



First Aid Policy



Approved by Governors	September 2026
Next review due	September 2027



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

Legislation and guidance

This policy is based on:

- The Department for Education guidance First Aid in Schools, Early Years and Further Education.
- The EYFS Statutory Framework (2025).
- The Health and Safety (First Aid) Regulations 1981.
- The Management of Health and Safety at Work Regulations 1999.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- The School Premises (England) Regulations 2012.
- Supporting Pupils with Medical Conditions at School (DfE).
- Cheshire East Health and Safety Guidance for Schools.

Roles and responsibilities

In schools with Early Years Foundation Stage provision, at least one person who has a current paediatric first aid certificate must be on the premises at all times. At Edleston Primary School, 4 members of staff have current Paediatric first aid qualifications.

At Edleston we also currently have 12 additional staff members trained in Emergency first aid at work.

Appointed person(s) and first aiders

The school's appointed person is Julie Thomasson. They are responsible for:

- 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 medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see the Training section) 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, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's appointed person and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school including in the school entrance by the defibrillator and on the First Aid stock cupboard.

The local authority and governing board

Cheshire East Local Authority 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.

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 managers undertake, risk assessments, as appropriate, and that appropriate 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 (see section 6)

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 (see appendix 2) for all incidents they attend to.
- Informing the headteacher or their manager of any specific health conditions or first aid needs

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 next steps to the parents
- If emergency services are called, the office staff will contact parents immediately
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

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

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

There will always be at least one first aider with a current first aid certificate on school trips and visits. For EYFS, there will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

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
- Foil survival blanket
- Resuscitation face shield
- Disposable aprons
- Finger dressings
- Eye wash (sterile pods)
- Incident record cards

No medication is kept in first aid kits.

First aid kits are stored in each class room plus the staffroom. Further supplies are stored in the ICT room in the First aid stock cupboard.

Automated External Defibrillator (AED)

The school has an Automated External Defibrillator (AED) located in the main entrance area.

The AED is accessible during school opening hours and is registered with the local ambulance service.

In the event of a suspected cardiac arrest:

- 999 must be called immediately.
- The AED should be retrieved without delay.
- Staff will follow the spoken instructions provided by the device.
- Cardiopulmonary Resuscitation (CPR) should commence immediately if required.

AED awareness forms part of the school's first aid arrangements.

Record-keeping and reporting

First aid and accident record book

- An accident form will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury SEE APPENDIX 2
- As much detail as possible should be supplied when reporting an accident, including time and date
- Accident records relating to pupils will be retained in accordance with Cheshire East retention schedules and data protection requirements.
- Records may be retained until a child reaches age 25 where there is potential for future legal claims.
- Information about injuries will also be kept in the pupil's educational record
- All significant accidents, injuries and incidents will be recorded and monitored through the Cheshire East PRIME system where required.
- Incident trends will be reviewed by the Headteacher and reported to Governors as appropriate.
- If the accident results in a visit to hospital Mrs Thomasson will record this on PRIME. Mrs Thomasson and Mrs Green are trained to use PRIME.

Head Injuries and Concussion

Any pupil receiving a blow to the head will be monitored by trained staff. Parents/carers will be informed on the same day. Staff will advise parents to seek medical attention if symptoms develop. Emergency services will be contacted immediately if a pupil displays:

- Loss of consciousness
- Repeated vomiting
- Seizure activity
- Unusual drowsiness
- Worsening headache
- Visual disturbance
- Significant behavioural changes

The school will follow NHS concussion guidance.

Allergic Reactions and Anaphylaxis

Where pupils have diagnosed allergies, arrangements will be detailed within their Individual Healthcare Plan.

Staff will receive awareness training regarding:

- Allergy management
- Recognition of anaphylaxis
- Emergency response procedures

Adrenaline auto-injectors (AAIs) will be stored in agreed locations and accessible at all times.

The school may hold spare AAIs in accordance with Department of Health guidance.

A suspected anaphylactic reaction will always be treated as a medical emergency and 999 will be called immediately.

School staff: reportable injuries, diseases or dangerous occurrences

These include:

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
- 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

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 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>

Notifying parents

The class teacher and / or office staff 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 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 the SCiEs team of any serious accident or injury to, or the death of, a pupil while in the school’s care.

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.

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

Monitoring arrangements

This policy will be reviewed by the headteacher every year.

At every review, the policy will be approved by the Governing Body.

The Governing Board will receive:

- Annual accident trend analysis
- RIDDOR notifications
- Serious incident reports
- First aid training compliance updates

Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Supporting pupils with medical conditions policy
- Medicines policy

The school recognises that some pupils have complex medical needs. Individual Healthcare Plans, Risk Assessments and Emergency Medication Protocols will be maintained where necessary and shared with relevant staff.

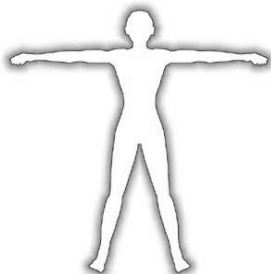
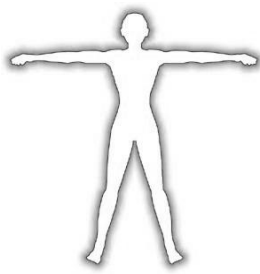
Appendix 1: list of appointed person(s) for first aid and/or trained first aiders

Staff member's name	Role	Valid till
Paediatric first aid		
Julie Thomasson	Early years TA	March 2029
Vicky Knapper	TA	March 2029
Rachel Tomkinson	ANTA	July 2029
Molly Seabridge	ANTA	November 2026
Emergency first aid at work		
Linda Tomkinson	Teacher	December 2027
Amanda Edge	Teacher	December 2027
Amanda Simpkin	Teacher	December 2027
Diane Scoffin	TA	December 2027
Tina Kerr	TA and MDS	December 2027
Andy Hassall	Site Supervisor	December 2027
Laura Knights	Bursar	December 2027
Donna Delaney	MDS	December 2027
Nicola Thys-Holland	TA	October 2026
Wendy Spry	Teacher	October 2026
Holly Fisher	Teacher	October 2026
Emma Rainford	Teacher	October 2026
Donna Oliver	Teacher	October 2026
Rachael Summers	TA and MDS	October 2026
Lisa Maddock	TA	October 2026
Angelique Wain	TA	October 2026
Mandy Brookes	MDS and site	October 2026
Helen Prevett	MDS & admin	October 2026
Claire Goodall	Catering Supervisor	October 2026

The school recognises that first aid includes responding appropriately to mental health and wellbeing concerns.

Staff will follow safeguarding procedures where a pupil presents with emotional distress, self-harm concerns or a mental health crisis.

Appendix 2: accident report form

Pupils Name:	Year R Y1 Y2 Y3 Y4 Y5 Y6	M	F	
Date:	Time:	Head bump text home	Y	N
How and where did the accident happen? Please record on the back.				
Front  Back 				
Detail of First Aid administered:				
Signed				