

First Aid Policy 2026-2029

Trinity CE (C) Primary School

Policy Name	First Aid Policy
School	Holy Trinity CE (C) Primary School
Policy Owner	Headteacher
Approved By	Governing Board
Date Approved	March 2026
Review Frequency	Every 3 years
Next Review Date	March 2029
Version	1.0
Related Policies	Health and Safety Policy, Supporting Pupils with Medical Conditions Policy, Safeguarding and Child Protection Policy

*Be Curious, Be Inspired, **Belong.***

Our School Aims

1. Create a welcoming and inclusive community
2. Inspire every child to grow in character, confidence and creativity
3. Nurture curiosity through high-quality teaching and learning
4. Cultivate strong moral and spiritual development
5. Prepare children for life in today's Britain
6. Work in partnership with families, church and community
7. Ensure every child flourishes academically, socially and emotionally

Our Vision

At Holy Trinity, we want every pupil to grow into a curious thinker, an inspired learner, and a valued member of our school community. Our children will know they are seen, loved, and supported to thrive. They develop the character and confidence to show kindness, courage, respect, responsibility, perseverance, and togetherness. Through exploring new ideas and contributing positively to school life, our pupils flourish academically, socially, and spiritually as they prepare for life in today's Britain.

The Scripture that underpins these values

Matthew 19 verse 14

“Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.”

Our Values

- Kindness
- Courage
- Respect
- Responsibility
- Perseverance
- Togetherness

Aims

The aims of this policy are to:

- Ensure the health, safety and wellbeing of all pupils, staff and visitors
- Ensure that staff and governors understand their responsibilities in relation to first aid and health and safety
- Provide clear procedures for responding to accidents, illness or injury in school
- Ensure appropriate recording and reporting of incidents
- Ensure that suitable first aid equipment, facilities and trained personnel are available at all times

Legislation and Guidance

This policy is based on guidance from the Department for Education including *First Aid in Schools* and *Health and Safety Advice for Schools*. It also takes account of the Statutory Framework for the Early Years Foundation Stage.

The policy is supported by the following legislation:

- The Health and Safety (First Aid) Regulations 1981 which require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be administered
- The Management of Health and Safety at Work Regulations 1992 which require employers to assess risks to the health and safety of employees and others
- The Management of Health and Safety at Work Regulations 1999 which require risk assessments and arrangements for implementing appropriate safety measures and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 which require certain incidents to be reported to the Health and Safety Executive
- The Social Security (Claims and Payments) Regulations 1979 which outline requirements for retaining accident records
- The School Premises (England) Regulations 2012 which require suitable space to support the medical needs of pupils

Roles and Responsibilities

Governing Board

The Governing Board has overall responsibility for ensuring that appropriate health and safety arrangements are in place within the school.

The Governing Board delegates day to day operational responsibility to the Headteacher and school staff.

The Governing Board will:

- Ensure the school has an appropriate First Aid Policy
- Monitor the effectiveness of health and safety arrangements
- Ensure adequate resources are available to support first aid provision

Headteacher

The Headteacher is responsible for the implementation of this policy. This includes:

- Ensuring that an appropriate number of trained first aid staff are available at all times
- Ensuring that first aiders maintain valid qualifications and receive appropriate refresher training
- Ensuring that all staff are aware of first aid procedures
- Ensuring risk assessments are carried out and appropriate safety measures implemented
- Ensuring appropriate facilities are available to support pupils with medical needs
- Reporting serious incidents to the Health and Safety Executive when required

School Staff

All staff have a responsibility to:

- Follow the school's first aid procedures
- Be aware of who the trained first aiders are within school
- Report and record accidents or incidents they respond to
- Inform the Headteacher or senior leaders of any medical conditions or concerns that may affect their ability to provide first aid

First Aiders

Trained first aiders are responsible for:

- Responding to accidents, injuries or illness
- Assessing the situation and providing appropriate treatment
- Deciding whether further medical assistance is required
- Ensuring that parents are informed when necessary
- Completing accident records as soon as possible following the incident

The school maintains a register of trained first aiders and ensures that qualifications remain current.

First Aid Procedures

In School Procedures

In the event of an accident or injury:

- The nearest member of staff will assess the situation and provide initial assistance
- If necessary, a trained first aider will be called to provide appropriate treatment
- The first aider will assess whether further assistance or emergency services are required
- The injured person will be monitored until recovery or until further help arrives
- If a pupil is too unwell to remain in school, parents or carers will be contacted to collect them
- If emergency services are required, parents will be contacted immediately

An accident record must be completed on the same day or as soon as possible following the incident.

Outdoor Learning on the School Site

Where activities take place outside the main school building, such as outdoor learning sessions:

- A risk assessment will be completed in advance
- A portable first aid kit will be taken to the activity area
- Staff will have access to communication with the school office if assistance is required

Off Site Visits

When pupils leave the school premises for educational visits, staff must ensure they have:

- A mobile phone
- A portable first aid kit
- Information regarding pupils with medical needs
- Emergency contact details for pupils

Risk assessments must be completed prior to all educational visits.

At least one member of staff on each visit must hold a valid paediatric first aid certificate where Early Years pupils are involved.

First Aid Equipment

A standard first aid kit will typically contain:

- First aid guidance leaflet
- Assorted plasters
- Sterile dressings and bandages
- Eye pads
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Scissors
- Cold compress packs
- Burns dressings

Medication is not stored in standard first aid kits.

First aid kits are located in classrooms and designated areas throughout the school. Portable kits are available for outdoor learning and educational visits.

Emergency Medical Equipment

The school maintains emergency medical equipment including:

- Emergency inhalers
- An automated external defibrillator (AED)
- Emergency adrenaline auto injectors where required

Staff will only administer emergency medication in line with school policy, medical care plans, or advice from emergency services.

Record Keeping and Reporting

All first aid incidents must be recorded and communicated appropriately to ensure pupils' safety and to keep parents informed.

Recording First Aid Incidents

Where a pupil receives first aid treatment during the school day:

- A first aid record form will be completed by the member of staff providing treatment
- The record will include the pupil's name, the date and time of the incident, details of the injury or illness, treatment provided, and the name of the staff member administering first aid
- The form will be sent home with the pupil on the same day so that parents or carers are informed of the incident

The school retains records of all first aid incidents in accordance with statutory requirements,

Head Injury Procedures

Where a pupil receives a bump or injury to the head:

- The incident will be recorded on a first aid form and sent home with the pupil
- The pupil will be given a red wrist band to wear for the remainder of the school day to alert staff and parents that a head injury has occurred
- Parents will also receive written guidance outlining the symptoms to monitor following a head injury and advice on when medical attention should be sought

Staff will monitor pupils who have sustained a head injury during the school day and report any concerns immediately to a first aider or senior member of staff.

If the head injury is considered more serious, parents or carers will be contacted directly by telephone and may be advised to collect the pupil or seek medical attention.

Reporting to the Health and Safety Executive

The school will report certain incidents to the Health and Safety Executive in accordance with RIDDOR regulations.

These may include:

- Serious injuries
- Accidents resulting in hospital treatment
- Dangerous occurrences

Reports will be made within the required statutory timeframe.

Reporting to Ofsted and the Local Authority

The Headteacher will notify Ofsted and the Local Authority of any serious accident, injury or death involving a pupil while in the school's care, as required by statutory guidance.

Training

The school ensures that sufficient staff receive appropriate first aid training.

Training includes:

- Paediatric First Aid training where required
- Refresher training as certificates expire
- Awareness training for all staff regarding first aid procedures

A register of trained staff and training expiry dates is maintained by the school.

Monitoring and Review

This policy will be reviewed every three years or sooner if required.

The review will consider:

- Changes in legislation
- Incident records and patterns
- Feedback from staff and governors

Policy approved: March 2026

Review date: March 2029

Signed: Mrs Jade Wakefield



Headteacher

Chair of Governors: Mrs Ruth Myers