

# FIRST AID POLICY

Policy Document	FIRST AID POLICY
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This policy is written to comply with the Independent School Standards and is based on the National Curriculum and Ofsted framework.



Equality, Community, Growth

**The Maples**  
Independent Primary School

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## 1. Aims

## **The Maples – First Aid Policy**

### **The aim of our First Aid Policy is to:**

- Ensure the health and safety of all pupils, staff and visitors;
- Ensure that staff, leaders and the proprietary body are aware of their responsibilities with regard to health and safety;
- Provide a framework for responding to an accident or incident, and recording and reporting the outcomes;
- Provide guidance on the quality assurance of our response.

## **2. Legislation and Guidance**

This policy is based on the Statutory Framework, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- Health and Safety (First Aid) Regulations 1981
- Health and Safety at Work etc. Act 1974 and associated regulations
- School Premises (England) Regulations 2012
- Education (Independent School Standards) Regulations 2014
- Health and Safety: Advice for Schools (2024 update)
- DfE: Supporting Pupils at School with Medical Conditions (2015, updated 2023)
- Health and Safety: Advice for Schools (DfE 2024)
- Equality Act 2010, s.149

First aid provision will not discriminate and will consider pupils with disabilities, in line with the PSED.

## **3. Roles and Responsibilities**

Appointed person(s) and first aiders

All staff are trained in basic first aid during induction, and this training is updated annually.

All staff can administer basic first aid.

- The school has two trained paediatric first aiders. They are responsible for:
- Ensuring the medical room is suitable for use at all times;
- Ensuring there is an adequate supply of medical materials in the medical room and classrooms, and replenishing the contents of these kits as necessary;
- Overseeing that there is an adequate supply of medical materials in the kitchen and on the minibuses;
- Taking charge when someone is injured or becomes ill;
- Ensuring that an ambulance or other professional medical help is summoned when appropriate;
- Ensuring that all staff follow the correct procedures for first aid.
- Reporting any health and safety concerns.

### **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.
- Sending pupils home to recover, where necessary;
- Filling in an accident report as soon as is reasonably practicable after an incident and completing additional records as required;
- Liaising with school staff during an incident or accident;
- Contacting parents/carers;

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- Keeping their contact details up to date.

Our school's paediatric first aiders are listed below. Their names will also be displayed prominently around the school.

#### **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;
- Undertaking, or ensuring that leaders undertake risk assessments, as appropriate, and that proper measures are put in place;
- Ensuring that adequate space is available for catering to the medical needs of pupils;
- Reporting specified incidents to the HSE when necessary

#### **Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures;
- Ensuring they know who the first aiders in school are;
- Completing accident reports for all incidents they attend to where a first aider is not called;
- Informing the Headteacher of any specific health conditions or first aid needs;
- Reporting any health and safety concerns to school leaders.
- The kitchen and transport staff are responsible for filling in an accident report as soon as is reasonably practicable after an incident and completing additional records as required to ensure school staff are informed. The lead members of staff on these teams are also responsible for ensuring an adequate supply of medical materials is available in the kitchen and on each minibus.

## **4. First Aid Procedures**

### **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 scene until help arrives.
- 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, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend the next steps to the parents.
- If emergency services are called, the Headteacher, or if not available, the School Administrator, will contact parents immediately.
- The relevant member of staff will complete an accident report form as soon as is reasonably practical after an incident resulting in an injury.
- The recording of the accident will be checked by a first aider.

### **Off-School 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
- Access to parents' contact details

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The lead member of staff will complete a risk assessment before any educational visit that requires pupils to be taken off school premises.

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

### **5. First Aid Equipment**

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

- A leaflet with general first aid advice
- 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 kits are stored in:

- The medical room
- Every classroom
- The Portakabin
- The kitchen
- Each minibus

### **6. Record-Keeping and Reporting**

First aid and accident record book:

- An accident form is completed by the member of staff who responded to the incident.
- Parents will be informed.
- Electronic records will be updated and held centrally
- Records held 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.

### **7. Reporting to HSE**

The School Business managers, overseen by 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 Business managers, overseen by the Headteacher, will report these incidents to the Health and Safety Executive as soon as 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

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- 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
- Where an accident leads to someone being taken to the 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 can cause 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>**

### **8. Notifying Parents**

The first aider, class teacher or teaching assistant will inform parents 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.

### **Reporting to Ofsted and child protection agencies**

The Executive 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 Executive Headteacher will also notify local authority child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

### **9. Training**

All school staff undertake mandatory first aid training on induction and this is refreshed annually.

All paediatric first aiders have completed a suitable training course and must hold a valid certificate of competence to show this. The school maintains a register of all trained first aiders, including the training they have received and when it is valid.

### **10. Quality Assurance**

The Proprietor will complete a monthly first aid audit to ensure all relevant procedures are being followed.

This policy will be reviewed annually by the Executive Headteacher.  
At every review, the policy will be approved by the proprietary body.

### **11. Links with other Policies**

This first aid policy is linked to and should be read in conjunction with:

## **The Maples – First Aid Policy**

Health and safety policy  
Risk assessment policy  
Policy on supporting pupils with medical conditions

### **12. Anaphylaxis**

Anaphylaxis is a severe and potentially life-threatening allergic reaction at the extreme end of the allergic spectrum. Anaphylaxis may occur within minutes of exposure to the allergen, although sometimes it can take hours.

It can be life-threatening if not treated quickly with adrenaline.

Any allergic reaction, including anaphylaxis, occurs because the body's immune system reacts inappropriately in response to the presence of a substance that it perceives as a threat.

Anaphylaxis can be accompanied by shock (known as anaphylactic shock): this is the most extreme form of an allergic reaction.

#### **Common triggers of anaphylaxis include:**

- Peanuts and tree nuts – peanut allergy and tree nut allergy frequently cause severe reactions and for that reason have received widespread publicity
- Other foods (e.g. dairy products, egg, fish, shellfish and soya) · Insect stings (bees, wasps, hornets)
- Latex (gloves and PPE)
- Drugs (illegal and prescription). Anaphylaxis has a whole range of symptoms. Any of the following may be present, although most people with anaphylaxis would not necessarily experience all of these: · Generalised flushing of the skin anywhere on the body
- Nettle rash (hives) anywhere on the body
- Difficulty in swallowing or speaking
- Swelling of the tongue/throat and mouth
- Alterations in heart rate
- Severe asthma symptoms
- Abdominal pain, nausea and vomiting
- Sense of impending doom
- Sudden feeling of weakness (due to a drop in blood pressure)
- Collapse and unconsciousness
- If the patient is feeling faint or weak, looking pale, or beginning to go floppy, lay them down with their legs raised. They should not stand up.
- If there are also signs of vomiting, lay them on their side to avoid choking (recovery position).
- If they are having difficulty breathing caused by asthma symptoms and/or by swelling of the airways, they are likely to feel more comfortable sitting up. Action to take: (Ask other staff to assist, particularly with making phone calls. One person must take charge and ensure that the following is undertaken.
- Ring (9) 999 immediately to get the ambulance on the way.
- Ensure that accident forms are filled out if applicable.

### **13. Link with Safeguarding**

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The Maples recognises that first aid and safeguarding responsibilities are closely connected. All first aid incidents that raise, or have the potential to raise, a safeguarding concern will be reported without delay to the Designated Safeguarding Lead (DSL) or, in their absence, a Deputy DSL.

If a pupil presents with unexplained or inconsistent injuries, or a first aider has concerns about the circumstances surrounding an incident, these will be documented on the school's safeguarding recording system and escalated in line with the Safeguarding and Child Protection Policy and statutory guidance in *Keeping Children Safe in Education (DfE, 2025)*.

Confidentiality will be maintained at all times in accordance with child protection procedures and data protection legislation.

### **14. Mental Health First Aid**

In recognition of the importance of promoting emotional wellbeing and early intervention, The Maples has a staff member who is trained Mental Health First Aiders (MHFA).

Mental Health First Aiders provide an initial point of contact for pupils or staff who may be experiencing emotional distress or mental health difficulties. They do not provide counselling or diagnosis but offer support, reassurance, and guidance on accessing appropriate help, both internally and externally.

Where a physical first aid incident reveals underlying emotional or mental health needs, first aiders will liaise sensitively with the Senior Leadership Team to ensure a holistic response that supports both the physical and psychological wellbeing of the individual.

This approach aligns with the school's Wellbeing Strategy and the DfE's *Mental Health and Behaviour in Schools (2023)* guidance.

Weekly wellbeing staff drop in sessions are offered to staff with the MHFA.

### **15. Visitors and contractors**

The Maples is committed to ensuring that all persons on site are aware of first aid procedures. All visitors and contractors are informed, during their site induction or sign-in process, of:

- The location of first aid boxes and the medical room
- The names and locations of trained first aiders
- The process for reporting accidents or incidents
- Emergency evacuation and contact procedures

Contractors working on site for extended periods will receive a brief induction from the Admin team or Health and Safety Lead to ensure they understand first aid arrangements and know how to summon assistance if required.

Records of contractor and visitor briefings are maintained as part of the school's Health and Safety induction logs.

### **Appendix 1: List of Paediatric Trained First Aiders**



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<b>STAFF MEMBERS NAMES</b>	<b>ROLE</b>
Tania Beales	Headteacher
Anne-Louise Warren	Deputy Headteacher