



# First Aid in School Policy

## St Michael's Easthampstead CE Primary School

At St Michael's we are a community of active learners who **go above and beyond** in everything we do, equipping ourselves to make a difference in our own lives and in the lives of others.

|                                               |                                                                                                                                                                                                                                                                      |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy Name</b>                            | First Aid in School Policy                                                                                                                                                                                                                                           |
| <b>Brief Description:</b>                     | This policy sets out the school's arrangements for providing effective first aid to pupils, staff and visitors, including first aid provision, emergency response, equipment, training, record keeping and reporting.                                                |
| <b>Status: Statutory/non-statutory</b>        | Non-statutory policy supporting statutory health and safety and Early Years duties                                                                                                                                                                                   |
| <b>Other related policies and procedures:</b> | Health and safety policy<br>Supporting Pupils with Medical Conditions (including Managing Medicines) Policy<br>Allergy Safety Policy<br>Data protection policy<br>Child Protection and Safeguarding Policy<br>Food and nutrition policy<br>SEN policy<br>EYFS Policy |
| <b>Approval level: HT/Governors/FGB</b>       | FGB                                                                                                                                                                                                                                                                  |
| <b>Approved by the Governing Board on:</b>    | 14/9/2026                                                                                                                                                                                                                                                            |
| <b>Frequency to be reviewed</b>               | Annually                                                                                                                                                                                                                                                             |
| <b>Latest Date for Next Review:</b>           | September 2027                                                                                                                                                                                                                                                       |
| <b>Version + Schedule of Amendments:</b>      | v2                                                                                                                                                                                                                                                                   |
| <b>Signed:</b>                                | Shaun Riordan                                                                                                                                                                                                                                                        |
| <b>Position:</b>                              | Headteacher                                                                                                                                                                                                                                                          |
| <b>Date of Signature:</b>                     | 14/9/2026                                                                                                                                                                                                                                                            |

## 1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that appropriate first aid can be provided promptly and effectively when somebody becomes injured or unwell
- Ensure that sufficient suitably trained staff, first aid equipment and facilities are available to meet the needs of the school
- Ensure that staff understand their responsibilities and know how to obtain first aid or emergency medical assistance
- Provide clear arrangements for responding to, recording, communicating and reporting accidents, injuries and first aid treatment
- Ensure that first aid arrangements work effectively alongside the school's Supporting Pupils with Medical Conditions and Allergy Safety policies.

## 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 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
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

The school also has regard to its duties towards pupils with medical conditions under section 100 of the Children and Families Act 2014 and the associated statutory guidance. These arrangements are set out principally in the school's Supporting Pupils with Medical Conditions (including Managing Medicines) Policy.

Arrangements relating specifically to allergies, anaphylaxis and adrenaline devices are set out in the school's Allergy Safety Policy.

## 3. Roles and responsibilities

### 3.1 Governing body

As a voluntary aided school, the Governing Body has overall responsibility for health and safety matters at the school. It delegates the operational implementation of the school's first aid arrangements to the Headteacher and other appropriately designated members of staff.

The Governing Body will ensure that the school has appropriate arrangements for first aid, including sufficient trained personnel, equipment and facilities, informed by an assessment of the school's first aid needs.

### 3.2 Staff structure, responsibilities and accountability

At St Michael's, we have a clear structure of oversight, accountability and responsibilities across all of our coordinated medical, first aid and allergy policies, provision and procedures:

| Level                         | Person                                  | Role across our medical, first aid and allergy policies                                                                                                                                    |
|-------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Statutory governance          | Governing Body                          | Ensures appropriate arrangements are in place and provides oversight                                                                                                                       |
| Overall accountability        | Shaun Riordan, Headteacher              | Overall responsibility for supporting pupils with medical conditions, medical and allergy management, and for the development of IHPs                                                      |
| Named senior lead             | Kate Kearney, Deputy Headteacher        | Designated Senior Lead for Medical Conditions, First Aid and Allergy Safety; responsible for senior leadership oversight of these arrangements and policies                                |
| Operational coordination      | Lorraine Couchman, Office Administrator | Medical Needs, First Aid & Medicines Coordinator; manages IHP administration, medicines and medical records day to day                                                                     |
| Administrative/ H&S oversight | Jo Pedley, School Business Manager      | Oversees the administrative systems supporting medicines, medical needs and the school's first-aid arrangements, and delegated oversight of all policies and procedures by the Headteacher |
| SEND involvement              | Christine Clover – SENDCo               | Involved where a pupil's medical condition also relates to SEN, learning or social & emotional needs, disability, wider provision or an EHCP; not automatically responsible for IHPs       |

The Medical Needs, First Aid & Medicines Coordinator is 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

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 as, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

### 3.3 The headteacher

The Headteacher has overall responsibility for ensuring that appropriate first aid arrangements are in place. This includes:

- Making sure that an appropriate number of trained first aid personnel 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

The Headteacher may delegate the day-to-day operation of these arrangements to appropriately trained or designated staff but retains overall accountability.

### 3.4 Staff

School staff are responsible for:

- Making sure they follow first aid procedures
- Making sure they know who the first aiders in school are
- Knowing how to summon a first aider and emergency assistance
- Taking immediate reasonable action to protect a person from further harm
- Following the instructions of a trained first aider or the emergency services
- Ensuring that any first aid they provide or accident they deal with is appropriately recorded
- Informing the Headteacher or their line manager of any personal health condition which may need to be considered within the school's first aid arrangements
- Following the school's Supporting Pupils with Medical Conditions and Allergy Safety policies where relevant.

## 4. First aid needs assessment and provision

The school will maintain a first aid needs assessment to determine the level of first aid provision required.

The assessment will take account of factors including:

- the number and age of pupils and employees;
- the needs of children in the Early Years Foundation Stage;
- known medical needs and disabilities within the school community;
- the size, layout and location of the school site;
- playgrounds, the school field and other areas where pupils may be further from the main building;
- PE, sporting activities and other higher-risk activities;
- educational visits and off-site activities;
- foreseeable staff absence and the need to maintain appropriate cover throughout the school day; and
- previous accidents, incidents and identified patterns or risks.

The assessment will be reviewed at least annually and whenever there is a significant change to the school, its activities or identified needs, or where an incident indicates that existing arrangements may need to be reconsidered. The school will maintain sufficient appropriately trained staff to provide first aid cover identified through this assessment. As the school includes Early Years Foundation Stage provision, at least one member of staff who holds a current Paediatric First Aid (PFA) certificate meeting the requirements of the EYFS statutory framework will be available on the premises at all times when EYFS children are present. A suitably qualified PFA member of staff will also accompany EYFS children on outings.

## 5. First aid procedures

### 5.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff will assess the immediate situation, make the area safe where possible and seek assistance from a trained first aider where appropriate.
- Where there is any indication of a serious or potentially life-threatening emergency, emergency assistance will be summoned immediately. Seeking permission from a parent, carer or senior member of staff must not delay a call to 999.
- The first aider will assess the injured or unwell person and provide appropriate treatment within the scope of their training.
- The person will not be moved unnecessarily where doing so could worsen an injury, unless remaining in their location presents a greater immediate risk.
- The injured or unwell person will be appropriately supervised and will not be left alone where their condition requires monitoring.
- Where a pupil has an Individual Healthcare Plan or other emergency medical plan relevant to the situation, staff will follow the arrangements within that plan.
- If a pupil is judged too unwell or injured to remain in school, their parent/carers will be contacted and asked to collect them or make appropriate arrangements.
- Parents/carers will be contacted immediately where an injury or illness is significant, where there is cause for concern, where emergency services are contacted, or where the pupil needs to leave school.
- The accident, injury and first aid provided will be recorded in accordance with our record keeping procedures.
- There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

### 5.2 Medical emergencies and calling an ambulance

Any member of staff should call 999 where they reasonably believe urgent emergency medical assistance is required. Staff must not delay an emergency call while seeking permission from a parent/carers or senior leader.

When an ambulance is called:

- the caller will provide the school's address and postcode, the exact location of the patient and relevant information requested by the emergency call handler;
- another member of staff will, where possible, be arranged to meet the ambulance and direct the crew to the patient;
- the pupil's parent/carers will be contacted as soon as possible, but this must not delay emergency treatment;
- relevant medical information and emergency medication will be made available to the ambulance crew where appropriate; and
- if a pupil is taken to hospital before their parent/carers arrives, an appropriate member of staff will accompany the pupil or follow the arrangements agreed with the emergency services and will remain responsible for supporting the pupil until responsibility can safely be transferred to the parent/carers or another appropriate person.

Staff will not normally transport a pupil requiring emergency medical treatment in a private vehicle. Where urgent medical assistance is required, an ambulance should be called.

### 5.3 Head injuries

All suspected head injuries will be treated seriously and assessed in accordance with the first aider's current training.

Any pupil who has sustained a head injury will be monitored appropriately. The injury and any first aid provided will be recorded and the parent/carer will be informed on the same day.

Parents/carers will be contacted directly as soon as practicable where there is a significant bump or injury, the pupil displays concerning symptoms, their condition changes, or the first aider considers that further medical assessment may be required.

Emergency medical assistance will be sought immediately where the pupil displays signs or symptoms indicating a potentially serious head injury, including loss of consciousness, a seizure, significant deterioration or any other red-flag symptoms identified through current first aid training and guidance.

A pupil with a concerning head injury will not be left unsupervised.

### 5.4 Pupils who become unwell

Where a pupil becomes unwell during the school day, staff will assess whether first aid or other assistance is required.

Where the pupil is too unwell to remain in school, their parent/carer will be contacted and asked to collect them.

If their condition is severe, deteriorates unexpectedly or indicates a medical emergency, staff will call 999 as appropriate.

Medication will only be administered in accordance with the school's Supporting Pupils with Medical Conditions (including Managing Medicines) Policy. Emergency treatment relating to allergy or anaphylaxis will be managed in accordance with the pupil's relevant plans and the school's Allergy Safety Policy.

### 5.5 Off-site activities and educational visits procedures

First aid requirements will be considered as part of the planning and risk assessment for all educational visits and off-site activities.

Appropriate arrangements will include:

- access to a suitable portable first aid kit;
- an effective means of contacting the school and emergency services;
- access to relevant emergency contact information, including parents/carers details;
- appropriate information concerning pupils' medical needs;
- ready access to any medication or medical devices required by individual pupils; and
- an appropriate level of trained first aid cover, taking account of the activity, location, pupils and identified risks.

Where Early Years pupils take part in an outing, at least one member of staff with a current Paediatric First Aid qualification meeting EYFS requirements will accompany the group.

Arrangements for pupils with medical conditions and allergies will be made in accordance with their IHPs and the school's Supporting Pupils with Medical Conditions and Allergy Safety policies.

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

## 6. First aid equipment and facilities

The school will provide adequate and appropriate first aid equipment and facilities, informed by the school's first aid needs assessment.

First aid can be provided wherever it is required on the school site. First aid supplies are available at designated locations around the school. Portable first aid kits/'bum bags' are available for playground and outdoor use, travelling first aid kits are available for off-site activities, and additional first aid equipment is available for larger activities on the school field.

The locations of first aid equipment will be communicated to staff and equipment will remain readily accessible when required.

The Medical Needs, First Aid & Medicines Coordinator will ensure that first aid supplies are checked regularly and replenished following use or when supplies are approaching expiry. Staff must report missing, used or damaged first aid equipment promptly.

Medication will not be stored in standard first aid kits. Medicines, inhalers, adrenaline devices and other emergency medication will be stored and managed in accordance with the Supporting Pupils with Medical Conditions and Allergy Safety policies.

Suitable accommodation is available for the assessment, first aid and short-term care of pupils who are injured or unwell. The school will ensure that this area remains suitable for its purpose and has appropriate access to washing and toilet facilities.

Where specialist emergency equipment such as an automated external defibrillator (AED) is provided, its location will be clearly identified and communicated to staff.

## 7. Record keeping, parent notification and reporting

### 7.1 First aid and accident records

All accidents, injuries and first aid treatment requiring assessment or intervention will be recorded on the school's Medical Tracker system as soon as reasonably practicable and normally on the same day.

Records will include, as appropriate:

- the name of the injured or unwell person;
- the date, time and location;
- what happened and the nature of the injury or illness;
- first aid or other action taken;
- the name of the member of staff dealing with the incident;
- whether parents/carers, senior staff or emergency services were contacted; and
- the outcome and any follow-up action required.

Significant incidents may also require additional investigation or documentation under the school's health and safety procedures including, where required, being record with/ shared with Bracknell Forest, the schools' local authority (LA) and the Department for Education (DfE).

First aid and accident records contain personal information and will be stored securely and processed in accordance with the school's Data Protection Policy.

## **7.1 First aid and accident records**

Parents/carers will be informed on the same day of an accident or injury for which first aid has been provided, normally through the school's Medical Tracker system.

A parent/carer will be contacted directly by telephone as soon as reasonably practicable where:

- the pupil sustains a significant injury or head injury;
- there is concern about the pupil's condition;
- further medical assessment may be required;
- the pupil needs to be collected from school;
- emergency medication has been administered; or
- emergency services have been contacted.

In an emergency, contacting the parent/carer must not delay treatment or a call to the emergency services.

## **7.3 Reporting under RIDDOR and to other bodies**

The School Business Manager, in consultation with the Headteacher where appropriate, will determine whether an accident, injury, disease or dangerous occurrence is reportable under RIDDOR and will ensure that any required report is made within the applicable statutory timescale.

For employees, reportable events can include work-related deaths, specified injuries, certain occupational diseases, dangerous occurrences and injuries resulting in more than seven consecutive days' incapacity for normal work.

For pupils, visitors and other people who are not at work, an injury is not reportable merely because the individual attends hospital. It is reportable under RIDDOR where the accident arose out of or in connection with a work activity and resulted in the person being taken directly from the scene to hospital for treatment, or where a work-related accident resulted in death.

The school will also comply with any separate accident-reporting requirements of Bracknell Forest Council, its insurers or other relevant bodies.

## **7.4 Retention of records**

Accident and first aid records will be retained securely in accordance with statutory requirements, the school's records retention schedule and any applicable Local Authority or insurer requirements. Records will be retained for at least the minimum period required by law and for longer where the school's retention schedule requires this.

## **7.5 Significant incidents and near misses**

Significant accidents, incidents and near misses will be brought to the attention of the Headteacher, Designated Senior Lead and/or School Business Manager as appropriate.

The school will consider whether any further investigation, risk assessment, remedial action, staff communication or change to procedure is required.

Where an incident relates to a pupil's medical condition, IHP or allergy, it will additionally be managed in accordance with the Supporting Pupils with Medical Conditions and/or Allergy Safety Policy.

Where an injury or explanation for an injury raises a safeguarding concern, staff will follow the school's Child Protection and Safeguarding Policy and report the concern to the Designated Safeguarding Lead without delay.

## 8. Training

The school will ensure that sufficient members of staff hold appropriate current first aid qualifications, based on the school's first aid needs assessment.

All designated first aiders will have completed an appropriate recognised training course and will hold a valid certificate of competence. They must not undertake first aid beyond the level for which they have been trained and assessed as competent.

The School Business Manager will maintain an up-to-date register of:

- trained first aiders;
- the type of qualification held;
- the date training was completed; and
- the date on which the qualification expires.

Refresher or requalification training will be arranged in sufficient time to maintain appropriate cover.

At least one person who holds a current Paediatric First Aid certificate meeting the requirements of the EYFS statutory framework will be available on the premises whenever EYFS children are present and will accompany EYFS children on outings. Paediatric First Aid certificates will be renewed in accordance with the requirements of the EYFS framework.

All staff will receive appropriate information as part of induction and ongoing staff awareness so that they know:

- how to summon first aid assistance;
- how to contact the emergency services;
- where first aid equipment and emergency medical equipment are located;
- how first aid and accidents are recorded; and
- their responsibilities under this policy.

Training relating to specific medical conditions, medicines, allergies and emergency medication will be provided separately in accordance with pupils' IHPs and the school's Supporting Pupils with Medical Conditions and Allergy Safety policies.

## 9. Infection prevention and control

Staff providing first aid will take appropriate precautions to reduce the risk of infection.

Where practicable and appropriate, staff will:

- wash or sanitise their hands before and after providing first aid;
- use disposable gloves where there is a risk of contact with blood or other bodily fluids;
- use other appropriate personal protective equipment where identified as necessary;
- cover cuts or abrasions on their own skin;
- dispose of contaminated materials safely; and
- ensure that spillages of blood or bodily fluids are cleaned using the school's appropriate cleaning procedures and equipment.

Infection-control precautions must not cause unnecessary delay in providing urgent, life-saving first aid.

## 10. Monitoring and review

The Designated Senior Lead for Medical Conditions, First Aid and Allergy Safety will monitor the implementation of this policy, supported by the School Business Manager and Medical Needs, First Aid & Medicines Coordinator.

First aid provision and the school's first aid needs assessment will be reviewed at least annually.

Accident and first aid records will also be reviewed periodically to identify patterns, recurring risks or areas where additional preventative action may be required.

This policy will be reviewed annually, or sooner where:

- there is a significant accident, incident or near miss;
- the first aid needs assessment identifies a material change;
- there is a significant change to the school site, staffing or pupil needs; or
- relevant legislation or national guidance changes.

The policy will be approved by the Governing Body.

## 11. Links with other policies

This policy should be read alongside other school policies, such as (but not limited to):

- Health and Safety Policy;
- Supporting Pupils with Medical Conditions (including Managing Medicines) Policy;
- Allergy Safety Policy;
- Child Protection and Safeguarding Policy; and
- Data Protection Policy.

This policy is also informed by the school's educational visits and risk assessment procedures. Where there is an overlap, this First Aid Policy deals principally with the immediate response to injury or acute illness. Ongoing medical conditions, Individual Healthcare Plans and the administration of medicines are dealt with under the Supporting Pupils with Medical Conditions Policy, while allergy prevention, anaphylaxis and adrenaline devices are dealt with under the Allergy Safety Policy.

## **Appendix 1 – Requesting an ambulance**

**In an emergency, dial 999 and ask for an ambulance.**

Be ready to give:

**School:** St Michael's Easthampstead CE Primary School

**Postcode:** RG12 7EH

**Your name and telephone number**

**The exact location of the casualty within the school**

**The name and approximate age of the casualty**

**A brief description of what has happened and their condition**

Follow all instructions given by the emergency call handler.

Where possible, arrange for another member of staff to:

- inform the school office/SLT that an ambulance has been called;
- contact the pupil's parent/carer;
- make relevant medical information and medication available; and
- meet the ambulance at the agreed entrance and direct the crew to the casualty.

**Do not delay calling 999 in order to contact parents/carers or senior staff.**