ST FRANCIS OF ASSISI PRIMARY SCHOOL
First Aid Policy and Procedure
Reviewed October 2025
Next Review: October 2026

Contents

1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	4
4. First aid procedures	5
5. First aid equipment	6
6. Record-keeping and reporting	6
7. Training	8
8. Monitoring arrangements	8
9. Links with other policies	8
Appendix 1: list of trained first aiders	9
Appendix 2: first aid training log	11

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 and Early years foundation stage: coronavirus disapplications guidance, advice from the Department for Education on first aid in schools, health and safety in schools and actions for schools during the coronavirus outbreak, 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 person(s) Jacinta Reilly. 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 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, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

Our school's first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

3.2 The local authority and governing board

RBKC 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.

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The governing board has ultimate responsibility for health and safety matters in the school, but 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
- Ensure first aiders receive training approved by an accredited provider, with refresher courses completed within the recommended timescales.
- Ensuring all staff are aware of first aid procedures and current first aid trained staff.
- 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
- Record all accidents and incidents promptly, monitor patterns, and report to the Headteacher and Governing Body in line with **RIDDOR** requirements where applicable.
- Inform families promptly of any head accident or injury that requires first aid or an injury to any other part of the body which is deemed significant enough to warrant contact with a family member.
- Review first aid arrangements annually, or sooner if guidance or statutory requirements change.
- 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
- Completing accident reports for all incidents they attend to where a first aider 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 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, one of the members of the Admin team will contact parents immediately
- The first aider, together with the relevant member of staff who dealt with the incident in the first place, 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 ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils

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 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.

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 School Main Playground Designated First Aid Area (In cupboard)
- Reception (Medical cupboard)
- The school kitchens

6. Record-keeping and reporting

6.1 First aid and accident record book

- An accident form will be completed by the first aider and the member of staff who dealt with the incident in the first place on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form used by the school
- A copy of the accident report form is given to the parent/ carer at pick up time
- 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 Interim Head of School, Paula Murphy, 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 Head of school, 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 scalding 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

6.3 Notifying parents

The Admin staff will inform parents by phone of any accident or injury sustained by a pupil to their head, face or neck, and any first aid treatment given as soon as possible. This applies also for any injury that is considered more serious. For all accidents or injuries,

parents will receive a paper record of the accident or injury and any treatment given at the end of the school day.

6.4 Reporting to Ofsted and child protection agencies

The Head of school, 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 DSL will also notify Local authority designated officer (LADO) of any serious accident or injury to, or the death of, a pupil while in the school's care. They can be contacted on, 020 7361 3013 or kclado.enquiries@rbkc.gov.uk

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 1).

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.

8. First Aid Provision- EYFS

In line with the revised EYFS Statutory Framework (2025), the school ensures that all first aid arrangements meet current legal and safeguarding requirements.

Staff will:

- Ensure that at least one qualified Paediatric First Aider (PFA) is present at all times when children are in the EYFS, including during mealtimes and snack times.
- Require that all staff, students on long-term placements, apprentices (aged 16+), and volunteers (aged 17+) counted in staff–child ratios hold a valid, accredited PFA certificate.
- Provide training from recognised, accredited PFA providers, with timely renewal to maintain compliance.
- Keep accurate records of staff PFA certification, ensuring coverage across all times of the school day.
- Review and update first aid arrangements regularly, ensuring that procedures reflect both the Health and Safety (First Aid) Regulations 1981 and the most recent statutory safeguarding guidance.

9. Monitoring arrangements

This policy will be reviewed by the Head of School every year.

At every review, the policy will be approved by the Health and Safety Committee.

10. 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

Appendix 1: list of trained first aiders

STAFF MEMBER'S NAME	ROLE	COURSE	DATE CARRIED OUT
Daniel Wilkinson	Site Manager/Admin	First Aid in the workplace	10/02/25 - 12/02/25 (3 days)
Fatima Cigarro	HLTA	First Aid in the workplace	10/02/25 - 12/02/25 (3 days)
Julie Ballantyne	HLTA	First Aid in the workplace	05/10/21 - 06/10/21 (2 days)
Magda Michalska	Teaching Assistant	Pediatric First Aid	21st Nov 2025
Jana Francourt	Nursery Officer	Pediatric First Aid	27/01/25 - 28/01/25 (2 days)
Shammi Nersy	Nursery Officer	Pediatric First Aid	21st Nov 2025
Theresa Dunne	Senior Nursery Officer	Pediatric First Aid	27/01/25 - 28/01/25 (2 days)
Jacinta Reilly	Admin Assistant	Pediatric First Aid	20/10/23-30/10/23 (2 days)
Esther Allen	Teaching Assistant	Pediatric First Aid	04/10/23-30/10/23 (2 days)
Dawn Taylor	Learning Mentor	Pediatric First Aid	04/10/23-30/10/23 (2 days)