First Aid Policy

St Margaret's CEVAP School

Transforming lives by living and learning together in God's love

Approved by:	FGB
Date approved:	May 2026
Date for Review:	Summer 2027
Source:	The Key

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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, advice from the Department for Education (DfE) 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
- The Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records

3. Roles and responsibilities

At St Margaret's CEVAP School we have a Foundation Stage (EYFS) provision, therefore at least 1 person who has a current paediatric first aid (PFA) certificate is on the premises at all times when children are present, and must accompany all EYFS children on outings.

At St Margaret's a range of staff are trained in first aid across all key stages.

3.1 First Aiders

The school's named first aiders are listed in Appendix 1. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Making sure that an ambulance or other professional medical help is summoned when appropriate

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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 the accident report book on the same day as, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

3.2 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.

3.3 The Headteacher

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

- Making sure that an appropriate number of trained first aiders are present in the school at all times
- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Making sure all staff are aware of first aid procedures
- Making sure appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Making sure that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary

3.4 Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the trained first aiders in school are
- Informing the headteacher or their manager of any specific health conditions or first aid needs

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4. First aid procedures

4.1 In-school procedures

In the event of an accident resulting in serious 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. If emergency services are required the first aider 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, the parents will be contacted and asked to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them
- If emergency services are called, the parents/carers will be contacted immediately
- The first aider will log the incident in the Accident Report Book immediately. The white copy of the slip will be handed to class teacher to pass to the parents at the end of the day
- Accident Report Books are kept in the front office, on top of the Rainbow drawers in the staff room and in the Year 4 middle area
- If a child has bumped their head, a member of staff will phone parents immediately. Parents can then decide if they want to come and check their child or take them to be seen by a medical professional
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times
- Emergency medication such as epipens are kept in the rainbow draws in the staffroom

4.2 Off-site procedures

When taking pupils off the school premises, staff will make sure that they always have the following:

- A school mobile phone
- A portable first aid kit see point 5.1 for list of required contents.
- Information about the specific medical needs of pupils
- Any accidents occurring off site will be recorded in the Accident Report Book immediately upon return to school.
- Parents/carers' contact details

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

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5. First aid equipment

All first aid kits in our school will include the following (in accordance with the HSE's recommendations:

- 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

First aid kits are stored in:

- The red bags in every classroom
- The school music room (cupboard under the sink)
- The school kitchens

First aid kits are checked half-termly by Lauren Day, to ensure the contents are complete and have not passed the expiry date.

6. Record-keeping and reporting

6.1 Accident Report Books

- An accident report slip will be completed by the first aider immediately after an incident resulting in an injury and given to parents at the end of the day.
- Records held in the accident report 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

7. Training

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 3).

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.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate that meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.

A list of all trained first aiders including the paediatric first aiders is displayed in the staffroom.

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8. 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 First Aiders

STAFF MEMBER'S NAME	ROLE	TRAINING EXPIRY DATE
Fiona Maudsley	Assistant Headteacher	March 2027
Josh Luetchford	EYFS Classroom Teacher	May 2026
Claire Thorpe	MDSA/ Wraparound Assistant	Oct 2028
May Langbridge	Teaching Assistant	May 2027
Sam Sheeran	SENDCo	Oct 2028
Chloe Jordon	Teaching Assistant	Oct 2028
Sumaiyah Choudhury	Teaching Assistant	March 2027
Kirsty Wilmot	Teaching Assistant	October 2028
Eleanor Hart	HLTA	Jan 2027
Meghan Whincop	Teaching Assistant	Feb 2027

Red are paediatric first aid trained

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