
- Do not move an injured pupil unless it is necessary to prevent further harm.
- Inform a first aider immediately for suspected serious injury, significant bleeding, suspected concussion, breathing difficulties, loss of consciousness, or where parental contact is needed urgently.

Training requirements

- Paediatric First Aid: staff working with early years pupils must hold a valid Paediatric First Aid (PFA) certificate that meets the EYFS criteria (face-to-face emergency PFA of minimum 6 hours or full PFA as relevant) and is renewed every three years. Consider annual refresher training is completed every three years
- First Aid at Work / Emergency First Aid at Work: staff not in EYFS should hold an appropriate externally-accredited qualification. Certificates must be maintained and refreshed as required.
- The school will maintain a training log with dates of qualification and expiry.

Staffing

- In schools with Early Years Foundation Stage provision, at least 1 person who has a current Paediatric First Aid (PFA) certificate must be on the premises at all times.
- Beyond this, in all settings – and dependent upon an assessment of first aid needs – employers must usually have a sufficient number of suitably trained first aiders to care for employees in case they are injured at work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, provided your assessment of need has taken into account the nature of employees' work, the number of staff, and the location of the school.
- Our school first aiders are displayed around the school
- Our school's appointed First Aid leads are Claire Taylor and Charlotte Day

Responding to incidents

Minor Incidents

- Treat at point of need
- Record minor injuries using the medical incident reporting form on Bromcom
- Inform parents/carers via phonecall or SchoolPing, depending on severity

Significant injuries / head injuries / concussion

- For any loss of consciousness, suspected concussion, significant head injury, fracture, breathing difficulty, severe bleeding, anaphylaxis or seizure call emergency services (999) immediately.
- Inform parents/carers as soon as possible by phone and follow up in writing.
- Follow our head-injury guidance: all pupils with a bump to the head will receive an immediate assessment; suspected concussion results in removal from physical activity and urgent parental notification with advice to seek medical review and follow return-to-play/school guidance.

Anaphylaxis and use of adrenaline auto-injectors (AAIs)

- Pupils with diagnosed anaphylaxis must have an individual healthcare plan (IHP) and immediate access to prescribed AAIs. Staff who volunteer must be trained to administer AAIs. The school holds spare AAIs in [location] (if applicable) in line with DfE guidance and local policy; keep a register of expiry dates and storage conditions.

Administration of medication

- Staff will only administer prescription medication with written parental consent and clear instructions; all such administration must be recorded.

Treatment Locations

- The school has a designated room for the treatment of injuries and for First Aid. It contains a sink and chairs and is located near a toilet. Bins for blood waste are clearly marked and First Aid equipment is stored in clean, clearly labelled, easily accessible containers or cupboards.

Infection control and PPE

- Staff will follow standard infection-prevention procedures (hand hygiene, use of gloves and aprons). For significant spills of bodily fluids the cleaner on duty must be informed and isolation of the area carried out until it is cleaned with appropriate PPE.

Recording and reporting

- All first-aid treatment (minor and significant) must be recorded on the school's first-aid incident form/recording system (Bromcom) by the attending first aider
- Reportable incidents (RIDDOR) will be reported to the Health and Safety Executive where appropriate. The Headteacher and business manager will lead RIDDOR reporting and liaison with the LA or insurer.

Consent and confidentiality

- On admission parents sign general consent for first-aid treatment. For specific interventions (e.g. administration of non-prescription medicines) additional written consent is required.

- First-aid records are confidential and stored securely in line with data-protection rules; however, relevant medical information will be shared with staff on a need-to-know basis to safeguard the pupil.

Off-site visits and extra-curricular activities

- A trained first aider and a first-aid kit appropriate to the activity and number of pupils will accompany all off-site visits.
- Staff must carry parental emergency contact details and relevant medical information. Risk assessments for visits must include first-aid arrangements.
- A portable First Aid kit including, at a minimum:
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 triangular bandages – individually wrapped and preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves

Use of defibrillators

The Department for Education (DfE) is providing Automated External Defibrillators (AEDs or 'defibrillators') to state-funded schools in England where existing provision is not in place. The DfE expect all schools in England to have access to a defibrillator.

Defibrillators, as work equipment, are covered by the Provision and Use of Work Equipment Regulations 1998 (PUWER). As such, this places a duty on employers in respect of employee training and the provision of information and instructions in the use of such equipment. However, defibrillators are designed to be used by someone without any specific training, by following step-by-step instructions on the defibrillator at the time of use. It should therefore be sufficient for schools to provide a short general awareness briefing session to staff in order to meet their statutory obligations. Schools may want to use this opportunity to raise awareness of the defibrillator in the school and to promote its use should the need arise.

Further information can be found under this link: [Automated external defibrillators \(AEDs\) in schools](#).

Appendix 1: List of First Aiders

Our schools First Aid Leads are: Claire Taylor and Charlotte Day

The person who calls the emergency services is: Jan Loughlin or Lucy Smith

The person who contacts parent/carers (in discussion with the Head) is: Jan Loughlin

Appendix 2: Assessment of First Aid Provision

School:

Name of Assessor(s):

Assessment of First Aid Factors

In order to assess the First Aid requirements, you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases:

Table 1

Assessment Factor	Apply (Y/N)?		Impact on First Aid provision
Have your risk assessments identified significant risks of injury and/or ill health?	☒	☐	If the risks are significant you may need to employ First Aiders.
Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?	☐	☒	You will need to consider: • specific training for first aiders • extra first-aid equipment • precise siting of first-aid equipment.
Are there parts of the establishment with different levels of risk?	☒	☐	You may need to make different levels of provision in different parts of the establishment.
Have you had any accidents or cases of ill-health in the past 12 months?	☒	☐	You will need to check your record of accidents and cases of ill health – what type they are and where they happened. You may need to: • locate your provision in certain areas • review the contents of the first aid box.
Are there inexperienced workers on site, or employees with disabilities or special health problems?	☒	☐	You will need to consider: • special equipment • local siting of equipment.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	☐	☒	You will need to consider provision in each building or on several floors.
Is there shift work or out-of-hours working?	☒	☐	Remember there needs to be First Aid provision at all times people are at work.
Is your workplace remote from emergency medical services?	☐	☒	You will need to: • inform local medical services of your location • consider special arrangements with the emergency services.

Do you have employees who travel a lot or work alone?	☒	☐	You will need to consider issuing personal First Aid kits and training staff in their use.
Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?	☒	☐	You will need to make joint arrangements with the other site occupiers.
Do you have any work experience or other trainees?	☒	☐	Your First Aid provision must cover them.
Do members of the public visit your premises?	☒	☐	There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their students and libraries their customers.
How many people are employed on site? less than 5? 5 to 49? 50 to 100? more than 100?	☐	☐	You may need to employ first aiders – see Table 2 below.
Is a First Aid room required?	☒	☐	

Appendix 3: Contents and location of First Aid Kits

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

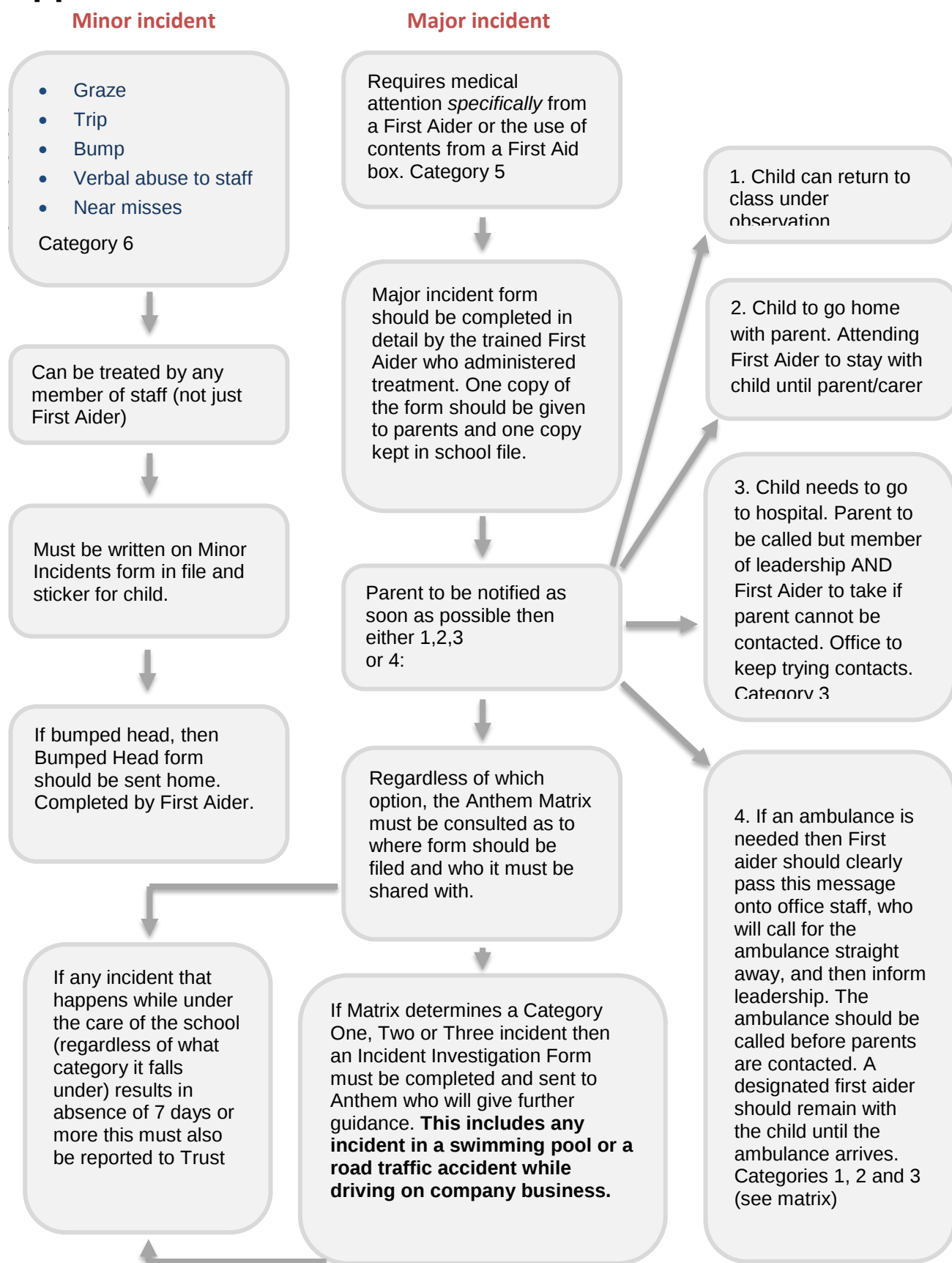
- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First Aid kits are stored in:

- The first aid room
- Reception (at the desk)
- The school kitchens
- School Mini Bus
- Forest School

Appendix 4: Flowchart



Appendix 5: Model Head Injury Letter

PARENTS ARE CONTACTED VIA PHONE IN THE CASE OF A HEAD BUMP OR INJURY

Dear Parent/Carer,

Your child [insert name] received a bump on their head today whilst attending school.

[Description of how head injury occurred]

A School First Aider assessed your child. Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Blurred vision
- Drowsiness
- Nausea or vomiting
- Severe headache
- Confusion
- Slurred speech
- Unresponsiveness
- Clumsy, staggering or dizziness
- Bleeding from ears or nose

Contact your GP or the nearest Accident and Emergency Department if you notice any of the above symptoms.

On your child's return to school, please inform us whether signs of concussion occurred, so that we can provide appropriate support.

Yours sincerely,

[signatory's name and position]

Appendix 6: Procedures for Auto-Adrenaline Injectors

All staff receive annual Auto-Adrenaline (AAIs), run by the Berkshire NHS healthcare Team.

If a child requires an AAI, parents/carers will complete an individual care plan with Claire Taylor, Charlotte Day or Jan Loughlin. There must be two AAIs in school at any time and must be in date.

Claire Taylor is responsible for checking the dates and will alert the parents in sufficient time to get replacements.

One AAI is kept in the classroom, in an accessible area, and the other is kept in the First Aid room.

AAIs must be available with a duty adult at break and lunchtime, during Forest School sessions or if a child is on a school trip. There must be an epi-pen trained first aider present on school trips.

AAIs are kept in an “emergency pack” which must contain the following:

- Must be labelled with the child’s name and a current photograph
- Allergy Action Plan
- Anti-histamine (if indicated on consent form)
- Inhaler (if prescribed)
- Adrenaline auto injector
- Pen (for recording information)

EMERGENCY PROCEDURES FOR A SEVERE ALLERGIC REACTION (as given by the Berkshire NHS healthcare team)

- Assess the situation
- Stay with the child
- Send someone to get the emergency pack
- Send someone to telephone 999 to request an ambulance immediately. Tell them you have a case of anaphylaxis (ana-fil-ac-sis); that a child is having difficulty in breathing, losing consciousness and that an adrenaline auto injector will be given.

EPIPEN

- Hold the EpiPen auto injector 10cms away at right angles to the thigh and jab firmly

JEXT

- Press Jext auto injector firmly onto the thigh

EMERADE

- Press against the thigh
- Make sure a click is heard (only for EpiPen and Jext).
- Hold in place for 10 seconds (this allows all of the medication to be delivered)
- Remove and massage the injection area for 10 seconds and note time given