POLICY DOCUMENT

First Aid Policy

Princess May Primary School's approach to first aid — 2026–2027

Governing Body Representative (GBR)	Kristofer McGhee (Chair of Governors)
Signed by (GBR)	
Date approved	4 September 2026
Next review due by	October 2027
Related policies	Supporting Pupils with Medical Conditions Policy; Allergy Policy; Health and Safety Policy; SEND Policy
Aligned to	The Health and Safety (First-Aid) Regulations 1981; the Management of Health and Safety at Work Regulations 1999; RIDDOR 2013; the School Premises (England) Regulations 2012; the Statutory Framework for the Early Years Foundation Stage

1. Aims

This policy aims to:

- ensure the health and safety of all staff, pupils and visitors;
- ensure that staff and governors are aware of their responsibilities with regard to health and safety; and
- provide a framework for responding to an incident, and recording and reporting the outcome.

2. Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, Department for Education advice on first aid and health and safety in schools, Health and Safety Executive (HSE) guidance on incident reporting in schools, and the following legislation:

- the Health and Safety (First-Aid) Regulations 1981, which require employers to provide adequate and appropriate equipment, facilities and qualified first aid personnel;
- the Management of Health and Safety at Work Regulations 1992 and 1999, which require employers to carry out risk assessments, put in place necessary measures, and arrange appropriate information and training;
- the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which set out which accidents must be reported to the HSE, the timeframe for this, and how long records must be kept;
- the Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records; and
- the School Premises (England) Regulations 2012, which require suitable space to cater for pupils' medical and therapy needs.

3. Roles and responsibilities

Appointed person(s) and first aiders

The school's appointed person is 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 their contents; and
- ensuring an ambulance or other professional medical help is summoned when appropriate.

First aiders are trained and qualified to carry out the role and are responsible for:

- acting as first responders to incidents, assessing the situation and providing immediate and appropriate treatment;
- sending pupils home to recover, where necessary;
- filling in an accident report on Arbor on the same day, or as soon as reasonably practicable; and
- keeping their contact details up to date.

Our school's first aiders are displayed prominently around the school.

The Local Authority and governing board

Hackney Local Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for strategic management to the governing board, which in turn delegates operational and day-to-day tasks to the Headteacher and staff.

The Headteacher

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

- ensuring an appropriate number of first-aid trained staff are present at all times;
- ensuring first aiders hold an appropriate qualification, keep training up to date and remain competent;
- ensuring all staff are aware of first aid procedures;
- ensuring appropriate risk assessments are completed and appropriate measures are in place;
- ensuring adequate space is available to cater for pupils' medical needs; and
- reporting specified incidents to the HSE when necessary (see section 10).

Staff

School staff are responsible for:

- following first aid procedures and knowing who the first aiders in school are;
- completing accident reports and giving these to the office directly after an incident; and
- informing the Headteacher or their manager of any specific health conditions or first aid needs.

Office staff

Office staff are responsible for:

- scanning completed first aid forms and saving these to the pupil's file on Arbor;
- typing up the incident on Arbor and sending the completed report to the parent or carer; and
- ensuring first aid books are placed in EYFS, the first aid room, the first aid station in the playground, and the Year 6, Year 4/5 and Year 1/2/3 corridors.

4. First aid procedures

In-school procedures

The closest member of staff present will assess the seriousness of an injury and, if appropriate, seek the assistance of a qualified first aider, who will provide the required treatment. If a teacher cannot contact a first aider, the child will be sent to the office manager, who will contact a first aider if appropriate. The first aider will assess the injury, decide whether further assistance is needed from a colleague or the emergency services, and remain with the pupil until help arrives, deciding whether the pupil should be moved or placed in the recovery position.

If a first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child, and the first aider will recommend next steps. If emergency services are called, the school office will contact parents immediately. The first aider will complete an accident report from the nearest first aid book directly after the incident; this is given to office staff by the end of the break, lunch or lesson in which the incident occurred, scanned and saved to the pupil's file on Arbor, and the details are entered into Arbor and emailed to the parent or carer. The paper form is then disposed of in the confidential refuse bins in the office.

There will be at least one person with a current Paediatric First Aid (PFA) certificate on the premises at all times, and a first aid station will be staffed in the front playground each break and lunchtime, unless it is wet play, when the first aid room will be used instead.

Off-site procedures

When taking pupils off the school premises, staff will always ensure they have:

- a mobile phone;
- a portable first aid kit including, at minimum, a first aid leaflet, 6 individually wrapped sterile adhesive dressings, 1 large sterile unmedicated dressing, 2 triangular bandages, 2 safety pins, individually wrapped moist cleansing wipes, and 2 pairs of disposable gloves;

- information about pupils' specific medical needs, including known allergies;
- any medication required, including adrenaline auto-injectors, in a clearly labelled bag with the pupil's name; and
- parents' contact details.

When transporting pupils by minibus or other large vehicle, the vehicle will carry a clearly marked first aid box containing, at minimum, 10 foil-packed antiseptic wipes, 1 conforming disposable bandage, 2 triangular bandages, a packet of 24 assorted adhesive dressings, 3 large sterile unmedicated ambulance dressings, 2 sterile eye pads with attachments, 12 assorted safety pins, and 1 pair of rustproof blunt-ended scissors.

Risk assessments will be completed by the class teacher before any educational visit that takes pupils off the school premises, and there will always be at least one first aider with a current PFA certificate on school trips and visits, as required by the EYFS statutory framework.

5. First aid equipment

A typical first aid kit in our school includes:

- a first aid leaflet;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- 2 sterile eye pads;
- 2 individually wrapped triangular bandages;
- 6 safety pins;
- 6 medium and 2 large sterile individually wrapped unmedicated wound dressings; and
- 3 pairs of disposable gloves.

No medication is kept in first aid kits. First aid kits are stored in the medical room, the school office, all classrooms, and the school kitchens and dining hall.

6. Ice packs and cold compresses

A cold compress or ice pack can relieve pain and reduce swelling following minor slips, trips and falls, but is not always necessary or appropriate; it does not resolve the cause of an injury, and treatment is not suitable where the skin is broken and there is a risk of infection, or where an incident is very minor with no visible mark or swelling. Chemical ice packs also carry a small risk of skin or eye irritation, or of illness if ingested, should they leak or burst.

The school will judge each case individually, but will generally provide an ice pack for a head bump or soft-tissue injury with a visible mark or swelling, a suspected sprain, strain or break, or an insect sting; an ice pack will not generally be provided for a minor bump with no visible mark, an old injury, or where the skin is broken. Where an ice pack is not appropriate, a child can still be offered a paper towel soaked in cold water. Where provided, an ice pack will be used for no more than 20 minutes with the child supervised throughout.

7. Anti-choking devices

The school has installed three LifeVac anti-choking devices, in the Early Years room, the Dining Hall and the First Aid room. These devices do not replace trained methods of responding to choking — back blows, abdominal thrusts or chest thrusts for infants — and are intended to support an intervention if required. No specific training is needed to use a device, and a poster beside each one explains how to use it; all staff are asked to view the manufacturer's guidance video on use.

8. Automated External Defibrillator (AED)

The school has an AED on site for use in a cardiac emergency, stored in the First Aid room in a black carrier marked ‘AED’, which must remain there unless needed in an emergency. All staff are asked to review St John Ambulance's guidance on how to use a defibrillator at the earliest opportunity.

9. Allergic reactions and adrenaline auto-injectors

Where a pupil has a known allergy, this is recorded on Arbor and, where appropriate, in an Individual Healthcare Plan under the Supporting Pupils with Medical Conditions Policy. First aiders and relevant staff follow the pupil's plan and the school's Allergy Policy when responding to a known allergic reaction, and follow the school's normal emergency procedures, including calling 999, for any suspected anaphylaxis.

In line with the exemption in the Human Medicines Regulations 2017, and reflecting the government's July 2026 consultation response on strengthening support for pupils with medical conditions and allergies, the school stocks ‘spare’ general-use adrenaline auto-injectors (AAIs) for use in a genuine emergency, in addition to any AAI prescribed to an individual pupil. Further detail on the storage, checking and use of spare AAIs is set out in the Allergy Policy.

10. Record keeping and reporting

An accident report will be completed by the first aider on the same day, or as soon as possible, using the paper first aid book and then Arbor. A copy is added to the pupil's record on Arbor, and a member of the office will ensure records are sent to parents by email by the end of the day. Records held on Arbor are retained for a minimum of 3 years, in line with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the HSE

The School Business Manager keeps a record of any accident resulting in a reportable injury, disease or dangerous occurrence, as defined in RIDDOR 2013, and reports these to the HSE as soon as reasonably practicable, and in any event within 10 days — except that fatal and major injuries and dangerous occurrences are reported without delay, by telephone, and followed up in writing within 10 days.

Reportable events for staff include:

- death, and specified injuries such as fractures (other than to fingers, thumbs or toes), amputations, loss or reduction of sight, serious crush or burn injuries, and loss of consciousness caused by head injury or asphyxia;
- work-related injuries causing more than 7 consecutive days away from normal duties, reported within 15 days;
- occupational diseases formally diagnosed as linked to work, such as occupational dermatitis or asthma; and
- near-miss events that could have caused serious harm, such as an electrical short circuit causing a fire.

For pupils and other people not at work, reportable events include a death, or an injury, that arose from or was connected with a work activity — for example inadequate supervision, the way equipment was used, or the condition of the premises — where the person is taken directly to hospital for treatment. Guidance on making an online RIDDOR report is available at www.hse.gov.uk/riddor/report.htm.

The school office will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, by email on the same day, or as soon as reasonably practicable, and will inform parents if emergency services are called.

11. Training

All school staff may be asked to undertake first aid training. All first aiders must complete a training course and hold a valid certificate of competence; the school keeps a register of trained first aiders, the training they have received, and when this is valid until. The school will arrange for first aiders to retrain before their certificates expire; where a certificate does lapse, staff will retake the full course before being reinstated as a first aider. At least one staff member will hold a current Paediatric First Aid certificate, meeting the requirements of the EYFS statutory framework, renewed every 3 years.

12. Monitoring arrangements

This policy is reviewed by the Assistant Headteacher every year. At each review, it is approved by the Headteacher and the full governing board.

13. Links with other policies

- Health and Safety Policy;
- Supporting Pupils with Medical Conditions Policy; and
- Allergy Policy.

Appendix 1: Recording first aid on Arbor

In every event, even if it is only a simple clean and plaster, the event must be recorded in Arbor — this is a legal requirement.

- Type the pupil's name into the search bar at the top of the home screen.
- Scroll down on the pupil's profile to the ‘medical’ section and click ‘add’.
- Click ‘medical event’.
- Record a description of the incident from the paper medical form, and upload a scanned copy of the form under the ‘attachments’ section.
- Press ‘save’.