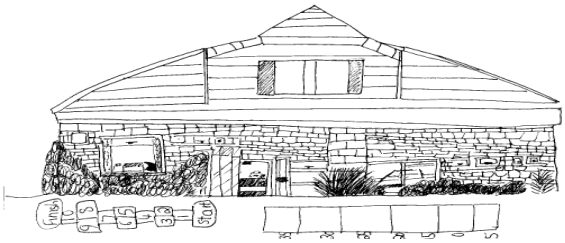
Graveley Primary School

A Church of England (VC) School



FIRST AID POLICY

Date of policy	**Autumn Term 2026**
Date ratified by the Governing Board	**11/11/2026**
Date of next review	**Autumn Term 2028**

1.Aims

The school is committed to providing effective first aid provision to ensure the health, safety, and welfare of all pupils, staff, and visitors.

Details of treatment of illness by the administration of medication is covered in the Supporting pupils with Medical Needs Policy.

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 first aid arrangements in place at the school.
- Provide a framework for responding to incidents and for recording and reporting the outcomes.
- Ensure appropriate first aid provision is always available.

2. Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools 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 1999, which require employers to carry out risk assessments, decide to implement necessary measures, and arrange for appropriate information and training.

The school will undertake a First Aid Needs Assessment and review it annually, or sooner if there are significant changes to staffing, pupil needs, premises, activities or educational visits. The findings of this assessment will be used to determine the number of trained first aiders, the location of first aid equipment any additional first aid arrangements required.

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 First Aiders are listed in Appendix 1. They are responsible for:

- Taking charge of first aid arrangements in the event of an injury or illness.
- 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.
- Recommending that pupils who are unwell or injured are collected by a parent/carer where appropriate.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

3.2 First Aid Lead

The school's **First Aid Lead** is Nancy Yuen

The First Aid Lead is responsible for:

- Oversight and coordination of first aid provision across the school.
- Maintaining the register of qualified first aiders.
- Monitoring first aid qualification expiry dates and arranging refresher training.
- Ensuring first aid kits, bags and medical room supplies are adequately stocked.
- Monitoring completion and quality of accident records.
- Monitoring accident trends and reporting findings to the Headteacher and Governing Board as appropriate.
- Ensuring AED (Automated external defibrillator) checks are completed and records maintained.
- Supporting investigations into significant accidents and near misses.

3.3 The local authority and governing board

Hertfordshire County Council has ultimate responsibility for health and safety matters where it is the employer and 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.

3.4 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of first aid trained personnel are present in the school at all times. A First aid needs assessment see https://thegrid.org.uk/Restricted-assets/first-aid-risk-assessment-v4-sept-2025.docx will be undertaken and will be reviewed on an annual basis to ensure sufficient provision.

- 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 control measures are put in place.
- Ensuring that an adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE under RIDDOR when necessary (see section 6)

3.5 Staff

All school staff are responsible for:

- Ensuring they are aware of and 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 that require additional support within the workplace.

4. First aid procedures

4.1 On site procedures

In the event of an accident resulting in injury:

- The closest members(s) 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. Any treatment given will be recorded onto Medical Tracker so parents/carers will be informed.
- 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 the 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 school office will contact parents immediately.
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury. (in the First Aid Book or other designated reporting system in place at the school).

4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- Mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents / carers contact details

When transporting pupils using a minibus or other large vehicle, the school will make sure the vehicle is equipped with a clearly marked first aid kit.

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

As part of Offsite visit planning a risk assessment will determine the level of first aid provision required. Consideration will be given to the nature of the activity, any specific medical needs of pupils and staff, the location and duration of the visit and distance from emergency medical assistance.

Where identified by the risk assessment, a suitably qualified first aider will accompany the visit and appropriate first aid equipment will be taken.

4.3 Incident Requiring a Casualty to go to Hospital

- In all circumstances where it is considered necessary for a pupil or adult to attend hospital, the parent/carer (for a pupil) or the casualty's nominated emergency contact will be informed as soon as reasonably practicable.
- Where the injury is deemed to be an emergency, an ambulance will be called immediately, and the parent/carer or emergency contact will be notified as soon as possible thereafter.
- If a casualty is transported to hospital by ambulance and a parent/carer or emergency contact is unable to arrive before departure, an appropriate member of staff will accompany the casualty until responsibility can be transferred to the parent/carer, emergency contact, or medical staff.
- Where a parent/carer, emergency contact, or staff member is unable or not considered fit to drive, alternative transport arrangements, such as a taxi, may be arranged where appropriate.
- Staff using their private vehicles must not transport injured or ill pupils except in exceptional circumstances and in accordance with the school's educational visits and insurance arrangements.
- A member of the Senior Leadership Team will be informed of any serious injuries, hospital treatment or ambulance attendance as soon as reasonably practicable.

5. First aid equipment

5.1 A typical **first aid kit** within the school may include the following:

- A leaflet giving general advice on first aid.
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium-sized individually wrapped sterile unmedicated wound dressings.
- 2 large sterile individually wrapped unmedicated wound dressings.
- 3 pairs of disposable gloves (vinyl, nitrile, or powder-free low-protein latex, CE marked).
- Blunt ended stainless steel scissors (minimum length 12.7 cm) may also be useful to cut clothing away.)

Additional items may be included where considered necessary following a first aid needs assessment.

No medication will be stored in, or administered from, first aid kits. Medication will only be stored and administered in accordance with the school's Supporting Pupils with Medical Conditions policy.

5.2 Location and maintenance of first aid equipment

- First aid kits are located in every class room and the staff room.

- Nancy Yuen (School Secretary) is responsible for checking all first aid boxes, first aid bags and emergency medical supplies on a regular basis, and at least once each term, to ensure they remain fully stocked, in date and fit for purpose. This includes first aid kits used for educational visits and those carried in school minibuses.
- Where additional or replacement material or equipment is required, Nancy Yuen will ensure that items are stocked without delay
- Where items are out of date, Nancy Yuen will ensure that they are discarded and replaced immediately

5.3 The school has a **medical room** which is located in the staffroom.

In accordance with the Education (School Premises) Regulations, the school provides suitable accommodation for the medical examination and treatment of pupils, and for the short-term care of pupils who are ill or injured during the school day.

The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed.

The medical room will be maintained in a clean and hygienic condition and equipped with appropriate first aid supplies and equipment, as identified through the school's first aid needs assessment.

5.4 Automated external defibrillators (AEDs)

The school has one Automated External Defibrillator(s) (AEDs) located in the Reception area of the school.

Staff will be made aware of the location of AEDs and their use as part of the school's first aid arrangements.

The school's AED(s) are registered on The Circuit: The National Defibrillator Network, including details of their location and the times during which they are accessible. Registration helps emergency services identify and direct callers to the nearest available AED in the event of a cardiac arrest.

The Circuit: The National Defibrillator Network

Nancy Yuen is responsible for ensuring that:

- AEDs are maintained and regular checks are undertaken to confirm that the AED is operational and ready for use.
- Batteries and electrode pads are replaced before their expiry dates.
- Any faults, damage or use of the AED are reported immediately, and appropriate action is taken to restore the device to operational condition.
- The AED's registration details on The Circuit remain accurate and up to date.

Following any use of an AED, replacement consumables will be obtained promptly, and the device will be returned to service as soon as practicable.

6. Record-keeping and reporting

6.1 First aid and accident records

- An online accident form (Medical Tracker) will be completed by the attending first aider, or other appropriate member of staff on the same day or as soon as possible after an incident resulting in an injury.
- Staff must ensure that accident and first aid records are completed accurately and with as much detail as possible.
- Records must contain, as a minimum, the date, time and location of the incident, details of the incident and injured person, the nature of the injury or illness, treatment provided, and the names of any witnesses.
- Records held in Medical Tracker will be retained by the school in accordance with the school's Records Retention Schedule and relevant statutory requirements. (Accident records must be retained for a minimum of 3 years but for those involving pupils should be retained for a longer period, reflecting the limitation period for personal injury claims, which is up to 3 years after a pupil reaches the age of 18). Records will be securely disposed of when the retention period has expired.
- Accidents will be reported to Hertfordshire County Council via Solero (AIRS) in accordance with the School Incident Reporting Procedures published on The Grid.
- Accident records will be reviewed periodically to identify trends and inform any necessary improvements to health, safety and welfare arrangements.

6.2 Reporting to the HSE

The school office 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 Headteacher will ensure that reportable incidents are notified to the Health and Safety Executive (HSE) within the timescales required by RIDDOR.

6.2.1 School staff: reportable injuries, diseases or dangerous occurrences

Reportable injuries, diseases or dangerous occurrences include:

- Fatalities
- 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) e.g. 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.
- Over 7-day injuries

Work-related Injuries where an employee is absent from work, or unable to perform their normal work duties for more than 7 consecutive days (excluding the day of the incident). The school office will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident

- **Dangerous Occurrences (Near-Miss Events)**
  Near-miss events that do not result in an injury but have the potential to cause serious harm.
  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.

All staff must report accidents, incidents and near misses to the headteacher as soon as possible to enable an assessment of whether the incident is reportable under RIDDOR and to ensure appropriate investigation and corrective action are undertaken.

6.2.2 **Pupils and other people not at work (e.g. visitors):**

Reportable incidents 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 where 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 during a practical activity)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. defects, poorly maintained, slippery floors etc.)

Information on how to make a RIDDOR report is available here http://www.hse.gov.uk/riddor/report.htm

6.3 Notifying parents/carers.

The class teacher, or another appropriate member of staff, will inform parents/carers of any accident or injury sustained by a pupil and any first aid treatment administered on the same day as the incident, or as soon as reasonably practicable.

Notification may be provided verbally, by telephone, electronically, or in writing, depending on the nature and severity of the incident.

In the event of a significant injury, illness, head injury, or any incident requiring further medical assessment or treatment, parents/carers will be contacted by telephone as soon as possible by a member of the office staff or the Senior Leadership Team.

Where emergency medical treatment is required, parents/carers will be informed immediately after emergency services have been contacted.

A record of the accident, treatment provided, and communication with parents/carers will be maintained in accordance with the school's accident reporting procedures.

Where a pupil is collected from school following an injury or illness, the details of the collection and the person collecting the pupil will be recorded.

6.4 Reporting to the Local Authority

The Headteacher will ensure that the Local Authority is notified of any serious accident, serious injury, dangerous occurrence, or the death of a pupil while in the school's care, in accordance with Hertfordshire County Council reporting requirements.

Reports will be submitted through the Local Authority's accident reporting system, **AIRS**, which is accessed via **Solero**.

Where an incident is reportable to both the Local Authority and the Health and Safety Executive (HSE) under RIDDOR, the school will ensure that notifications are made to both organisations as required.

7. Training

The school recognises the importance of maintaining an appropriate number of trained first aiders to meet the needs identified through its first aid needs assessment.

All staff are encouraged to undertake first aid training and may do so where appropriate to their role and the needs of the school.

Staff designated as first aiders must successfully complete an approved first aid training course and hold a current certificate of competence relevant to their role.

Staff designated as Appointed Person will hold an emergency first aid at work qualification as a minimum.

The school will maintain a register of all trained first aiders, including details of courses completed, qualification dates and certificate expiry dates (see appendix 1).

The school will monitor qualification expiry dates and make arrangements for first aiders to undertake refresher or requalification training before their certificates expire.

The school will ensure that an adequate number of qualified first aiders are available at all times, including during educational visits, extracurricular activities and other school events, in accordance with the school's first aid needs assessment.

Staff working with pupils who have specific medical conditions may receive additional training where necessary to enable them to provide appropriate support in accordance with healthcare plans and risk assessments.

Training records will be reviewed regularly to ensure compliance with statutory requirements and effective first aid provision across the school.

Early Years Foundation Stage (EYFS)

Where the school has pupils in the Early Years Foundation Stage (EYFS):

At least one member of staff holding a current **Paediatric First Aid (PFA)** certificate will be available on the premises at all times when EYFS children are present and will accompany children on all school trips and visits involving EYFS pupils in accordance with the Statutory Framework for the Early Years Foundation Stage.

PFA qualifications will meet the requirements of the **Statutory Framework for the Early Years Foundation Stage** and will be renewed at least every three years.

8. Hygiene and Infection Control

The school is committed to maintaining high standards of hygiene and infection prevention. All staff are expected to follow good hygiene practices and take appropriate precautions to reduce the risk of infection and cross-contamination.

First Aiders should:

- Follow standard infection prevention and control procedures at all times.
- Wear appropriate personal protective equipment (PPE), including disposable gloves and, where necessary, disposable aprons when dealing with blood, bodily fluids or other potentially infectious materials.
- Cover any cuts, abrasions or breaks in their own skin with a waterproof dressing before administering first aid.
- Dispose of used dressings, wipes, gloves and other contaminated materials safely and in accordance with the school's waste disposal procedures.
- Clean and disinfect any surfaces contaminated by blood or other bodily fluids using appropriate cleaning materials and procedures.
- Wash their hands thoroughly with soap and water, or use alcohol-based hand sanitiser where appropriate, before and after administering first aid.
- Use a resuscitation face shield, pocket mask or other suitable barrier device when undertaking cardiopulmonary resuscitation (CPR), where available.

8.2 Pupils and Infection Control

To help prevent the spread of infection:

- Pupils who are suspected of having an infectious illness may be excluded from school in accordance with current public health guidance.
- Pupils who have experienced sickness and/or diarrhoea must not return to school until at least 48 hours after the last episode of symptoms.
- Pupils will be encouraged, and where necessary assisted, to wash their hands regularly, particularly:
    - Before eating or handling food.
    - After using the toilet.

- After coughing, sneezing or blowing their nose.
- After contact with bodily fluids or contaminated materials.

- Pupils will be encouraged to follow good respiratory hygiene, including covering coughs and sneezes and disposing of tissues appropriately.

8.3 Management of Spillages

Any spillages of blood or bodily fluids will be treated as potentially infectious and will be cleaned promptly using appropriate protective equipment and cleaning materials. Contaminated waste will be disposed of safely and in accordance with the school's infection control procedures

8.4 Communicable Diseases

The school will follow current guidance issued by the UK Health Security Agency (UKHSA), the Department for Education and Hertfordshire County Council regarding the management of infectious diseases, outbreaks and exclusion periods. Where necessary, advice will be sought from relevant public health authorities.

9. Links with other policies

This First Aid Policy should be read in conjunction with the following school policies and procedures (list as appropriate e.g.):

- Health and safety policy
- Supporting Pupils with Medical Conditions (Healthcare Needs) Policy.
- Administration of Medicines Policy.
- Allergy Policy
- Educational Visits Policy.

Appendix 1: list of trained first aiders

NAME/TYPE OF TRAINING	STAFF NAME	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED
First Aid at Work	Sheena Leonard	May 2025	May 2028
Paediatric First Aid - Level 3	Tracey Tooley	November 2023	November 2026 (scheduled to attend course in December 2026)
	Sheena Leonard	March 2024	March 2027
	Nancy Houghton	June 2025	June 2028
	Michelle Lingwood	November 2024	November 2027
	Leanne White	October 2026	October 2029
Emergency Paediatric First Aid	Emma London	March 2025	March 2028
Emergency First Aid at Work	Amanda Otto	November 2024	November 2027