

# FIRST AID GUIDANCE & POLICY



**A community inspiring lifelong learning**

**Spinfield School  
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|              |                               |
|--------------|-------------------------------|
| Updated:     | January 2026                  |
| Review date: | April 2027(or when necessary) |
| Signed:      | Jayne Spreadbury              |
| Position:    | Head Teacher                  |
| Date:        | 28.01.26                      |

# 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 School Premises \(England\) Regulations 2012](#), 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 – Julia Gutteridge - adults and Claire Clarke - adults and children they are responsible for:

- Taking charge when someone is injured or becomes ill

- Making sure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits

- Making sure 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

- Sending pupils home to recover, where necessary

- Filling in an accident report on the same day as, 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 site.

### 3.2 The local authority and governing board

Buckinghamshire 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.

### 3.3 The headteacher

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

- Making sure that an appropriate number of appointed persons and/or trained first aid personnel are present in the school at all times

- Making sure that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role

- Making sure all staff are aware of first aid procedures

- Making sure appropriate risk assessments are completed and appropriate measures are put in place

Undertaking, or making sure that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place

Making sure that adequate space is available for catering to the medical needs of pupils

Reporting specified incidents to the HSE when necessary (see section 6)

### **3.4 Staff**

School staff are responsible for:

Making sure they follow first aid procedures

Making sure they know who the appointed person(s) and/or first aiders in school are

Completing accident reports for all incidents they attend to where a [first aider/appointed person] 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 or the emergency services. They will remain on the scene until help arrives

If the injured person (or their parents/carers, in the case of pupils) has not provided their consent to the school to receive first aid, the first aider will act in accordance with the alternative arrangements (for example, contacting a medical professional to deliver the treatment) **This information is held ....**

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, the appointed person or first aider will contact parents/carers, after discussion with a member of the SLT, and ask them to collect their child. On the parents/carers' arrival, the first aider will recommend next steps to them

If a child has a temperature of 38 degrees celsius, parents will be contacted and informed that their child is too unwell to remain in school and ask them to collect their child.

If a child has sustained a head injury parents will be contacted and informed that their child is too unwell to remain in school and ask them to collect their child. (Please see Appendix 2 for procedures).

If emergency services are called, the appointed person or first aider will contact parents/carers immediately

The appointed person or first aider will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury

There will be at least 1 person who has a current paediatric first aid (PFA) certificate on the premises at all times.

#### **4.2 Off-site procedures**

When taking pupils off the school premises, staff will make sure that they always have the following:

A school mobile phone

A portable first aid kit including, at minimum:

- A leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages – individually wrapped and preferably sterile
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

Information about the specific medical needs of pupils

Parents/carers' contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at minimum:

10 antiseptic wipes, foil packed

1 conforming disposable bandage (not less than 7.5cm wide)

2 triangular bandages

1 packet of 24 assorted adhesive dressings

3 large sterile unmedicated ambulance dressings (not less than 15cm × 20 cm)

2 sterile eye pads, with attachments

12 assorted safety pins

1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the class teacher or trip leader 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 1 first aider with a current paediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage (EYFS).

There will always be at least 1 first aider on school trips and visits.

### **With regard to the administration of medicines in school or on school trips:**

- If possible doses should be taken outside school hours e.g. before school, after school and at bedtime.
- If a dose is required during school hours, the parent should come into school to administer the dose personally. Staff should not be expected to administer medication to pupils except in the cases of asthma or anaphylaxis sufferers.
- If doses need to be administered by a member of staff, prior written consent on Form 3A must be provided in advance. These forms will be provided by the school upon request and be completed by the parent. This is particularly relevant to the administration of medication on school residential trips.
- If a child refuses to take their medicine the staff member will not force them to do so, but advise the parents immediately.
- Medicines must be in the original containers as prescribed by a doctor, dentist or pharmacist and include the prescription instructions for administration. It is the responsibility of the parents to ensure that any medicines kept in school for the use of their child are kept up-to-date as regard their expiry dates.
- Parents of children with Asthma inhalers or Epi pens are required to complete the appropriate form to allow consent to treatment. Even when the child is able to self administer an inhaler dose – consent is required in order that help may be provided in the case of a severe attack.
- The appropriate form must be completed even if the child only occasionally brings in an asthma inhaler. It is the responsibility of the parents to ensure this is provided.

We keep Calpol and Piriton in a locked cabinet in school. This is only for use in exceptional circumstances whereby a parent or carer is unable to collect their child from school within a reasonable timeframe. Parents would first be contacted to ascertain their proximity and availability to come into school. In the event that none of the child's listed contacts are able to come to school, and both written and verbal permission is given, the school would be able to administer the aforementioned medication. If parents would like school to be able to administer Calpol and Piriton under these circumstances, forms need to be completed in the induction pack and annually.

Spinfield School will regularly update their list of children and staff with allergies or asthmatic conditions. Parents will be requested to keep the school informed about their child's medical conditions upon initial school entry and whenever the situation changes.

Controlled Medication: DFE guidance states that schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access.

Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school. School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. The administration of a controlled medication will be given by named staff and witnessed and signed by another staff member.

Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom.

## 5. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 2 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 pairs of disposable gloves

No medication is kept in first aid kits.

The main First Aid Kit will be located in the Medical room.

- A secondary First Aid container is located in the Art and Craft room.
- Mobile First Aid containers are available for use on school trips / sports events. They will be stored in the medical cupboard in the Medical room.
- Each class has a First Aid Grab bag for the storage of individual children's medication.
- See section 4.2 for first aid equipment off the school site.

## 6. Record-keeping and reporting

In addition to the below, maintained schools should check whether they have any obligations to report accident and first aid records to their local authority (LA).

## 6.1 First aid and accident record book

An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury

As much detail as possible will be supplied when reporting an accident

For accidents involving pupils, a copy of the accident report form will also be maintained in the accident reporting book

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 HSE**

The Headteacher will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The school will report any accidents that go into the threshold through [Risk Assessment Software | AssessNET](#)

The Headteacher will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### **School staff: reportable injuries, diseases or dangerous occurrences**

These 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) which:
  - Covers more than 10% of the whole body's total surface area; or
  - Causes significant damage to the eyes, respiratory system or other vital organs
- 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

Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

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

**Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**

These include:

Death of a person that arose from, or was in connection with, a work activity\*

An injury that arose from, or was in connection with, a work activity\* and where the person is taken directly from the scene of the accident to hospital for treatment

\*An accident “arises out of” or is “connected with a work activity” if it was caused by:

A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)

The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or

The condition of the premises (e.g. poorly maintained or slippery floors)

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/carers (early years only)**

The first aider or nominated person will inform parents/carers 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. Parents/carers will also be informed if emergency services are called.

## **7. Training**

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 (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 monitored by the Headteacher and reviewed by the Headteacher every three years.

At every review, the policy will be approved by the headteacher and full governing board.

The first aid provision will be reviewed by the appointed persons at least annually.

## **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 [Supporting pupils with medical conditions: links to other useful resources - GOV.UK](#)

[First aid in schools, early years and colleges - GOV.UK](#)

### Appendix 1: list of appointed persons(s) for first aid and/or trained first aiders]

| Staff Member's Name | Role               | Training Qualification                 | Can administer first aid:                                                                                                                                |
|---------------------|--------------------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mrs Gutteridge      | Appointed Person   | First Aid at Work                      | HSE-compliant curriculum tailored for employees in medium to high-risk environments - ranging from construction sites and warehouses to office settings. |
| Mrs Clarke          | Appointed Person   | First Aid at Work                      | HSE-compliant curriculum tailored for employees in medium to high-risk environments - ranging from construction sites and warehouses to office settings. |
| Mrs Clarke          | Teacher            | Level 3 Award in First Aid for Schools | The DfE requirement for all pupils and the HSE requirement for the welfare of adults working at or visiting a school.                                    |
| Miss Childs         | Admin Finance      | Paediatric First Aid Training          | Ofsted and EYFS requirement, certificate holders are trained in first aid from infants to children aged 16.                                              |
| Mrs Jones           | Teaching Assistant | Paediatric First Aid Training          | Ofsted and EYFS requirement, certificate holders are trained in first aid from infants to children aged 16.                                              |
| Mrs Armstrong       | Teacher            | Level 3 Award in First Aid for Schools | The DfE requirement for all pupils and the HSE requirement for the welfare of adults working at or visiting a school.                                    |

|              |                              |                                        |                                                                                                                       |
|--------------|------------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Mrs Beilby   | Teacher / Teaching Assistant | Emergency Paediatric First Aid         | Training meets Ofsted / EYFS and HSE requirements, covering infants to 18 years.                                      |
| Mrs Bolam    | Midday Supervisor            | Level 3 Award in First Aid for Schools | The DfE requirement for all pupils and the HSE requirement for the welfare of adults working at or visiting a school. |
| Mr Bowe      | Midday Supervisor            | Level 3 Award in First Aid for Schools | The DfE requirement for all pupils and the HSE requirement for the welfare of adults working at or visiting a school. |
| Mrs Coles    | Teacher                      | Level 3 Award in First Aid for Schools | The DfE requirement for all pupils and the HSE requirement for the welfare of adults working at or visiting a school. |
| Miss Denton  | Teacher                      | Level 3 Award in First Aid for Schools | The DfE requirement for all pupils and the HSE requirement for the welfare of adults working at or visiting a school. |
| Mrs Grainger | Teaching Assistant           | Emergency Paediatric First Aid         |                                                                                                                       |
| Mrs Ho       | Teaching Assistant           | Level 3 Award in First Aid for Schools | The DfE requirement for all pupils and the HSE requirement for the welfare of adults working at or visiting a school. |
| Mrs Holland  | Teacher                      | Level 3 Award in First Aid for Schools | The DfE requirement for all pupils and the HSE requirement for the welfare of adults working at or visiting a school. |
| Mr Jacob     | Teaching Assistant           | Emergency Paediatric First Aid         | Physical training meets Ofsted / EYFS and HSE requirements, covering infants to 18 years.                             |
| Miss Kershaw | Teacher                      | Level 3 Award in First Aid for Schools | The DfE requirement for all pupils and the HSE requirement for the welfare of adults working at or visiting a school. |
| Mrs Knight   | Teaching Assistant           | Level 3 Award in First Aid for Schools | The DfE requirement for all pupils and the HSE requirement                                                            |

|                 |                    |                                               |                                                                                                                                                                |
|-----------------|--------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                 |                    |                                               | for the welfare of adults working at or visiting a school.                                                                                                     |
| Miss Lewis      | Teaching Assistant | Emergency Paediatric First Aid                | Physical training meets Ofsted / EYFS and HSE requirements, covering infants to 18 years.                                                                      |
| Mrs Peperell    | Teaching Assistant | Emergency Paediatric First Aid                | Physical training meets Ofsted / EYFS and HSE requirements, covering infants to 18 years.                                                                      |
| Miss Perrine    | Teacher            | Level 3 Award in First Aid for Schools        | The DfE requirement for all pupils and the HSE requirement for the welfare of adults working at or visiting a school.                                          |
| Mrs Platt       | Teaching Assistant | Emergency Paediatric First Aid                | Physical training meets Ofsted / EYFS and HSE requirements, covering infants to 18 years.                                                                      |
| Mrs Rimmer      | Teaching Assistant | Emergency Paediatric First Aid                | Physical training meets Ofsted / EYFS and HSE requirements, covering infants to 18 years.                                                                      |
| Mr Smith        | Teacher            | Level 3 Award in First Aid for Schools        | The DfE requirement for all pupils and the HSE requirement for the welfare of adults working at or visiting a school.                                          |
| Mrs Spencer     | Teaching Assistant | Emergency Paediatric First Aid                | Physical training meets Ofsted / EYFS and HSE requirements, covering infants to 18 years.                                                                      |
| Miss Spreadbury | Head Teacher       | Level 3 Award in First Aid for Schools        | The DfE requirement for all pupils and the HSE requirement for the welfare of adults working at or visiting a school.                                          |
| Mrs Batt        | Teacher            | Certificate in Paediatric First Aid Awareness | Online paediatric first aid training course provides knowledge and awareness of different paediatric first aid techniques from infant to secondary school age. |

## Appendix 2:

Procedure for dealing with an injury sustained to the head:

### **Conversation when calling a parent/guardian/carer about a head injury:**

**The adult(s) dealing with the injury must keep calling until a contact is reached. In most cases this will be limited to the parent. If neither parents are contactable then a decision will be made by a member of the Senior Leadership Team about next steps.**

**Hello, it's \*\*\* from Spinfield.**

**I'm calling to let you know that \*\*\*\* has sustained a head injury while at school. We've administered basic first aid, which includes: (Say what we have done):**

- **applying a cold compress to reduce swelling**
- **monitoring their condition closely**
- **and ensuring they are comfortable**
- **ANYTHING ELSE**

**I understand this might be worrying, and I want to reassure you that we're taking this matter seriously. Would you like to come in and see \*\*\*\*\*? From recent First Aid training we have been advised that any child with a head injury should be seen by a medical professional for a thorough evaluation.**

***If parents asks what you think about them not coming in to see their child or if their child is ok reply:***

**I'm sorry but I'm not in a position to make that assessment, as I said, we've administered basic first aid and from recent first aid training, we are advised that parents have to be contacted about this and that any child with a head injury should be seen by a medical professional for a thorough evaluation.**

**Log on First Aid form that invite has been offered and whether parents accept or decline this.**

**Log on First Aid form that advice is for the child to be seen by a medical professional for a thorough evaluation.**