



Policy: First Aid

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Date of Full Governing Board Approval:

17th September 2025

Table of changes

When policy documents are updated, changes can be made to punctuation, grammar and readability.

If changes are made which affect the aims, purpose and outcomes of the policy, they are detailed below:

Date	Page	Changes
2025	Appendices	Updates to list of qualified first aiders / dates of training



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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 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

Appointed person(s) and first aiders

The school's appointed persons are: Lou Rycroft, Amber King and Linda Brown. They 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



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- 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 7) 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
 - Completing the first aid form on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

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

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.

The headteacher

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

- Ensuring that an appropriate number of appointed person(s) and/or trained 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 HCC when necessary (see section 6)

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the appointed person(s) and first aiders in school are
- Completing a first aid form for all incidents they attend to where an appointed person(s) and first aiders are not called



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- Informing the headteacher or their 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
- 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 will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, parents will be contacted immediately

The first aider/relevant member of staff will complete a first aid form/accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

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:
 - 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
 - Information about the specific medical needs of pupils
 - Parents' contact details (residential trips)

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 containing, at minimum:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)



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- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 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 medical room (harbour room)
- Office
- Shared area (years 4 and 5)
- Youth Hut
- Year 6

The nearest Defibrillator is held in the school office during normal school hours.

Record-keeping and reporting

First aid record book

The first aid record 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 injury.



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Records held in the first aid 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

Reporting to the HCC

The headteacher 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 headteacher will report these to HCC 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 scalding 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 report to HCC is available here:

[How to make a report to HCC](#)

[HCC - Report an accident or incident \(hants.gov.uk\)](https://hants.gov.uk/hcc-report-an-accident-or-incident)

Training



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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 2).

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.

Monitoring arrangements

This policy will be reviewed by the Business Manager annually.

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

Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Policy on supporting pupils with medical conditions



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

Staff member's name	Role
Louise Rycroft	Appointed person Year 5 teacher
Amber King	Appointed person Office
Linda Brown	Appointed person Office
Virginia Bailey	First Aider Lunchtime staff
Amanda Feltham	First Aider LSA
Michaela Diffey	First Aider Lunchtime staff
Hilary Harper	First Aider Lunchtime staff
Gaynor Heffer	First Aider Business Manager
Lynette Hobbs	First Aider HSLM/DSL
David John	First Aider LSA
Susan Kirk	First Aider Lunchtime staff
Cath Moody	First Aider LSA
Eliza Opara	First Aider LSA
Julie Potts	First Aider LSA
Sarah Weston	First Aider LSA
Melanie Wilson	First Aider LSA
Ronnie Cadogan	First Aider LSA



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Staff member's name	Role
Tracey Woolley	First Aider LSA
Andrew Dean-Lee	First Aider Teacher
Emma Leahy	First Aid Teacher
Helen Liu	First Aider LSA
Hope Stockwell	First Aider LSA
Philippa Murphy	First Aider LSA
Jen Bradley	First Aider LSA
Keri Gibson	First Aider LSA



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Appendix 2: first aid training log

name/type of training	staff who attended (individual staff members or groups)	Date attended	date for training to be renewed (where applicable)
First aid at work	Louise Rycroft	April 2024	April 2027
First aid at work	Amber King	March 2025	March 2028
First aid at work	Linda Brown	Nov 2024	Nov 2027
Emergency Aid in Schools	Virginia Bailey	May 2024	May 2027
Emergency Aid in Schools	Amanda Feltham	May 2024	May 2027
Emergency Aid in Schools	Michaela Diffey	June 2024	June 2027
Emergency Aid in Schools	Hilary Harper	May 2024	May 2027
Emergency Aid in Schools	Gaynor Heffer	May 2024	May 2027
Emergency Aid in Schools	Lynette Hobbs	May 2024	May 2027
Emergency Aid in Schools	David John	May 2024	May 2027
Emergency Aid in Schools	Susan Kirk	May 2024	May 2027
Emergency Aid in Schools	Cath Moody	May 2024	May 2027



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name/type of training	staff who attended (individual staff members or groups)	Date attended	date for training to be renewed (where applicable)
Emergency Aid in Schools	Julie Potts	May 2024	May 2027
Emergency Aid in Schools	Sarah Weston	May 2024	May 2027
Emergency Aid in Schools	Melanie Wilson	May 2024	May 2027
Emergency Aid in Schools	Tracey Woolley	May 2024	May 2027
Emergency Aid in Schools	Andrew Dean-Lee	September 2023	September 2026
Emergency Aid in Schools	Emma Leahy	September 2023	September 2026
Emergency Aid in School	Helen Liu	May 2024	May 2027
Emergency Aid in School	Hope Stockwell	May 2024	May 2027
Emergency Aid in School	Eliza Opara	May 2024	May 2027
Emergency Aid in School	Keri Gibson	May 2024	May 2027



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name/type of training	staff who attended (individual staff members or groups)	Date attended	date for training to be renewed (where applicable)
Emergency Aid in School	Philippa Murphy	May 2024	May 2027
Emergency Aid in School	Ronnie Cadagon	May 2024	May 2027
Full Paediatric First Aid (12 hr)	Jen Bradley	Nov 2022	Nov 2025