Staining C of E Primary School First Aid Policy (2026)

1. Introduction:

Staining C of E Primary School is committed to providing a safe and healthy environment for pupils, staff and visitors.

The school will ensure that appropriate first aid arrangements are in place for the treatment of injuries and illness on the school premises and during school activities, educational visits and other off-site activities.

The school's first aid arrangements will be proportionate to the risks identified through its first aid needs assessment and will take account of the number and age of pupils and staff, the school's premises and activities, foreseeable risks, the needs of pupils with medical conditions or disabilities and arrangements for off-site activities.

This policy is informed by and will be implemented with regard to:

- Health and Safety at Work etc. Act 1974.
- Health and Safety (First Aid) Regulations 1981.
- School Premises (England) Regulations 2012.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- The Early Years Foundation Stage (EYFS) Statutory Framework applicable from 1 September 2026.
- Department for Education guidance, First aid in schools, early years and further education.
- Department for Education statutory guidance, Allergy safety in schools, where relevant.
- The school's Health and Safety Policy.
- The school's Supporting Pupils with Medical Conditions Policy.
- The school's Allergy Safety Policy.
- The school's Educational Visits Policy.
- Any relevant local authority health and safety procedures.

The school will keep its first aid arrangements under review and will make changes where necessary following changes to legislation, guidance, staffing, premises, activities, pupil needs or following significant incidents.

2. Aims

The aims of this policy are to:

- provide adequate and appropriate first aid equipment, facilities and trained personnel;
- ensure first aid is available throughout the school day and during relevant before- and afterschool activities;
- ensure appropriate first aid provision is available during educational visits and other off-site activities;
- provide immediate and appropriate assistance to pupils, staff and visitors who become ill or are injured;
- ensure appropriate numbers of trained first aiders and appointed persons are available;
- ensure appropriate paediatric first aid provision is available for children in the EYFS;

• ensure first aid equipment is accessible, maintained and regularly checked;

• ensure accidents, injuries and first aid treatment are appropriately recorded;

• ensure appropriate parents/carers and other relevant authorities are informed following accidents or injuries;

• ensure statutory reporting requirements, including RIDDOR and EYFS/Ofsted notification requirements where applicable, are followed;

• ensure first aid arrangements work alongside the school's procedures for supporting pupils with medical conditions and allergies;

• promote an understanding among staff and pupils of how to respond safely and appropriately to emergencies.

3. Roles and Responsibilities

3.1 Employer

Lancashire County Council, as the school's employer where applicable, retains responsibility for fulfilling its legal health and safety duties and for ensuring appropriate first aid arrangements are provided.

Operational responsibilities may be delegated to the school's governing body and school leadership in accordance with the school's governance and local authority arrangements.

3.2 Governing Body

The Governing Body will:

• ensure that the school has an appropriate and up-to-date First Aid Policy;

• ensure that the school's first aid arrangements are reviewed and monitored;

• ensure that adequate resources are available to implement the policy;

• ensure that appropriate health and safety arrangements are in place;

• ensure that the school undertakes and reviews an appropriate first aid needs assessment;

• monitor compliance with relevant statutory requirements and guidance.

3.3 Headteacher

The Headteacher will:

• oversee implementation of this policy;

• ensure that appropriate first aid arrangements are maintained;

• ensure that staff, pupils and parents/carers are aware of the school's first aid arrangements;

• ensure that sufficient appropriately trained first aid personnel are available, taking account of absence and other operational arrangements;

• ensure that appropriate first aid provision is available during educational visits and other offsite activities;

• ensure serious incidents are appropriately investigated and reported;

• ensure RIDDOR, Ofsted and other statutory notifications are made where required;

3.4 Deputy Headteacher

The Deputy Headteacher will, as delegated:

• ensure appropriate first aid training is arranged and certificates are monitored;

• oversee the day-to-day implementation of the school's first aid arrangements;

• oversee first aid and accident records;

• ensure that learning from serious incidents and near misses is incorporated into relevant policies and procedures.

• maintain records of staff first aid training and qualification expiry dates;

• arrange first aid training and refresher training;

• ensure appropriate first aid cover is considered during staff absence;

• ensure appropriate information is available to staff who need it to provide emergency care.

3.5 Children and Family Lead

The Children and Family Lead will, as delegated:

• maintain and oversee first aid equipment and facilities;

• ensure first aid kits are checked regularly and restocked promptly;

• maintain first aid and accident records;

• liaise with relevant staff regarding pupils with medical conditions and allergies;

3.5 First Aiders

First aiders will:

• provide immediate assistance within the limits of their training and competence;

• assess the situation and take appropriate action;

• summon emergency medical assistance where required;

• provide appropriate first aid treatment;

• follow the pupil's Individual Healthcare Plan where relevant;

• record first aid treatment and accidents in accordance with school procedures;

• maintain confidentiality when handling personal or medical information;

• report concerns, serious incidents and significant changes in a pupil's condition to the appropriate member of staff.

First aiders will not provide treatment beyond their training and competence.

3.6 All Staff

All staff will:

• familiarise themselves with this policy and the school's first aid arrangements;

• know how to summon first aid assistance;

• use their best endeavours in an emergency to safeguard the welfare of pupils and others;

• report accidents and incidents promptly and contacting parents/carers when/if needed;

• follow relevant Individual Healthcare Plans and emergency procedures;

• undertake any training required for their role.

4. First Aid Needs Assessment

The school will maintain a documented first aid needs assessment.

The assessment will consider, as appropriate:

• the size of the school and number of pupils, staff and visitors;

• the age of pupils, including the particular needs of children in the EYFS;

• the layout and location of buildings, playgrounds and other areas;

• the nature of school activities, including PE, sport, practical activities and play;

• identified hazards and foreseeable risks;

• pupil and staff medical needs;

• pupils with disabilities or complex needs;

• the school's accident and incident history;

• arrangements for educational visits and other off-site activities;

• before- and after-school activities;

• staff working patterns and foreseeable staff absence;

• the availability and location of first aid equipment and facilities;

• the number, availability, competence and training of first aid personnel;

• emergency access and arrangements for contacting the emergency services.

The needs assessment will be reviewed regularly and following significant changes to the school, its activities, staffing or pupil population, and following significant incidents where appropriate. There is no fixed statutory number of first aiders required for every school. The school will determine the appropriate number and type of first aid personnel through its needs assessment.

5. First Aid Provision

At Staining C of E Primary School, first aid will be provided by appropriately trained first aiders and, where required, appointed persons.

Information about first aiders, appointed persons, first aid equipment and how to summon assistance will be made available to staff and displayed in appropriate locations.

First aid provision will be available:

• during the normal school day;

• whenever pupils and staff are present on the school premises;

• during relevant before- and after-school activities;

• during educational visits and other off-site school activities.

The school will take account of staff absence and other changes in availability when planning first aid cover.

A designated first aider or appointed person will be identified for educational visits in accordance with the school's Educational Visits Policy.

6. First Aid Training

First aid training will be provided by a competent training provider.

The school will identify the appropriate qualification for each role based on its first aid needs assessment.

First aiders will hold an appropriate and current qualification, such as:

• First Aid at Work (FAW);

• Emergency First Aid at Work (EFAW); and/or

• Paediatric First Aid (PFA), where required.

First aid certificates are generally valid for three years. The school will arrange appropriate retraining before certificates expire. Training needs will be reviewed when there are changes to the school's activities, pupil needs or first aid arrangements.

7. Nursery and Early Years Foundation Stage

The school will comply with the first aid requirements contained within the EYFS Statutory Framework applicable from 1 September 2026.

At least one person holding a current Paediatric First Aid certificate will be present and available at all times when children in the EYFS are present.

A suitably qualified Paediatric First Aider will accompany children on outings.

The school will ensure that appropriate arrangements are in place for:

• staff absence;

• breaks and lunchtimes;

• before- and after-school provision where EYFS children are present;

• educational visits and outings;

• emergency situations where immediate medical assistance is required.

Paediatric First Aid training will be renewed in accordance with the current EYFS requirements.

8. First Aid Equipment

First aid kits will be provided in appropriate locations identified through the first aid needs assessment.

At Staining C of E Primary School, first aid equipment is located in key areas including:

• the school office;

• each year group corridor;

• the playground during break times;

• the kitchen;

• other areas identified through the first aid needs assessment.

First aid kits will contain appropriate equipment based on the school's first aid needs assessment and will meet, as a minimum, the recommended contents in current HSE/DfE guidance where applicable.

A travel first aid kit will be taken on school trips and off-site visits.

First aid kits will be:

• clearly identifiable;

• readily accessible;

• checked regularly;

• restocked promptly following use;

• checked for expired or damaged items.

Medication will not normally be stored in first aid kits.

9. Automated External Defibrillators

The school has one Automated External Defibrillator (AED): located in the main office.

Bursar will ensure that AEDs are:

• accessible and readily available for use in an emergency;

• regularly checked and maintained;

• monitored for battery and pad expiry;

• maintained in accordance with the manufacturer's instructions;

• accessible during relevant school activities;

• available to emergency responders where appropriate.

AED location and arrangements will be communicated to staff.

The school will maintain appropriate records of AED checks and maintenance and will ensure that any faults or expired consumables are addressed promptly.

AED use will be followed by appropriate incident recording and review.

Where appropriate, AEDs will be registered and kept up to date on the relevant national AED registration system.

Staff will receive appropriate information or training regarding the location and use of the school's AED.

In an emergency, staff should call 999 and follow the emergency operator's instructions.

An AED should be used as soon as practicable where indicated.

10. Anaphylaxis and Allergy Emergencies

Staining C of E Primary School recognises that anaphylaxis is a potentially life-threatening emergency. First aid arrangements will operate alongside the school's separate Allergy Safety Policy and Supporting Pupils with Medical Conditions Policy. The school will comply with the statutory allergy safety requirements applicable from September 2026.

The school will ensure that appropriate arrangements are in place for:

• identifying pupils with allergies;

• Individual Healthcare Plans where required;

• allergy awareness and emergency response training;

• access to pupils' prescribed adrenaline auto-injectors;

• the school's emergency supply of adrenaline auto-injectors where applicable;

• appropriate procedures for administering emergency medication by trained and authorised staff;

• recording and reviewing serious allergy incidents and near misses;

• educational visits and other off-site activities.

Staff must follow the pupil's Individual Healthcare Plan and the school's Allergy Safety Policy when responding to an allergic reaction.

Where anaphylaxis is suspected, emergency medical assistance must be sought immediately and adrenaline administered in accordance with the pupil's Individual Healthcare Plan and the school's emergency procedures.

The school's anaphylaxis emergency kit is located by the main office. Staff will receive appropriate training in its use and the equipment will be checked regularly.

11. Accident and First Aid Recording

The school will maintain appropriate records of accidents, injuries and first aid treatment involving pupils, staff and visitors.

Records will include, where appropriate:

• name of the person receiving first aid;

• date and time;

• location;

• nature of the injury or illness;

• circumstances of the incident;

• treatment or assistance provided;

• name of the first aider;

• whether further medical assistance was required;

• whether parents/carers or other relevant persons were informed;

• any follow-up action required.

Records will be stored securely and handled in accordance with the school's data protection and record-management arrangements.

12. Informing Parents and Carers

Parents/carers will be informed of accidents, injuries and first aid treatment provided to their child in accordance with the seriousness and circumstances of the incident.

First aid treatment will normally be communicated to parents/carers on the same day, or as soon as reasonably practicable.

Parents/carers will be contacted by telephone where the injury or illness is considered significant, where further medical attention may be required, or where the school considers telephone contact appropriate.

Head injuries, significant injuries, suspected fractures, significant allergic reactions, loss of consciousness and other potentially serious incidents will be escalated in accordance with the school's procedures.

In an emergency, the child's immediate safety and access to appropriate medical treatment will take priority.

13. Serious Incidents, RIDDOR and Other Notifications

The school will ensure that accidents and incidents are assessed to determine whether further reporting or notification is required.

Not every serious accident is necessarily reportable under RIDDOR. Where an incident may meet the RIDDOR reporting criteria, the Headteacher will ensure that the circumstances are assessed and, where required, reported in accordance with RIDDOR.

The school will also consider whether notification is required to:

- Lancashire County Council or the school's employer;
- Ofsted;
- children's social care or other safeguarding agencies;
- parents/carers;
- insurers;
- other relevant regulatory or professional bodies.

For EYFS children, the school will comply with the applicable EYFS requirements for notifying Ofsted of serious accidents, illnesses or injuries, including the requirement to notify Ofsted as soon as reasonably practicable and within the applicable statutory timeframe.

Serious incidents will be reviewed to identify whether changes to first aid provision, risk assessments, training, supervision or other school procedures are required.

14. Medicines and Individual Healthcare Plans

First aid does not normally include the routine administration of medication.

Medication will not normally be stored in first aid kits.

Where a pupil has a medical condition requiring emergency medication, staff will follow the pupil's Individual Healthcare Plan and the school's Supporting Pupils with Medical Conditions Policy.

Staff who are expected to administer emergency medication will receive appropriate training and will act within the scope of that training and the school's procedures.

Where first aid provision identifies a need for additional training to enable staff to respond to a lifethreatening medical emergency, the school will consider and arrange appropriate training.

Pupils' prescribed emergency medication, including inhalers and adrenaline auto-injectors, will be managed in accordance with the relevant Individual Healthcare Plan and school policy.

15. Mental Health and Wellbeing

First aid arrangements may include an immediate response to a pupil or member of staff experiencing a mental health crisis or acute distress.

The school will respond in accordance with its safeguarding, mental health and wellbeing procedures.

The school's Senior Mental Health Lead is the Pastoral Lead.

This First Aid Policy does not replace the school's Mental Health and Wellbeing, Safeguarding or Medical Conditions policies.

Policy Review

This policy will be reviewed annually or following significant changes in legislation, major changes in school premises or staff or following a major incident or accident review.