



First Aid Policy

ALLEN EDWARDS PRIMARY SCHOOL

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First Aid Policy

This policy sets out Allen Edwards Primary School's arrangements for providing adequate and appropriate first aid to employees, pupils, parents, visitors and contractors. It applies on the school premises and during school-organised off-site activities. It should be read with the school's Health and Safety Policy, Supporting Pupils with Medical Conditions Policy, Educational Visits Policy and emergency procedures.

1. Aims

- The aims of this policy are to:
- Provide first aid without avoidable delay when someone is injured or becomes ill
- Ensure suitable first aid equipment, facilities and trained personnel are available whenever the school is operating
- Clarify responsibilities and procedures for incidents on site and during off-site activities
- Ensure incidents are recorded, reviewed and reported to parents, Lambeth Council, Ofsted and the Health and Safety Executive where required

2. Legislation and Guidance

- This policy reflects the law and current official guidance applying in England, together with Lambeth Council's local reporting arrangements. The Department for Education guidance on first aid in schools is non-statutory guidance that employers should have regard to. The Early Years Foundation Stage requirements and the statutory guidance on supporting pupils with medical conditions are statutory.
- The principal legislation and guidance are:
 - Health and Safety at Work etc. Act 1974
 - Health and Safety (First-Aid) Regulations 1981
 - Management of Health and Safety at Work Regulations 1999
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - School Premises (England) Regulations 2012
 - Social Security (Claims and Payments) Regulations 1979
 - Children and Families Act 2014, section 100
 - Equality Act 2010
 - Data Protection Act 2018 and UK GDPR
 - Department for Education, First aid in schools, early years and further education, updated 14 February 2022
 - Department for Education, Statutory framework for the early years foundation stage for group and school-based providers, effective 1 September 2025
 - Department for Education, Supporting pupils at school with medical conditions, statutory guidance
 - Health and Safety Executive guidance on first aid at work and incident reporting in schools
 - Lambeth Council Incident Report Form 2023 and Lambeth Council accident, incident and emergency guidance
- As a Lambeth community school, Lambeth Council is the employer and retains overall responsibility for health and safety. The governing body provides strategic oversight. Day-to-day implementation is delegated to the headteacher.

3. Roles and Responsibilities

3.1 Appointed person and first aiders

- The school's appointed person is Nicola Harris.

The appointed person will:

- Take charge when someone is injured or becomes ill
- Maintain first aid equipment and facilities, arrange frequent checks and ensure supplies are restocked after use and before expiry
- Ensure an ambulance or other professional medical help is called when appropriate
- Maintain up-to-date first aider details and display first aid notices prominently
- The appointed person is not a substitute for a trained first aider where the first aid needs assessment identifies that a trained first aider is required.

First aiders will:

- Give immediate help for common injuries, illnesses and hazards identified by the school's risk assessments
- Assess the casualty and call emergency or professional medical help when appropriate
- Remain with the casualty until responsibility is transferred safely
- Follow individual healthcare plans where relevant and act only within their training
- Record the incident and treatment on the same day or as soon as reasonably practicable
- Keep their training and contact details up to date
- Current first aiders and certificate dates are listed in Appendix 3 and displayed around the school.

3.2 Lambeth Council and the governing body

- Lambeth Council, as employer, is responsible for ensuring suitable health and safety arrangements. The governing body monitors this policy, the first aid needs assessment, staffing and training, incident trends and actions arising from reviews.

3.3 The headteacher

The headteacher is responsible for implementing this policy and will:

- Ensure a documented first aid needs assessment is completed, acted on and reviewed at least annually and after significant changes or serious incidents
- Ensure enough appropriately trained first aiders and appointed-person cover are available at all times, including during breaks, clubs, events, staff absence and off-site activities
- Ensure at least one person with a current full paediatric first aid certificate is on the premises and available whenever Early Years children are present and accompanies Early Years children on outings
- Ensure first aiders are trained by a competent provider, certificates remain valid and training is appropriate to identified risks
- Make sure staff, pupils, contractors and visitors know how to obtain first aid and where equipment and facilities are located
- Provide suitable medical accommodation with a washbasin, near a toilet and readily available when required
- Ensure reportable incidents are notified through Lambeth Council procedures and to the appropriate regulator within the required timescales
- Ensure appropriate insurance or risk protection cover is in place for first aid activities

3.4 Staff

All staff will:

- Follow this policy and use their best endeavours in an emergency to secure the welfare of pupils
- Know how to contact a first aider or appointed person urgently
- Record incidents they deal with and promptly alert a first aider or senior leader where further assessment is needed
- Complete the CPOMS record and parent notification for incidents they attend where a first aider is not called
- Tell the headteacher or line manager about any health condition or first aid need that affects their work
- Protect confidential medical and incident information and share it only where necessary for safety, care or legal reporting

3.5 First aid needs assessment

The headteacher will ensure the assessment considers:

- The number, age and needs of pupils, including Early Years children and pupils with individual healthcare plans
- The number and distribution of employees and the needs of visitors and contractors
- The school layout, separate buildings, playgrounds, sports areas and distance from emergency medical services
- Specific hazards, previous incidents and patterns identified from records
- School hours, wraparound provision, lettings, events, absences and lone working
- Educational visits, transport and activities away from school
- The number, type and location of kits, equipment, first aid notices and medical accommodation
- Provision will be sufficient for first aid to be administered without avoidable delay. The assessment will be reviewed at least annually, after a serious incident and whenever staffing, premises, activities or pupil needs change significantly.

4. First Aid Equipment and Facilities

- First aid supplies will be based on the first aid needs assessment. At least one fully stocked and suitably marked container will be available on each floor and in each building, with additional kits in higher-risk or remote areas and for off-site activities. Containers will be marked with a white cross on a green background where practicable or in the first aid bag, which will be clearly displayed.
- Where no special risk is identified, a typical kit may include:
 - A leaflet giving general first aid advice
 - 20 individually wrapped sterile adhesive dressings in assorted sizes
 - 2 sterile eye pads
 - 2 individually wrapped triangular bandages, preferably sterile
 - 6 safety pins
 - 6 medium individually wrapped sterile unmedicated wound dressings
 - 2 large individually wrapped sterile unmedicated wound dressings
 - 3 pairs of disposable gloves

There is no mandatory universal list for every school kit. The contents and quantities will reflect assessed need. Medication will not be stored in first aid kits.

- First aid kits are located on each floor and in all buildings in signed cupboards, the medical room, , kitchens. Playground kits will be taken outside by the allocated first aider. Trip kits will be replenished immediately after use or return.
- The appointed person will ensure kits are checked frequently, after use and at least termly. Used, damaged or expired items will be replaced promptly and discarded safely. Equipment will be easily accessible to adults but stored safely in relation to children.
- The medical room or a room the child feels comfortable in that is deemed appropriate will be readily available for examination, treatment and short-term care. It will contain a washbasin and be near a toilet. It will not be used for teaching. A record will be kept of checks of the room, kits and any automated external defibrillator. The location of any automated external defibrillator and how to access it will be included on first aid notices and in staff induction.
- Staff administering first aid will follow infection prevention procedures, wash hands where possible and wear single-use disposable gloves when contact with blood or other body fluids is possible. Spillages and contaminated waste will be managed safely under the school's hygiene procedures.

5. First Aid Procedures

5.1 In-school procedures

In the event of injury or sudden illness:

- The nearest member of staff will make the area safe, assess urgency and call a qualified first aider or the appointed person
- For a life-threatening emergency, staff will call 999 immediately and then alert the school office or senior leadership team. Seeking consent or contacting parents must not delay emergency treatment
- The first aider will assess the casualty, provide treatment within their competence and request further help when needed
- The casualty will not be moved unless remaining in place creates greater danger or movement is required for life-saving treatment
- A member of staff will meet the ambulance, direct responders to the casualty and provide relevant healthcare information
- Parents or carers will be contacted promptly for a pupil who is seriously injured, very unwell, requires hospital assessment or cannot remain at school
- A pupil awaiting collection will be supervised in an appropriate place. A pupil will not be sent home alone
- The incident, treatment and outcome will be recorded on CPOMS on the same day or as soon as reasonably practicable
- Where a pupil has an individual healthcare plan, staff will follow the emergency arrangements in that plan. Emergency medication may be administered only in accordance with the school's Supporting Pupils with Medical Conditions Policy, the healthcare plan and the staff member's training.

5.2 Head injuries and significant incidents

- Any head injury will be assessed and recorded. Parents or carers will be informed on the same day by telephone or in person if it is at the end of the day and given written advice about signs requiring medical attention via email. Emergency help will be sought for concerning symptoms, deterioration or any other clinical concern. The pupil will be monitored and will not return to activity where this would be unsafe.

- The school office will contact parents or carers by telephone and provide written notification following a head injury, a wasp or bee sting, use of emergency medication or another significant incident. The threshold for contact will take account of the pupil's age, medical needs and the first aider's assessment.

5.3 Off-site procedures

- The visit leader will complete a risk assessment and determine first aid provision before every visit. This will be approved under the school's Educational Visits Policy. Staff will carry:
 - A charged mobile telephone and emergency contact information
 - A portable first aid kit appropriate to the activity and identified risks
 - Information about pupils' medical needs and individual healthcare plans
 - Required medication stored and carried in accordance with school procedures
 - Parent or carer contact details and the school's emergency contact details
- At least one suitable first aider will accompany school trips where the risk assessment identifies this need. A person with a current full paediatric first aid certificate will accompany Early Years children on every outing. Cover must remain adequate for pupils and staff staying at school.
- The recommended minimum travelling kit, subject to the visit risk assessment, is:
 - A leaflet giving general first aid advice
 - 6 individually wrapped sterile adhesive dressings
 - 1 large sterile unmedicated dressing
 - 2 individually wrapped triangular bandages, preferably sterile
 - 2 safety pins
 - Individually wrapped moist cleansing wipes
 - 2 pairs of disposable gloves
- A minibus or other relevant passenger vehicle will carry a clearly marked first aid box that meets the applicable vehicle regulations and is kept readily available and in good condition.

6. Record Keeping and Reporting Accidents

6.1 School records and parent notification

- All incidents requiring first aid or action by an appointed person will be recorded promptly on Medical Tracker. The record will include:
 - The date, time and place of the incident
 - The name of the injured or ill person
 - What happened and details of the injury or illness
 - The first aid or other action taken
 - What happened immediately afterwards, including return to class, collection, referral or hospital attendance
 - The name and signature or secure electronic identity of the person dealing with the incident
- Parents or carers will be informed of any accident, injury and first aid treatment involving their child on the same day or as soon as reasonably practicable. They will be told promptly if emergency services are called.
- First aid records and the statutory accident record are distinct, although information may be recorded in a combined system where all legal requirements are met.

Records will be retained securely in accordance with the school's retention schedule, the Social Security (Claims and Payments) Regulations 1979 where applicable, data protection law and Lambeth Council requirements. Access will be restricted to those who need the information.

- Incidents meeting Lambeth Council's reporting threshold will be reported using the current Lambeth Council Incident Report Form and procedure. The headteacher or business manager will ensure that serious incidents are reported promptly to Lambeth Council's Health and Safety team and that any requested investigation or follow-up is completed.

6.2 Reporting to the Health and Safety Executive

- The business manager, acting for the responsible person, will assess incidents against RIDDOR 2013 and make reports to the HSE where required. Deaths, specified injuries and dangerous occurrences must be notified without delay and a report submitted within 10 days. An over-seven-day injury to an employee must be reported within 15 days of the accident. Records of over-three-day employee incapacity must be kept even though the incident is not reportable on that basis alone.

6.3 Employees: reportable events

Reportable events include:

- A work-related death
- A specified injury, including certain fractures, amputations, serious eye injuries, crush injuries, serious burns, scalping requiring hospital treatment, loss of consciousness caused by head injury or asphyxia, and specified injuries arising from work in an enclosed space
- A work-related injury resulting in more than seven consecutive days of incapacity for normal work, excluding the day of the accident
- A diagnosed occupational disease specified by RIDDOR where linked to occupational exposure
- A reportable dangerous occurrence, including specified near-miss events
- The current HSE criteria will always be checked before a report is made.

6.4 Pupils, visitors and other non-workers

- An injury to a pupil, visitor or other person not at work is reportable where it arises out of or in connection with a work activity and the person is taken directly from the scene to hospital for treatment. Diagnostic tests or examinations alone do not count as treatment. A work-related death is also reportable. The responsible person will consider whether the incident was connected with how an activity was organised, how equipment or substances were used, or the condition of the premises.

6.5 Ofsted and Lambeth Children's Social Care: Early Years

- For a child in the Early Years provision, the headteacher or business manager will notify Ofsted of any serious accident, illness or injury sustained while in the school's care, any death, and the action taken. Notification will be made as soon as reasonably practicable and no later than 14 days after the incident.
- The school will also notify Lambeth Children's Social Care or the relevant local child protection agency of any serious accident or injury to, or death of, a child while in its care and will act on the advice received. Safeguarding concerns will be referred under the school's safeguarding and child protection procedures.

7. Transport to Hospital or Home

- An ambulance will be called for an emergency. Parents or carers will be contacted as soon as possible, but this will not delay emergency action. A member of staff will accompany a pupil in the ambulance if a parent or carer is not available, taking relevant healthcare information where practicable, and will remain until responsibility is transferred safely.
- Where hospital assessment is advised but the situation is not an emergency, parents or carers will normally collect and transport the pupil. If they cannot be contacted, the headteacher will decide the safest action after considering the pupil's condition and professional advice.

If the school transports a pupil:

- Only a suitable vehicle with appropriate business insurance will be used
- Two members of staff will normally travel, with one supervising the pupil
- A suitable child restraint will be used where required
- The destination, departure time and staff involved will be recorded
- The school will continue attempts to contact the parent or carer

8. Training

- All designated first aiders will complete appropriate training delivered by a competent provider and hold a valid certificate. The school will keep a register of qualifications and expiry dates and arrange retraining before certificates expire. An expired certificate does not authorise a person to act as a qualified first aider until the full course has been completed again.
- First aid at work certificates are usually valid for three years. Annual refresher training is strongly recommended. Paediatric first aid training must be renewed every three years and meet the criteria in the current EYFS statutory framework.
- New staff will receive first aid information during induction. All staff will receive periodic updates on emergency procedures, how to summon help, the location of equipment, infection prevention and relevant pupil medical needs. The school will provide additional training identified through healthcare plans and the first aid needs assessment, including asthma and allergy awareness.

9. Monitoring and Review

- The headteacher and governing body will review this policy and the first aid needs assessment at least annually, after a serious or reportable incident, and after significant changes to staffing, premises, activities or pupil needs. Reviews will consider incident patterns, response times, kit checks, training coverage, feedback and actions required by Lambeth Council or regulators.
- The policy and first aid arrangements will be communicated to staff, pupils, parents, contractors and visitors as appropriate. At least one first aid notice will be displayed prominently at each site.

10. Links with Other Policies

This policy should be read with the:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Safeguarding and Child Protection Policy



- Educational Visits Policy
- Risk Assessment Policy
- Emergency and Business Continuity Plan
- Data Protection Policy and records retention schedule

Appendix 1: Key official guidance

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

Department for Education: First aid in schools, early years and further education

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

Department for Education: Early years foundation stage statutory framework

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

Department for Education: Supporting pupils at school with medical conditions

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Health and Safety Executive: Incident reporting in schools

<https://www.hse.gov.uk/pubns/edis1.pdf>

Health and Safety Executive: RIDDOR reporting

<https://www.hse.gov.uk/riddor/report.htm>

Lambeth Council: Incident Report Form 2023

<https://www.lambeth.gov.uk/sites/default/files/2023-11/Incident%20Report%20Form%202023.pdf>

Lambeth Council: Sample policy statement on accidents, incidents and emergencies

<https://www.lambeth.gov.uk/sites/default/files/2021-09/sample-policy-statement-accident-incident-emergency.docx>

Appendix 2:

Allen Edwards First Aid Register

Level 3 Qualified First Aider		Certificate Date	Expiry Date
1	Barbara David	24/11/2023	24/11/2026
2	Fatima Mohamed	24/11/2023	24/11/2026
3	Maria McBean	24/11/2023	24/11/2026
4	Meriem Aoucher	24/11/2023	24/11/2026
5	Nicola Harris	24/11/2023	24/11/2026
6	Shirley Pinnock	24/11/2023	24/11/2026
7	Theresa Owusu-Poku	24/11/2023	24/11/2026
8	Madeleine Merrifield	29/09/2025	29/09/2028
9	Sherine Campbell	29/09/2025	29/09/2028
10	Joanne Smith	29/09/2025	29/09/2028
11	Axelle Mouziyane	29/09/2025	29/09/2028
12	Ben Engwerda	29/09/2025	29/09/2028
13	Reena Chopra	29/09/2025	29/09/2028
14	Genny Roca Antelo	29/09/2025	29/09/2028
15	Laura Popps	29/09/2025	29/09/2028
16	Georgina Falconer	29/09/2025	29/09/2028

12 HR Paediatric First Aid		Certificate Date	Expiry Date
1	Sophie Amaro	10/07/2023	09/07/2026
2	Jennifer Gutierrez Sandoval	10/07/2023	09/07/2026
3	Nasriin Abdi	10/07/2023	09/07/2026
4	Noreen Paryag	14/09/2023	13/09/2026
5	Swarpana Dinesh	14/09/2023	13/09/2026
6	Sharon Green	04/09/2023	03/09/2026