





First Aid Policy

Approval Date	25/11/25	Date of next Review	Autumn 2026	Prepared by	Kate Baskeyfield
				Approved by	FGB
Signed by	Kate Baskeyfield Headteacher				
Signed by	Will Moore Chair of Governors				

Document control
Title: First Aid Policy
Author: Kate Baskeyfield (Headteacher) – model policy from the Key for School Leaders.
<p>Resources used in the development of this policy:</p> <ul style="list-style-type: none"> • The Key for School Leaders - The Key for School Leaders (thekeysupport.com) • Statutory Framework for the Early Years Foundation Stage • Early years foundation stage: coronavirus disapplication's • first aid in schools
<p>Related Policies:</p> <ul style="list-style-type: none"> • Health and Safety Policy • Supporting Pupils with Medical Needs
Written: November 2025
Date adopted by governing body: 25 th November '25
Review: Annually
Next review due: Autumn Term '26

Contents

1. Aims.....	4
2. Legislation and guidance	4
3. Roles and responsibilities	4
4. First aid procedures.....	6
5. First aid equipment	8
6. Record-keeping and reporting	9
7. Training.....	10
8. Monitoring arrangements	11
9. Links with other policies.....	11
Appendix 1: list of [appointed persons(s) for first aid and/or trained first aiders].....	12
Appendix 2: head bump / injury procedure.....	12

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 an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#) and [Early years foundation stage: coronavirus disapplication's](#) guidance, advice from the Department for Education on [first aid in schools](#), [health and safety in schools](#) and [actions for schools during the coronavirus outbreak](#).

It is also based on 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

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's lead appointed person is Sandra Townsend, if unavailable one of the following appointed persons should be informed straight away – Kate Baskeyfield, Claire Lowe, Paul Walker or David Taylor. 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 (responsibility of the person who last used the kit before putting it away in the cupboard)

- 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
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident via the school's accident reporting system
- Keeping their contact details up to date
- Our school's appointed person(s) and/or first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

The Office Staff are responsible for:

- Ensuring parents/carers are contacted via telephone if a child has had a bump to the head, even if it is a minor bump. See appendix 2 for details of the school's head bump / injury procedure
- Ensuring that the Office Manager, or if not available another member of SLT has been alerted to a serious accident / incident
- Checking the details in the accident report which have been completed by a first aider. Following up any queries or missing information before forwarding the accident record to the child's parent/ carer
- To forward relevant information to the Local Authority's Health and Safety Team where appropriate
- To liaise with parents and staff involved with accidents and incidents and record updates as required

3.2 The local authority and governing body

Trafford Local Authority has ultimate responsibility for health and safety matters in the school, but responsibility for the strategic management of such matters is delegated to the school's governing body.

The governing body delegates operational matters and day-to-day tasks to the Headteacher and staff members.

3.3 The Headteacher

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

- Ensuring that an appropriate number of appointed persons and/or trained first aid 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)

3.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures. First aid should only be carried out by staff who are qualified first aiders however, minor scrapes will be attended to by the mid-day assistants on duty at lunchtime.
- Ensuring they know who the first aiders in school are
- Completing accident reports, via the school's reporting system, for all incidents they attend to, where a first aider/appointed person is not called
- If a staff member does not know how to record an incident, they should report to the Office Staff who will help ensure the information is entered onto the system in a timely manner i.e. as soon as possible after the accident, injury, illness or incident
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

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, 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 the Office Manager – appointed person or if the emergency services are required. The Office Manager will remain on scene until help arrives. If the Office Manager is not available assistance should be sought from another member of SLT (appointed persons), who will remain at the scene until help arrives.
- 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 scene until help arrives
- Any member of staff can make the call to emergency services
- 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 but does not need emergency assistance, parents will be contacted and asked to collect their child. Upon their arrival, the first aider or a member of the office staff on the first aiders' behalf if they are not available, will recommend next steps to the parents
- If emergency services are called, the Office Staff will contact parents immediately

- 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 via the school's reporting system.
- In the event of a serious accident / illness where emergency services have been called, the appointed person who has dealt with the incident is responsible for arranging for a welfare check and de-brief for all staff involved as soon as possible after the incident.

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times. There are 6 paediatric trained first aid personnel on the staff at Kingsway Primary School.

When to call an Ambulance

ALWAYS call 999 if someone is seriously ill or injured, and their life is at risk. Certain symptoms are so alarming that the need for emergency services is obvious.

Examples of medical emergencies include:

- Difficulty breathing
- Chest or upper abdominal pain
- Unconsciousness
- Sudden dizziness, weaknesses or change in vision
- Change in mental status (unusual behaviour, confusion, difficulty arousing)
- Severe burns or scalds
- Sudden severe pain anywhere in the body
- Bleeding that won't stop
- Severe loss of blood
- Choking
- Severe allergic reactions
- Drowning

When should you call an Ambulance:

- Is the person's condition life threatening?
- Could the condition worsen and become life threatening?
- Could moving the patient cause further injury?
- Does the patient need the skills and equipment of paramedics or emergency technicians?

4.2 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 by the teachers prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least 1 first aider with a current first aid qualification on all school trips and visits. For EYFS there must be a least 1 first aider with a current paediatric first aid (PFA) certificate as required by the statutory framework for the Early Years Foundation Stage.

5. First aid equipment

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

- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- First Aid Boxes on Key Stage Corridors / Shared Areas
- The school kitchen
- The school office

Emergency inhalers are stored:

In the school office.

The defibrillator is located in the entrance area of the school, outside the school office.

6. Record-keeping and reporting

6.1 First aid and accident record book

- 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 using the school's recording system
- As much detail as possible should be supplied when reporting an accident, injury, illness or incident
- The accident report is saved and a member of the Office Staff will give a copy to the child's parent / carer
- Serious accidents / incidents are also reported to Trafford's Local Authority's Health and Safety Team by a member of the Office Team or Appointed Person
- Records held in school will be retained for a minimum of 3 years for adults, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and for 21 years in relation to children, and then securely disposed of.

6.2 Reporting to the HSE

The Office Manager will keep a record of any accident which results in a reportable injury, disease, near miss or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Office Manager 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 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 RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm) <http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The Office Staff 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 via telephone call or in a face-to-face conversation at the end of the school day.

Where the accident involves a bump to the head, the parent / carer will always be contacted via telephone in the first instance irrelevant of how minor the bump is. Please see the school's head bump procedure at Appendix 2 for more detailed information.

6.4 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 local child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff are able to undertake first aid training if they would like to, please notify Sandra Townsend if you are not currently first aid trained but would like to be.

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.

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.

8. Monitoring arrangements

This policy will be reviewed by the Office Manager annually.

At every review, the policy will be approved by the Headteacher and the Finance Committee.

9. Links with other policies

This first aid policy is linked to the

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

Appendix 1: list of appointed persons for first aid and trained first aiders

Appointed Persons

STAFF MEMBER'S NAME	ROLE	FIRST AID QUALIFICATION	CONTACT DETAILS (INTERNAL PHONE EXTENSION)
Sandra Townsend	Office Manager	Paediatric First Aid	201
Kate Baskeyfield	Headteacher		203
Claire Lowe	Deputy Headteacher		204
Paul Walker	SENCo		208
David Taylor	EYFS Lead		205

Qualified First Aiders

STAFF MEMBER'S NAME	ROLE	FIRST AID QUALIFICATION	LOCATION IN SCHOOL
Jo Albert	TA	Paediatric First Aid	EYFS
Jo Sheedy	TA	Paediatric First Aid	SSC
Jo Slater	TA	Paediatric First Aid	EYFS
Carmel Leigh	TA	Paediatric First Aid	Year 3
Katrina Hughes	TA	Paediatric First Aid	Year 2
Louise Morgan		Paediatric First Aid	Office
Kayley Burton	TA	Paediatric First Aid	SSC

Appendix 2: Head Injury / Bump Procedure

Head Injuries can be potentially life threatening and do not always show clear visual signs of injury.

In the course of any day there will be instances of children colliding or falling, we have a duty of care to ensure we deal with these appropriately. As bumps on the head can potentially be very serious but also have no further consequences we need to ensure that we fully understand the circumstance surrounding the incident and witnesses sought to corroborate what a child tells us.

All head injuries will be seen and assessed by a qualified First aider, to ensure they are competent to suitably assess the situation and take the relevant course of action they deem appropriate. If the member of staff has a child present themselves to them with a head injury or sees the accident and has no accredited first aid training then they must escort the child to a qualified first aider for assessment and treatment.

Every child should know that he or she must report immediately any accident to the nearest member of staff whether at supervised play or an unsupervised situation e.g. corridor or toilets.

Any member of staff who has dealt with a child who has had a bump to the head must report this immediately to the Office Staff. The Office staff will contact parents / carers by telephone for any bump to the head, even if it is minor and there is no visible bump or mark.

If the bump is particularly swollen or odd looking then the parent should be told in a phone call and it should be suggested that a visit to the doctor may be advisable. If the child is unwell from their bump at school, then professional medical advice should be sought, parents informed and if necessary a senior member of staff will accompany the child to hospital until the arrival of a parent.

First aiders should always ask for a second opinion from another qualified first aider if they are unsure. For all bumps the child should be given a bumped head wrist band (raise awareness to all adults and children). The first aider must communicate with the adult that the child has had a bump or injury to their head to ensure the adult can keep an eye on them for any changes. Dizziness, sickness, drowsiness, impaired vision, general feeling of illness and confusion will all be checked for and monitored, and ice packs will be given where appropriate.

If there are any changes the adult should seek advice from a qualified first aider and the Office Staff should be asked to phone home and ask the parent / carer to come to the school.

Recording of Head Injuries

All incidents should be recorded as normal on Medical Tracker as soon as possible. The School will always inform parents via a telephone message and email a copy of the accident slip to the parent / carer.

Reporting procedure to Parents

The School will always inform parents of a bumped head via a telephone message. Parents should be spoken to directly. They will be invited to inspect injury and whether the child should be collected. If this is not possible, a message should be left on all mobile and home phones and contact tried again later. A log will be kept on Medical Tracker by the Office Staff to ensure repeat phone calls are made when no parent has been spoken to in person. The School will always inform parents of a bumped head via an email or letter from Medical Tracker.

The First Aider should complete the accident form on Medical Tracker providing details of the accident and the treatment received.

Communication to Teachers

Teachers / staff members will be made aware if any of their pupils have suffered a head injury during the school day, by verbal communications from the first aider who treated the child and by the child wearing a bumped head wrist band. The teacher / staff member will alert the first aider or school office if any signs or complications present themselves later in the day. The teacher / staff member is responsible for notifying any other members of staff who may start working with the child, to ensure they are then aware that they need to monitor the child.

Head Bump Procedure

