

Egerton Church of England Primary School

Together, we inspire, nurture and thrive



Perseverance **Compassion** **Respect** **Honesty** **Forgiveness** **Hope**

First Aid Policy

Key Contact Personnel in School

Mrs Julia Walker

Headteacher

Mrs Ellie Warner

Deputy Headteacher

Date written: September 2026

Agreed by FGB: October 2026

Date of next review: September 2028

This policy will be reviewed every two years.

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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 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 School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

3. Roles and responsibilities

3.1 Appointed person(s) and first aiders

The school's appointed persons are Mrs Hubbard (SBM), Mrs Head (Headteacher) or Mrs Warner (Deputy Headteacher). They are responsible for:

- Taking charge when someone is seriously injured or becomes seriously 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.
- Adding the details to the general first aid book or head form as appropriate
- 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

Our school's appointed persons and first aiders names will also be displayed prominently around the school.

3.2 The local authority and governing board

Kent County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board 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
- Ensuring that a First Aid Needs Assessment is undertaken annually at the start of each academic year.
- 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
- Informing the headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

4.1 In-school procedures

The lobby area is set aside for general first aid on a day to day basis. There are seats, first aid resources and the books to record any first aid given.

For more serious injuries or for those that need a more private area, the Nightingale Room will be used. The room is private, has more seating, access to water, and an outside door if needed.

In the event of an accident resulting in potentially serious 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 or the emergency services. They will remain on scene until help arrives and contact the appointed person (Mrs Hubbard, Mrs Head or Mrs Warner) to support.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position. The Nightingale room will be vacated and become a First Aid Room in the event of a pupil or member of staff having a serious accident or illness.
- 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.
- If emergency services are called, school staff will contact parents immediately

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 (unless staying within Egerton Village)

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

There will always be at least one first aider on school trips, where Reception children are involved they will have a current paediatric first aid certificate, 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
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid resources are stored in:

- The dedicated first aid area
- The school office
- Storage corridor
- The school kitchen

In addition, we have:

- We have a no touch infrared thermometer in the school office
- We have one defibrillator which is kept in the staffroom
- We have a spare adrenaline injector for Anaphylaxis in the school office.

6. Record-keeping and reporting

6.1 First aid and accident record book

- For minor injuries the accident book will be completed at the time first aid is given. If the injury is to the head area, then the head form book will be completed and the top copy given to parents at the end of the day.
- In addition, for serious injuries (that meet the criteria) an electronic copy of the online accident/injury form will be completed by the SBM on the KCC accident recording portal.
- Records held in the first aid books and online 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 SBM 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 SBM 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

For all injuries to the head, the first aider who treated the child will be present when parents are contacted by phone to inform them of the injury, treatment given, and signs to monitor, as soon as possible after the injury occurs. The responsibility to make the phone call sits with a member of the SLT, or if unavailable the child's class teacher.

Parents will also be contacted straight away if their child suffers a serious injury or the emergency services are called.

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 KCC's child protection agency of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school support staff are able to undertake first aid training if they would like to.

At Egerton our first aiders hold a paediatric first aid (PFA) certificate. The school will keep a register of all trained first aiders, what training they have received and when this is valid until. (See Appendix 1)

At all times, at least 5 staff members will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework, and allows us to cover absences. First aid training is updated at least every 3 years.

8. Monitoring arrangements

This policy will be reviewed by the Governing Body every 2 years.

9. Links with other policies

This first aid policy is linked to the:

- Health and Safety Policy
- First Aid Risk Assessment
- First Aid Procedures
- Policy on Supporting Pupils with Medical Conditions

Appendix 1

Paediatric First Aid

Mr Humphries	TA	Expires July 2027
Miss Lutenco	TA	Expires July 2027
Mrs Gomez	TA	Expires July 2027
Miss Olsen-Batt	TA	Expires Oct 2028
Mrs Parker	TA	Expires Oct 2028
Mrs Spencer	TA	Expires Oct 2028
Mrs Robinson	TA	Expires Oct 2028
Mrs Shepperd	TA	Expires Oct 2028
Mrs Gilbert	Teacher	Expires Oct 2028
Miss Connor	Teacher	Expires Oct 2028