



The Abbey Primary School

First Aid Policy



Approved by: Caroline Farmer

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Last reviewed on: October 2025 (By Emma Killick – Headteacher)

Next review due by: October 2026

The Abbey Primary School - First Aid Policy

Contents

1. Aims.....	3
2. Legislation and guidance.....	3
3. Roles and responsibilities.....	3
4. First aid procedures	4
5. First aid equipment.....	5
6. Record-keeping and reporting	6
7. Training.....	7
8. Monitoring arrangements	8
9. Links with other policies	8
Appendix 1: list of appointed person for first aid and trained first aiders	9
Appendix 2: first aid training log	10

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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 [Early Years Foundation Stage Statutory Framework](#) 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 Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed person is Emma Killick (Headteacher) - In Headteacher's absence - Lucy Kelsall (Deputy Headteacher) or Ruth Benjamin (Assistant Headteacher).

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
- 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

- Keeping their contact details up to date

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

3.2 InMAT (Academy Trust)

InMAT 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.

3.4 The Headteacher

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

- Ensuring that an appropriate number of 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)

3.5 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports for all incidents they attend to where a first aider or appointed person is not called
- Informing the Headteacher 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 to a pupil during school time, in before school clubs or after-school clubs:

- 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 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, the Headteacher will delegate a relevant person to contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

In the event of an accident resulting in injury to a member of staff, regular visitor or visitor:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of Jo Allen - qualified first aider then another qualified first aider in her absence, 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 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 the member of staff or visitor is too unwell to remain in school, their next of kin will be contacted (or if they are a visiting contractor – their company will be contacted).
- If emergency services are called, the Headteacher will delegate a relevant person to contact their next of kin immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 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
- Information about the specific medical needs of pupils
- Emergency inhaler/epipen
- Parents'/carers' contact details when the trip is out of school hours e.g. residential trip, Christingle, evening concert

Risk assessments will be completed by the trip leader and reviewed by the trained EVC staff member prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one Abbey Primary School representative who is a first aider with a current paediatric first aid certificate on school trips and visits.

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 (kept in school office)
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Burns dressings (kept in first aid boxes)
- Eye washes

No medication is kept in first aid kits and cold compresses are kept in a fridge/freezer in the main corridor. Emergency instant ice packs are stored in the school office.

First aid kits are stored in:

- The medical room
- The school office
- Every classroom
- The school kitchen (Pod)
- Fire evacuation trolley – first aid grab bag.

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider/ relevant member of staff on the same day or as soon as possible after an incident resulting in an injury for pupils in the pupil first aid accident forms and for adults in the adult accident/incident form held in the school office
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form.
- A copy of the accident report form will be kept in the school office (duplicate book)
- Records held in the first aid and accident 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.

6.2 Reporting to the HSE

The Headteacher will keep a record using the Handsam portal 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 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 scalping 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 Headteacher will delegate a relevant person to 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 usually via an accident slip.

If the injury is a head injury or a visible injury to the face a telephone call will be made to the parent as soon as reasonably practicable. For larger or more concerning injuries first aiders will consult with a member of SLT on whether a phone call home is required.

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 InMAT 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.

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).

Staff who's first aid training is no longer valid will be enrolled in updated training, however staff have the right to request not to be trained again if they so wish. This will result in them not remaining as a first aider.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate within the EYFS setting 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 Local Academy Committee annually.

At every review, the policy will be approved by The Abbey Primary School Local Academy Board and Headteacher.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- InMAT First Aid Statement

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

First Aiders 2025/26

Alison Alger
Jo Allen
Mel Brereton
Nat Bachelier
Siobhan Disha
Jayne Fawdon
Kateline Fitzjohn
Gareth Flattery
Leisa Griggs
Mia Hale
Karishma Hira
Donna Jenkinson
Natalie Owen
Jodie Smith
Gemma Spick
Rahael Sparks
Ruth Shipley
Sharon Purcer
Gemma Wood
Vanessa Broham
Sara Handley

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 updated (where applicable)
First Aid at Work	Jo Allen	11 th -13 th Jan 2023	13 th Jan 2026
Paediatric First Aid	All staff named in Appendix 1	Various Dates held in school office	Various Dates held in school office
Allergy and Anaphylaxis Training (Staff trained for the use of an auto-injector/anaphylaxis)	Abbi , Childs Andrea , Munns Chris , Plowman Donna , Jenkinson Emma, Killick Fraser, Murrey Gareth , Flattery Gemma , Spick Gemma , Wood Jayne , Fawdon Jenna , Steel Jenny , Monk Joanna , Allen Karishma , Hira Lauren , Smith Leisa , Griggs Lucy , Kelsall Melanie , Brereton Natalie , Owen Natalie , Jones Niamh, Coote Nicole , Lambert Ruth , Benjamin Ruth , Shipley Sam , Waller Sara, Handley Sharon , Purser Shaun , King Siobhan , Disha Tamzin , Ford Vanessa, Bromham	02.09.25	02.09.26
Defibrillator Training	Staff trained as part of Paediatric First Aid qualification	Various Dates held in school office	Various Dates held in school office

Name/type of training	Staff who attended (individual staff members or groups)	Date attended	Date for training to be updated (where applicable)
Asthma Awareness Training	Abbi , Childs Andrea , Munns Chris , Plowman Donna , Jenkinson Emma, Killick Fraser, Murrey Gareth , Flattery Gemma , Spick Gemma , Wood Jayne , Fawdon Jenna , Steel Jenny , Monk Joanna , Allen Karishma , Hira Lauren , Smith Leisa , Griggs Lucy , Kelsall Melanie , Brereton Natalie , Owen Natalie , Jones Niamh, Coote Nicole , Lambert Ruth , Benjamin Ruth , Shipley Sam , Waller Sara, Handley Sharon , Purser Shaun , King Siobhan , Disha Tamzin , Ford Vanessa, Bromham	02.09.25	02.09.26