



St Edmundsbury and Ipswich
Diocesan Multi Academy Trust

First Aid Policy



Approved by:	B Benton	Date: October 2025
Last reviewed on:	September 2025	
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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
- [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 persons are:

Emma Burgess (Headteacher), Jo Self (Senior Leader) and Lisa Death (Senior Leader). They are responsible for the following:

-  Taking charge when someone is injured or becomes ill
-  Ensuring that an ambulance or other professional medical help is summoned when appropriate

Julia van den Brink-Budgen (Office Assistant):

-  Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
-  Keeping a record of staff training to ensure this is kept up-to-date

All school staff are trained in either Emergency First Aid and/or Paediatric First Aid.

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 (see the template in appendix 2)
-  Keeping their contact details up to date

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

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.

3.4 The headteacher

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

- Ensuring that an appropriate number of appointed persons and 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 (see appendix 2) for all incidents they attend to where an appointed person first aider is not called
- 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 a colleague, appointed person 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 office 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
- If in any doubt call for the nominated person to oversee

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
- Parents' contact details

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

The procedure in 4.1 will be followed as closely as possible for any off-site accidents (though whether the parents/carers can collect their child will depend on the location and duration of the trip).

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, 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
- Eye wash
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes

- Wound dressings
- Finger dressings
- Face Shield
- Scissors
- Cold compresses
- Burns dressings

Leaflets containing general first aid advice are also available in school.

No medication is kept in first aid kits.

First aid kits and supplies are stored in:

- The staff room

Emergency Inhalers/Defibrillator/A&I/Emergency Medicine

Where pupils require an emergency medication, this is kept in a safe location within their class base. For these pupils the school has a health care plan. All adults working with the pupil must ensure they know where the medication is kept and it should be taken with the child if working at a significant distance from the class base.

An emergency inhaler and disposable spacers, and an emergency EpiPen are located within our green emergency grab bag in our school office. A defibrillator is also located in our school office. A second defibrillator is located in the community hall. The emergency EpiPen must only be administered if staff are advised to do so by the emergency services.

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. A copy is sent home to parents/carers.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form book held in the office.
- 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 MAT

Any significant incidents should be reported to the MAT using the central reporting form.

6.3 Reporting to the HSE

The Headteacher will keep a record 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.html](http://www.hse.gov.uk/riddor/report.html)

6.4 Notifying parents

The school 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.

A copy of the completed accident form is sent home to parents/carers and children are also given a head bump sticker where required.

See also Appendix 2 – Contacting Parents/Carers

7. Training

All school staff are able to undertake first aid 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.

8. Monitoring arrangements

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Premises Committee.

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

FIRST AID

Our First Aiders are:

Debbie Brugnoli - Paediatric First Aid ***03/28***

Lisa Death – Paediatric First Aid ***10/26***

Victoria Greenwood - Paediatric First Aid ***07/26***

Cris Velloso-Langton - Paediatric First Aid ***05/27***

Ruth Hambling - Paediatric First Aid ***01/26***

Sarah Knuckey - Paediatric First Aid ***02/28***

Cecelia Polley – Paediatric and Outdoor Learning First Aid ***07/24***

Lauren Beckett De Banks – Emergency First Aid at Work ***09/28***

Sandra De Banks – Emergency First Aid at Work ***09/28***

Emma Burgess - Emergency First Aid at Work ***09/28***

Abigail Davies– Emergency First Aid at Work ***09/28***

Hayley Fisk – Emergency First Aid at Work ***09/28***

Sally Gooderham – Emergency First Aid at Work ***09/28***

Nick Kricka – Emergency First Aid at Work ***09/28***

Joanna Self – Emergency First Aid at Work ***09/28***

Julia van den Brink-Budgen – Emergency First Aid at Work ***09/28***

Appendix 2: Contacting Parents/Carers

Parents/carers must always be informed in the case of more serious injuries and will always be called immediately if emergency services have been contacted.

It is also good practice to call parents for the following:

-  **BUMPED HEAD LARGE VISIBLE BUMP** – parents may want to see and assess
-  **ANY BITE/STING** – parents need to tell us if they have been bitten/stung before. They may want to come in and administer some anti-histamine
-  **VOMITING** – parents need to take child home
-  **NOSE BLEED** – if longer than 15 mins parents need to come and assess
-  **SUSPECTED BREAK/SPRAIN/STRAIN** – parents to assess any swelling
-  **GENERAL DISTRESS AFTER A FALL/ACCIDENT** – parents may need to come and assess
-  **RASHES** – parents need to provide more information to us or assess themselves
-  **BURNS** – parents must be informed
-  **ASTHMA** – parents informed if inhaler has been used more than three times in a day
-  **EYE INJURY** – inform parents if eye is bloodshot/swollen after injury