

Kings Meadow School

First Aid Policy



Complied by: Operations Manager/Interim HT & Director of Education	Date: Oct 2026
Committee: LGB	Date agreed by Governors: Oct 26
Review Cycle: Annually	Review Date: Apr 27

Wellbeing in our Trust

We are all affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
 - Health Assure (confidential counselling support available through Perkbox account).
 - Education Support: telephone number 08000 562561 or website www.educationsupport.org.uk

Contents

Item	Contents	Page
1	Intent and Aims	3
2	Legislation and Statutory Guidance	3
3	Procedures	4
4	Roles and Responsibilities	6
5	Monitoring Arrangements	8
6	Links with other Policies	8
	Appendix A: List of Appointed Persons for First Aid/Trained First Aiders	9

1. Intent and Aims

School will assess the need for first aid provision and will identify the number of qualified First Aiders holding the relevant First Aid Certificate which ensures adequate cover within our school.

School will also identify the fully qualified First Aiders to provide immediate first aid to the pupils in our school. The person with the overall responsibility for the provision of first aid is the Headteacher who will identify an appointed person who has the overall responsibility for the organisation of first aid across the school.

The school undertakes an annual First Aid Needs Assessment to determine the appropriate level of provision. This considers factors including the number of pupils and staff, the layout of the premises, the needs of pupils with SEND and medical conditions, the nature of school activities, and the level of risk associated with off-site visits.

2. Legislation and Guidance

Schools without Early Years Foundation Stage provision:

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#) and the following legislation:

All schools:

- [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 pupil

3. Procedures

3.1 First Aid Procedures

School procedures. First aiders will not administer medication unless it forms part of an agreed care plan or emergency response (e.g. inhalers or adrenaline auto-injectors). All procedures relating to medication are outlined in the Supporting Pupils with Medical Conditions Policy.

3.2 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 first aider, if appropriate, who will provide the required first aid.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or from emergency services. They will remain on the scene until help arrives.
- The first aider will also decide whether the injured person should be moved to be placed in a recovery position.
- If the emergency services are called, the appointed person will ensure that parents are contacted immediately.
- In the event of an emergency, one member of staff will contact emergency services while another supervises the remaining pupils. A member of staff will be designated to meet and direct emergency services to the location of the incident.
- 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.
- 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.
- In the case of a head injury, the pupil will be closely monitored and parents/carers will always be informed. Where appropriate, a head injury advice form will be provided outlining symptoms to watch for.

3.3 Off- site procedures

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

- A school mobile phone.
- A portable first aid kit and any pupil specific medical equipment/ medicines – in line with “Supporting Pupils with Medical Conditions Policy”
- Information about specific medical needs of pupils.
- When transporting pupils using a school minibus or other large vehicle, the school will make sure that the vehicle is equipped with a clearly marked first aid box.

- Risk assessments will be completed by the class team and signed off by the EVC in school.

There will always be at least one first aider on school trips and visits.

3.4 Notifying Parents

The class teacher will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, as soon as reasonably practical.

3.5 Reporting to OFSTED and Child Protection agencies.

The Headteacher will also notify the Chair of Trustees and the LA of any serious accident or injury to, or the death of a pupil while in the schools care.

3.6 Record Keeping

It is the responsibility of the First Aider who has administered first aid to ensure the First Aid register is up to date. All record keeping must contain the following information:

- First Aid register – detailing date, time, name of first aider, class number, injury description, treatment given, teacher notified, and parent notified – this must be completed on the day or as soon as possible after an incident resulting in an injury.
- As much detail as possible should be supplied when reporting an accident.
- A copy of the accident report will be added to the appropriate school based information management systems – ensuring it becomes part of pupils’ educational record”. This is ensured by logging the incident on Evolve, (this is also our First Aid Register). This process will be ensured by the accountable person.
- It will be the responsibility of the Appointed person to scrutinise such records for accuracy in notes/comments made reporting outcomes to the Headteacher discussing any issues that may have been identified via such scrutiny.
- It is the responsibility of the Headteacher to collate the information contained in the First Aid log and summarise this information into their safeguarding report for the Governing Body each term.
- 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.
- 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 the staff to retake the full first aid course

before being reinstated as a first aider.

- First aid training is renewed in line with national guidance, typically every three years. The school ensures that sufficient staff are trained in paediatric first aid where required, and additional training is provided based on the specific needs of pupils.

3.7 Reporting to the HSE

Any accident which results in reportable injury will be recorded as any other incident onto Evolve under the category of major - this process will then trigger the RIDDOR reporting process between the Responsible Person and relevant leaders on school site. The report will be filed in line with the Reportable Injury, Disease, or Dangerous Occurrence as defined in the RIDDOR 2013 legislation.

The incident will be reported to HSE as soon as is reasonably practicable and in any event within 15 days of the incident.

3.8 First Aid equipment and facilities

The school ensures that adequate and appropriate first aid equipment and facilities are available at all times. First aid kits are located in key areas across the school site, including classrooms, the office, and any designated medical room.

All first aid kits are clearly marked and checked regularly by the Appointed Person to ensure contents are in date and fully stocked.

Where available, emergency equipment such as an Automated External Defibrillator (AED) is accessible, and staff are made aware of its location.

3.9 Infection control and hygiene

All staff administering first aid will follow appropriate infection control procedures. This includes the use of personal protective equipment (PPE) such as disposable gloves and aprons where necessary.

Any bodily fluids will be cleaned safely in line with school procedures, and contaminated waste will be disposed of appropriately. Hands must be washed thoroughly after administering first aid.

3.10 Staff first aid

First aid provision is available to staff in the same way as for pupils. Any staff member who is injured or becomes unwell at work should report this to a first aider and follow the same reporting procedures, including completion of an accident report where appropriate.

4. Roles and Responsibilities

In all settings – and dependent upon an assessment of first aid needs – the school must have a sufficient number of suitably trained first aiders to provide care if employees or pupils are injured in school. School will identify an Appointed Person who is responsible for overseeing the arrangements for first aid within the school.

Staff will take into account the individual needs of pupils, including communication differences, sensory needs, and behavioural responses, when administering first aid. Adjustments will be made to ensure pupils feel safe and supported throughout.

5.1 Appointed Person(s) and first aiders

The schools appointed persons are responsible for;

- Ensuring they have access to relevant individual medical information about pupils 'with whom they work – to ensure medical response decisions are made in line with medical policy as well as the first aid policy. This is essential as some pupils will require specific response – and immediate call to 999.
- 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 help is summoned when appropriate
- Ensuring accident reports are completed and information is effectively reported through appropriate School Information Management Systems.
- Ensuring communication with parents about the incident.

5.2 First Aiders are trained and qualified to carry out the role 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.
- Ensuring that an ambulance or other professional help is summoned when appropriate.
- Sending pupils home to recover, where necessary.
- Filling in an accident report on the same day, or as soon as reasonably practicable, after an incident.

The schools appointed first aiders are listed in Appendix 1 – and their names will also be displayed prominently around school.

5.3 School Nurse/Appointed Person

It is the policy of our schools that the School Nurse/Appointed person is not, in the first instance, to be used in a First Aid capacity. However, they may be called upon in the immediate absence of a trained

First Aider or to assist a First Aider in situations requiring another trained Professional for help and/or advice.

The School will continue to rely on the knowledge and experience of its trained First Aiders in order to administer appropriate treatment to injured persons in the first instance but retain the option of calling upon the services of the School Nurse/Appointed person, if felt appropriate, when they are on site. **In emergency situations**, the First Aider will still call for (or will instruct another member of staff to call) 999 and request that an Ambulance and Paramedics attend but can still be supported in the current situation by the School Nurse/Appointed person if required and appropriate.

5.4 School Staff

School staff are responsible for;

- Ensuring they follow first aid procedures.
- Ensuring they know relevant individual medical information about pupils' with whom they work – to ensure medical response decisions are made in line with medical policy as well as the first aid policy. This is essential as some pupils will require specific response – and immediate call to 999.
- Ensuring they know who the first aiders and appointed person (s) are in school.
- Completing accident reports for all incidents they attend to where a first aider or appointed person is not called.
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

6. Monitoring Arrangements

- This policy will be monitored by the Responsible Person, Appointed person, Headteachers and reviewed in accordance with any new guidance given.
- The LGB will have the responsibility for ensuring this policy is formally evaluated every year.
- Headteachers will ensure that all staff are aware of the first aid policy and school based procedures. Additionally, the Headteacher and Appointed person will monitor all staff within the school to ensure they understand who the registered first aiders are and to outline their understanding of their roles and responsibilities associated with this through the Health, safety and well-being learning walks undertaken periodically throughout the school by the Leadership.
- The Safeguarding Governor will additionally monitor the process undertaken during health, safety and well-being Governor Visits as part of their roles/responsibilities raising any queries in relation to daily practice with the Headteacher or Operations Manager.

- Part of the monitoring procedure by the Headteacher and Appointed person will be to obtain information through periodic learning walks undertaken.
- First Aiders will be asked to sign to state that they have read, understood and are willing to comply with this policy.
- The effectiveness of first aid provision will be evaluated through regular review of incident data, staff feedback, and monitoring activities to ensure continuous improvement in practice.

Links with other policies

- Health & Safety Policy
- Risk Assessment Policy
- Policy on Supporting Pupils with Medical Conditions

Appendix A: List of Appointed Persons for First Aid/Trained First Aiders

Staff Members Name	Role	Contact Details
Pete Geogou Adult first aid at work	Headteacher Responsibility for provision of first aid	07881316468
Harry Smith	Operations Manager Responsibility for the organisation of first aid	07876 753316
Hetal Yagnik-Suchak Paediatric First Aid	Office Manager Appointed Person of first aid	01604 673730
Laura Barton Paediatric First Aid	Office Assistant	01604 673730
Thea Smith Paediatric First Aid	Wellbeing Officer	07701 223588
Sophie Caborn Paediatric First Aid	Teaching Assistant	01604 673730
Lauren Fowler Paediatric First Aid	Teaching Assistant	01604 673730
Millie Gore Emergency First aid at work	Pastoral Assistant	
Alex Egan Paediatric First Aid	Teaching Assistant	01604 673730