



First Aid Policy

This policy was approved and adopted by
the Local Academy Board
on 17th July 2025

It will be reviewed in Summer 2026



Contents

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. First aid provision
4. First aiders
5. Automated external defibrillators (AEDs)
6. Emergency procedures
7. Reporting accidents and record keeping
8. Offsite visits and events
9. Storage of medication
10. Illnesses and allergies
11. Consent
12. Early Years
13. Monitoring and review

Annex -- Notes sent home to highlight accidents occurring at school



Statement of intent

Crawley Ridge Infant School is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site.

1. Legal framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- 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
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First aid in schools, early years and further education'
- DfE (2025) 'Automated external defibrillators (AEDs): a guide for maintained schools and academies'
- DfE (2024) 'Early Years foundation stage (EYFS) statutory framework'

The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy
- Supporting Pupils with Medical Needs Policy
- Asthma Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- EYFS Policy
- Educational Visits Policy
- Emergency Plan
- Data Destruction Policy (TAMAT)

2. Roles and responsibilities

The Local Academy Board (LAB) is responsible for:

- The overarching development and implementation of this policy and all corresponding procedures.
- Ensuring that the relevant risk assessments, and assessments of the first aid needs of the school specifically, have been conducted.
- Ensuring that there is a sufficient number of appointed first aiders within the school based upon these assessments.
- Ensuring that there are procedures and arrangements in place for first aid during off-site or out-of-hours activities, e.g. educational visits or parents' evenings.
- Ensuring that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within the scope of their employment.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carrying out first aid duties.
- Ensuring that adequate equipment and facilities are provided for the school site.

- Ensuring that first aid provision for staff does not fall below the required standard and that provision for pupils and others complies with the relevant legislation and guidance.
- Ensuring that the school has
 - a suitably stocked first aid kit
 - an ‘appointed person’ to take charge of first aid arrangements
 - information for all employees giving details of first aid arrangements

The Headteacher is responsible for:

- The day-to-day development and implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the school’s policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all pupils and staff are aware of the identities of the school first aiders and how to contact them if necessary.

Staff are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Securing the welfare of the pupils at school.
- Making pupils aware of the procedures to follow in the event of illness, accident or injury.

First aid staff are responsible for:

- Completing and renewing training as dictated by the Headteacher.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.

The appointed person is responsible for:

- Overseeing the school’s first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate, to ensure they have knowledge of:
 - What to do in an emergency;
 - How to assess and monitor a casualty;
 - First aid for the unconscious casualty;
 - First aid for the wounded or bleeding;
 - Maintaining injury and illness records as required.

3. First aid provision

The school will re-evaluate its first aid arrangements at least annually, to ensure that these arrangements continue to be appropriate for hazards and risks on the school premises, the size of the school, the needs of any vulnerable individuals onsite, and the nature and distribution of pupils and staff throughout the school.

The school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- Re-breath
- Disposable gloves (x3)
- Disposable apron (x2)
- Sterile eye pad dressings (x2)
- Triangular bandages (x2)
- Large sterile individually wrapped unmedicated wound dressings (x2)
- Medium sized sterile individually wrapped unmedicated wound dressings (x6)
- Cleansing wipes (x5)
- Variety of individually wrapped assorted size plasters (x20)
- Safety pins (x6)

All first aid containers will be identified by a white cross on a green background.

The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.

First aid boxes are in the following areas:

- The school office
- The nursery
- Each classroom
- Emergency grab bag

The school will inform staff, pupils, contractors and visitors to the school, as appropriate, of the first aid arrangements, including the following:

- The contents and key principles of this policy
- The location of equipment and facilities
- The identities and roles of first aiders or the appointed person.
- How to contact a first aider or appointed person urgently should the need arise.
- The procedures for monitoring and reviewing the school's first aid needs.

The school will include the provision of first aid information during induction training.

4. First aiders

The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called when necessary.

The school will ensure that all first aiders hold a valid certificate of competence, issued by an HSE-approved organisation, and that refresher training and retesting of competence is arranged for first aiders within the school before certificates expire.

The school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.

First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the Headteacher.

Each classroom's first aiders will be responsible for ensuring all first aid kits are properly stocked and maintained. The first aid appointed person will be responsible for maintaining supplies.

First aid notices (**see red framed emergency boards: staff room, entrance lobby, main hall, Nursery, Year 1 cloakroom, Year 2 Emerald class, Year R Ruby class**) will be clearly displayed throughout the school with information on the names and bases of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.

The Appointed Person(s) at the time of reviewing this policy is (**check red framed emergency board for up-to-date details**):

Name	Qualification	Date of first aid qualification	Expiry date
Natalie Wright	Emergency First Aid at Work	19/03/2025	18/03/2028
	Annual certificate in the role of a first aid Appointed Person	21/05/2025	20/05/2026

The First Aider(s) at the time of reviewing this policy are (**check red framed emergency board for up-to-date details**):

Name	Base	Qualification	Date of first aid qualification	Expiry date
Kim Berry	Year 2	Emergency First Aid at Work	31/10/2022	30/10/2025
Charlie Bailey	Year R	Emergency First Aid at Work	28/06/2024	27/06/2027
Lisa Botting	Year 2	Emergency First Aid at Work	28/06/2024	27/06/2027
Diana Murray	Year R	Emergency First Aid at Work	28/06/2024	27/06/2027
Clare Taylor	Main office	Emergency First Aid at Work	28/06/2024	27/06/2027

Osnat Webb	Year 2	Emergency First Aid at Work	28/06/2024	27/06/2027
Zoe Dove	Year 1	Emergency First Aid at Work	19/03/2025	18/03/2028
Jo Drye	Year 1	Emergency First Aid at Work	19/03/2025	18/03/2028
Natalie Wright	Main office	Emergency First Aid at Work	19/03/2025	18/03/2028
Sarah Fitzjohn	Lunch	Paediatric First Aid	14/01/2023	13/01/2026
Kirsty Skilton	Nursery	Paediatric First Aid	12/10/2023	11/10/2026
Charlotte Aylott	Nursery	Paediatric First Aid	29/11/2023	28/11/2026
Vic Culverhouse	Year R	Paediatric First Aid	23/10/2024	22/10/2027
Amy McDermott	Year R	Paediatric First Aid	23/10/2024	22/10/2027
Lisa Townsend	Nursery	Paediatric First Aid	23/10/2024	22/10/2027
Hannah Lowndes	Small office	Paediatric First Aid	30/04/2025	29/04/2028
Charlie Bailey	5 O’Clock Club	Paediatric First Aid	15/09/2025	14/09/2028
Alice Bowles	Nursery	Paediatric First Aid	15/09/2025	14/09/2028
Jo Drye	5 O’Clock Club	Paediatric First Aid	15/09/2025	14/09/2028
Melissa Hulland	Nursery	Paediatric First Aid	15/09/2025	14/09/2028
Leanne Petre	5 O’Clock Club	Paediatric First Aid	15/09/2025	14/09/2028
Vicky Robinson	Year R	Paediatric First Aid	15/09/2025	14/09/2028

The school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.

In line with government guidance, and taking into account staff:child ratios, the school will ensure that there is at least one member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when Early Years pupils are present and accompanying pupils on any and all outings taken.

The school will ensure that Paediatric First Aid certificates are renewed every 3 years and that training meets the criteria set out in Annex A of the Early Years Foundation Stage statutory framework.

The school will display a list of staff who have a current Paediatric First Aid certificate and make this information available to parents by uploading this policy to the school website.

All staff members will be made aware that agreeing to become a first aider for the school is strictly on a voluntary basis and that they should never feel pressured to take on this role.

When selecting first aiders, the school will follow the criteria laid out in government guidance, considering the individual’s:

- reliability and communication skills

- aptitude and ability to absorb new knowledge and learn new skills
- ability to cope with stressful and physically demanding emergency procedures
- normal duties – a first aider must be able to leave to go immediately to an emergency

5. Automated external defibrillators (AEDs)

The school has procured an AED through the NHS Supply Chain, which is located in the school office.

Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year.

6. Emergency procedures

If an incident, illness or injury occurs, the member of staff in charge will assess the situation and decide on the appropriate course of action, which may involve calling for an ambulance immediately or calling for a first aider.

If called, a first aider will assess the situation and take charge of first aider administration. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.

Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, or the individual has become seriously unwell, a responding staff member will call 999 immediately.

Where necessary, a trained staff member will administer emergency help and first aid to all injured persons. The purpose of this is to keep the victim alive and, if possible, comfortable, before professional medical help arrives. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more victims.

Where the seriously injured or unwell individual is a pupil, the following process will be followed:

- A responding staff member calls 999 immediately and follows the instructions of the operator – this may include the administering of emergency first aid.
- Where an ambulance is required, a staff member accompanies the pupil in the ambulance and a member of the admin team calls the pupil's parent as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent arrives.
- Where an ambulance is not required, but medical attention is needed, the pupil's parent is called as soon as possible to inform them that they must come and collect their child to seek medical advice/treatment.
- The school will ensure that no further injury can result from any incidents that occur, either by making the scene of the incident safe, or (if they are fit to be moved) by removing injured persons from the scene.

- Responding staff members will see to any pupils who may have witnessed the incident or its aftermath and who may be worried or traumatised, despite not being directly involved. These pupils will be escorted from the scene of the incident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.

Once the above action has been taken, details of the incident will be reported promptly to:

- the Headteacher.
- the parents of the victim(s) in consultation with the police

The school is aware that responding to an incident can be stressful for the first aider, and that following an incident, the first aider may require support. This may take the form of a debrief from any ambulance crew on scene, an appointment with their GP, or mental health support from external helplines and websites located at the bottom of the government page 'Promoting and supporting mental health and wellbeing in schools and colleges'.

7. Reporting accidents and record keeping

In the event of incident or injury to a pupil, a parent will be informed as soon as practicable. In the event of a serious injury or an incident requiring emergency medical treatment, the Headteacher (or a member of the office team in the absence of the Headteacher) will telephone the pupil's parents as soon as possible. Parents will be informed in writing (see 'Bump' note templates in Annex A) of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.

A list of emergency contacts may be accessed by teachers and office staff from the Information Management System (Arbor). Hard copy emergency contact details are held at the school office.

The school will keep a record of all incidents involving staff, pupils and visitors, which require first aid staff to be in attendance. The school will use this record to help identify trends in accidents and areas for improvement as well as when to review first aid needs assessments.

The appointed person will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given – this will include:

- The date, time and place of the incident.
- The name and class of the injured or ill person.
- Details of the injury or illness and what first aid was given.
- What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class – this will be detailed on an OSHENS report.
- Name and signature of the first aider or person dealing with the incident.

The Headteacher will ensure that any injury or accident that must be reported to the HSE or LA under RIDDOR obligations is reported in a timely and detailed manner.

All records will be filed and stored in line with the TAMAT Data Destruction Policy.

8. Offsite visits and events

Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.

For more information about the school's educational visit requirements, see the Educational Visits Policy.

9. Storage of medication

Medicines will be stored securely and appropriately in accordance with individual product instructions. Medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient and the date of expiry of the medicine.

Medicine brought in for administration to pupils will be returned to their parents for safe disposal when they are no longer required or have expired.

An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

Parents will advise the school when a child has a chronic medical condition or severe allergy so that an Individual Healthcare Plan can be implemented, and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes, anaphylaxis and asthma. A disclaimer will be signed by the parents in this regard.

10. Illnesses and allergies

When a pupil becomes ill during the school day, their parent will be contacted and asked to pick their child up as soon as possible.

A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parent to pick them up. Pupils will be monitored during this time.

Where a pupil has an allergy, this will be dealt with in accordance with the pupil's individual healthcare plan.

11. Consent

Parents will be asked to complete and sign a medical consent form when their child is admitted to the school, which includes emergency numbers, alongside details of allergies and chronic conditions. Where appropriate, parents will be asked to consent to the administration of the school's emergency asthma inhaler or autoinjector. Parents are advised that consent remains in place for the child's time at school or until otherwise notified in writing by the parent.

Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law. Staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the

circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

12. Early Years

The school will ensure that it meets the paediatric first aid requirements set out in the statutory framework for the early years foundation stage (EYFS), which also includes arrangements for off-site activities.

In doing so the school will ensure the following:

- At least one person who has a current paediatric first aid (PFA) certificate is always on the premises and available when children are present and accompanies them on any outings - the certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS framework.
- PFA training is renewed every three years and is relevant for people caring for young children.
- All staff who have obtained a level 2 and/or level 3 qualification since 30 June 2016 obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3.
- It displays, or makes available to parents, staff PFA certificates or a list of staff who have a current PFA certificate.
- Any member of staff who has sole responsibility for looking after a group of children will hold a PFA certificate.
- All newly qualified entrants to the early years workforce who have completed a level 2 or level 3 qualification on or after 30 June 2016, have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios. The school will organise PFA training to be renewed every three years. The list of staff who hold PFA certificates can be found in Section 4 and on the red-framed emergency boards.

13. Monitoring and review

This policy will be reviewed annually by the Local Academy Board, and any changes communicated to all members of staff.

Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

